

## *Zoom Meetings Instructions*

*There are 3 ways to join the meeting, choose the one that works best for you.*

### *1. - Browser*

- 1. On your computer, laptop or phone, click this link <https://zoom.us/join>*
  - 2. Enter meeting ID*
  - 3. Enter your first name only, in keeping with our anonymity principles*
  - 4. Click - Join*
  - 5. If asked to agree to Terms of Service, click - I agree*
  - 6. If asked about audio preferences, choose - Computer audio or Join audio by computer*
- Note: Zoom doesn't work on Safari or Firefox, use Chrome if you can*

### *2. - Computer App*

- 1 In advance, download the free Zoom app onto your computer or laptop*
- 2. When it's time to join the meeting, open the app*
- 3. Click - Join*
- 4. Enter meeting ID*
- 5. Edit name to show first name only, in keeping with our anonymity principles*
- 6. Click - Join*
- 7. If asked about audio preferences, choose - Computer audio*

### *3. - Phone App*

- 1 In advance, download the free Zoom app onto your mobile phone*
- 2. When it's time to join the meeting, open the app on your phone*
- 3. Click - Join*
- 4. Enter meeting ID*
- 5. Edit name to show first name only, in keeping with our anonymity principles*
- 6. If a window pops up that says To hear others please join audio , click Call using internet audio*

## *During the Meeting*

*To mute your microphone, click - Mute / to unmute, click – Mute again*

*To turn off your camera, click - Stop Video*

*To end the call, click - End Meeting*