

## More detailed procedure for using ZOOM VIDEO CONFERENCE via Computer, Tablet or phone

1. You will be sent an email inviting you to a ZOOM Video Conference. This email will give you the date and time of the Zoom meeting based on the Eastern Time Zone.
2. In the email you will see the following information (this is a sample)  
Topic: Name of Event  
Time: Jan 24, 2020 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/453967185> (use the link in your email invitation – this is just a sample)

Meeting ID: 453 967 185 (use the meeting ID in your email invitation – this is just a sample)

If using mobile phone to dial in (Dial by your Location i.e. East Coast or West Coast)

+16468769923,,453967185# US (New York) (use the # with meeting ID on your email)

+16699006833,,453967185# US (San Jose) (use the # with meeting ID on your email)

Meeting ID: 453 967 185 (use the meeting ID in your email invitation – this is just a sample)

Find your local number: <https://zoom.us/u/anPoWNqFA>

### USING YOUR COMPUTER OR I-PAD

3. **On the date of the meeting** (10 -15 minutes ahead of the scheduled meeting), open your email invitation and click on the link that is under the sentence that says "Join Zoom Meeting" - beginning with <https://...> (This will be in blue)
4. When you click on the zoom link (<https://zoom.us/...>) in the email you might be asked if you want to **install, download, or launch** Zoom. **Click YES or RUN.**
5. **If you get a window that asks for your name (and maybe your email - use the email address you received the invitation to).**
6. Another window will ask if you want to join **AUDIO** by computer - **say YES.** You will see each other and speak through the computer.
7. Once you are on Zoom and you see one another - be sure to **scroll your cursor down at the bottom of the black ZOOM screen and you'll see a pop-up tool bar.**
  - On the left hand side of the bottom tool bar, you will see an icon of a microphone. **Make sure you do not have a red line through it.** If there is a line through it, it means you are muted and others will not be able to hear you speak. If there is a line through it click it once more to remove the line.
  - If you are told that people cannot see you ... scroll your cursor down at the bottom and get the pop-up tool bar. Look for the icon of a video camera (to the right of the microphone icon) and **be sure that it does not have a red line through it.** If it does just click on the icon to remove the line.

Viewing your computer monitor / screen -

- To view the full screen, move your cursor to the **upper right hand corner** and **click on four arrows at the top right corner**. This will give you the largest access on your monitor.
- Options for seeing people on the Zoom conference – Gallery View & Speaker View:
  - **GALLERY VIEW** – Move your cursor to the upper right hand corner and click on Gallery View. This allows you to see everyone attending in equal size boxes. Depending on the number of people (or if you are on an I-Pad) you may have an arrow appear on the screen indicating there are more on the next page. Click on the arrow and you will see them.
  - **SPEAKER VIEW** – If you click on Speaker View (move the cursor to the upper right hand corner) you will see one person very large and the others in small boxes. The person doing the speaking is the one who appears largest on the screen.

#### To leave the meeting:

- Scroll to the bottom of the screen. A tool bar will pop up. In the right hand corner click, **Leave meeting**.

#### **USING YOUR Smart phone** (Download ZOOM app from the App Store)

1. Go to your email via your I-Phone.
2. Open the invitation to Zoom and **Click on** the link that is next to the sentence that says "Join Zoom Meeting" - beginning with <https://...> (This will be in blue)
3. Click "Join with Video"
4. Click on "Call using internet audio"
5. Participate in meeting

#### To leave the meeting

1. Click on the screen and a tool bar will appear on the top of your phone.
2. Click on leave the meeting (**in upper right hand corner**).

#### **USING A PHONE other than a smart phone** – i.e. Land line or old cell phone that does not allow internet access – you'll hear everything but won't see anything

1. On the email invitation you will see at the bottom the words "Dial by your location"
2. If calling from the eastern time zone use the number supplied (e.g. +1 646 876 9923 US (New York) OR a number for the pacific time zone (e.g. +1 669 900 6833 US (San Jose)
3. You will be asked for **the meeting ID number (e.g. Meeting ID: 453 967 185)**. **Use the number that is written specifically on that email invitation.** [It is not always the same number]