How to enter a Zoom

There are three ways to enter a Zoom session:
- Call in with a regular phone – sound only (this page)
- Computer Zoom – video and sound (page 2)
- Smartphone Zoom – video and sound (page 3)

You will also need either:

1. A Zoom invitation sent to your email, that has a blue link in it.

  or

2. A meeting ID (a series of 11 numbers) and a password (a series of six numbers). The link will work on a computer or smartphone. When you dial in, you will use the ID and password.

Here are instructions on how to connect using the three devices:

FOR PHONE ONLY

1. Using any phone, dial: 1-312-626-6799

2. Enter the 11-digit meeting ID you were given.

3. You will be asked for a password. Enter the 6-digit password you were given.

Now you are in and ready to go!

FOR PERSONAL COMPUTER ONLY (with a camera)

1. Open the e-mail with the invitation

2. Click on the blue type—it will look something like this: https://us02web.zoom.us/j/89302056714?pwd=L0pzWjF1ZEVENmQ2OXNDZk9BU2VCdz09

3. This will take you to Zoom and the meeting entrance. It may ask for your name, if you haven't used Zoom before. If so, type it in.

4. It will ask if you want to open Zoom meeting. Click on that button to open in Zoom. It may take a minute or two to hear or see anyone, because the host of the meeting has to let you in.

5. VERY IMPORTANT: When you see the host, scroll your mouse to the black part of your screen. There will be a picture of a microphone and a camera. Make sure they <u>do NOT have a red line</u> through them. (A red line through the mic means you are muted, and I can't hear you; a red line through the camera means I can't see you). If there is a red line, click on it to remove the line.

6. Sometimes you will be asked if you want to use computer audio. Agree to that with a click, if prompted. It may even take you to a test of the audio; if so, scroll to the bottom and click.

<u>Now you are in and ready to go!</u>

FOR SMARTPHONE ONLY (with a camera)

Ahead of time:

    1. Download the free *zoom.us* app. To do this, go to the app store on your phone, and find the search area. (It usually it has a magnifying glass.)

    2. Type in "ZOOM".

    3. Scroll down until you see something that says "ZOOM Cloud Meetings." It has an icon that looks like this:

    4. Click on this picture; then you will see a round blue button that says "GET" or "OPEN".

    5. Click on this to download the app (this may take one or two minutes). Now you will have that icon on your phone to click when you are ready to go to the meeting

On the day of your Zoom meeting:

    1. If you can get e-mail on your phone, you will receive your invitation. Open it, and click the blue link that looks like this: https://us02web.zoom.us/j/89302056714?pwd=L0pzWjF1ZEVENmQ2OXNDZk9BU2VCdz09

If you don't get email on your phone, click on the Zoom icon that you created from the process above.

    2. Click: "Join a meeting." It will prompt you for two different codes. The first is the meeting ID. Type: 893 0205 6714. Then it will ask for a password. Type: 054536. This will take you into the meeting.

3. You will be asked if Zoom can access the audio of your phone. Click: ALLOW.

4. It may ask if Zoom can send you notifications. Click: DO NOT ALLOW

Now you are in and ready to go!