



How to Access Zoom

1. There are two options to get to your meeting: Click the link that was sent to you **OR** type **zoom.us/join** into your browser and type in your meeting ID.
2. When you ZOOM for the first time, you will need to download a file. This process differs depending on what type of device you are using.:

COMPUTER

Follow the prompts on your screen to download and save the file.

SMARTPHONE/TABLET

Download the ZOOM app from the App or Google Play store. Follow the prompts on the screen.

3. Once you open the file or app, a display window will appear (if you are using a MEETING ID number, enter it now). Enter your name and click **join**.
4. A pop up will appear with a video preview. We recommend clicking **“join with video”** so that people can see you. Another pop up will appear, asking you to **“join with audio.”** We recommend clicking on that button.
5. Once you are in the meeting, there are a few tools to help you.

ASK A QUESTION (RAISE HAND)

This allows you to virtually “raise your hand” to ask a question

CHAT / MESSENGER

You can type out questions or thoughts without having to speak

MIC & CAMERA

These buttons allow you to turn your camera and microphone on and off