

Instructions for participating in a Zoom Meeting:

Due to the current facility closure, select programs have temporarily been moved online. You may join your program from home with video and audio via your computer, smartphone or tablet device or you may join via audio only using any phone. Please see instructions for each option below.

For audio and video participation please take the following steps:

On Smartphone or Tablet Device here's how to join your program:

- Go to the Apple App Store or Google Play Store on your device
 - Search for **Zoom**
 - Select **ZOOM Cloud Meetings** (icon is white video camera in a blue square)
 - Click on **Get** to download the app
- Next:
 - Return to the email invitation
 - Click the meeting link in the email
 - A new screen should open, you will be prompted to **Open this page in Zoom?**
 - Select **Open**
 - The Zoom app will then open
 - A popup will say: **To hear others please join audio.** Select **Call using Internet Audio.**
 - You will then be in the meeting!
 - To share your video so others in the meeting can see you, tap red video camera in bottom left-hand corner of screen

On Desktop or Laptop Computer here's how to join your program:

- Click the meeting link in the email
- A new internet window will open and a pop up will come up saying **Open Zoom Meetings?**
- Select **Open Zoom Meetings**
 - *NOTE: Depending on your computer, a window may say downloading Zoom, you will need to select RUN*
- If your computer has a microphone and speakers, Select **Join with Computer Audio**
- If your computer does not have a microphone and speakers then you must use a phone to call in.
 - Select Phone Call.
 - Dial the number provided there.
 - Enter the Meeting ID and Participant ID provided on the screen.
- **You will now be in the meeting!**
- To share your video so others in the meeting can see you, tap video camera in bottom left-hand corner of your screen

For **Audio** (phone) only:

- Dial the number provided in Zoom invitation on your phone
- You will be prompted to enter the meeting ID provided in Zoom meeting invitation
- Then select # again
- You will now be in the meeting!

General Guidelines

- **Quiet Space:** Make sure you are sitting in a quiet space where the background is not distracting or inappropriate if you are sharing your video
- **Stable Internet:** If possible, try to use an ethernet connection; it is OK if you only have WiFi
- **Headphones:** If you have headphones with a working mic, these will allow for clearer audio

Due to limited staff capacity we are unable to respond to technical difficulties. Please explore <https://zoom.us/> for video tutorials and FAQs.