## **ZOOM Instructions**

## **<u>To Join a Scheduled Meeting</u>** (through zoom email invitation)

- Open the email invitation for the zoom meeting (*example below*)
- Click on the link under "Join Zoom Meeting"

If the meeting doesn't automatically connect, you may need to enter the 10-digit Meeting ID (do not use spaces or dashes)

	Reply Reply All G Forward Fri 3/13/2020 10:37 AM Rafter, Joseph Training zoom
Т	o Peluso, Renee
	Join Zoom Meeting https://iu17.zoom.us/j/308903970
	Meeting ID: 308 903 970
	One tap mobile +16468769923,,308903970# US (New York) +16699006833,,308903970# US (San Jose)
	Dial by your location +1 646 876 9923 US (New York) +1 669 900 6833 US (San Jose)
	Meeting ID: 308 903 970 Find your local number: <u>https://iu17.zoom.us/u/acuk0dMh9B</u>

• Select Join with Computer Audio or Join Audio



# During the Zoom Meeting

On the bottom row (left to right) you have the following options:

- To Mute yourself
- To Start (or Stop) Video
- To **Share** screen
- To Leave (or end) Meeting  $\square$



#### To Join a Meeting (without an email zoom invite)

• Options - by internet, by calling in, or using the Zoom App on your smartphone.

#### To access online-

- Go to the website: join.zoom.us
- Enter the 10-digit Meeting ID, no spaces or dashes
- Click Join

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← → C 🌲 zoom.us/join		🖈 💹 🔇 E		
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	REQUEST A DEMO 1.888.799.	9666 RESOURCES - SUPPORT		
ZOOM SOLUTIONS - PLANS & PRICING	CONTACT SALES JOIN A MEETING HOST A MEETING + SIGN	IN SIGN UP, IT'S FREE		
Join a Meeting				
	Meeting ID or Personal Link Name			
Join				

#### For those calling in-

- Dial: 1-646-876-9923 (This phone number never changes)
- Enter the 10-digit Meeting ID

**\*\***A reminder to mute yourself when not speaking during the meeting. The microphone will pick up all background noise from your computer and telephone.

### Zoom App on Smartphone/iPad-

Zoom can also be accessed on your smartphone/iPad by downloading the free Zoom app.



- After clicking on the app, the following screen will appear. (#1 below)
- Select "Join a Meeting" and enter the Meeting ID on this next screen. (#2 below)
- Below the "Join" button, you have the option of muting yourself and/or turning your video off (#2)



If you have any questions, please email <u>GROUPBLASTTECHNOLOGY@IU17.ORG</u> or contact the Technology Department (570) 323-8561 x6400. Thank you.