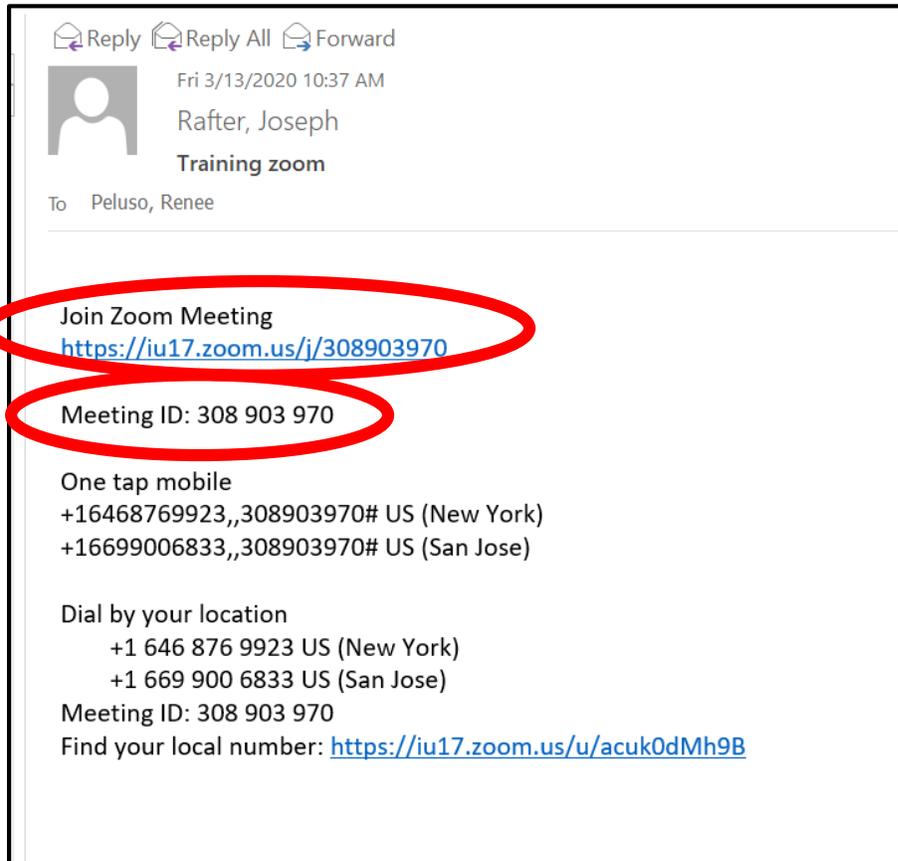


# ZOOM Instructions

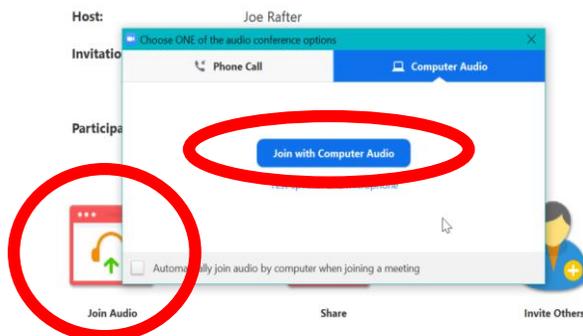
## **To Join a Scheduled Meeting** (through zoom email invitation)

- 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)*



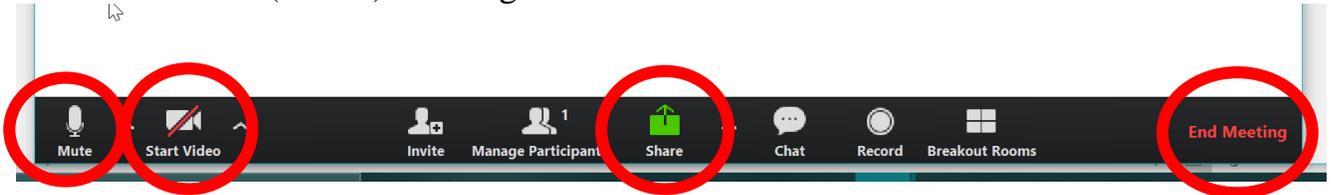
- Select **Join with Computer Audio** or **Join Audio**



## **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

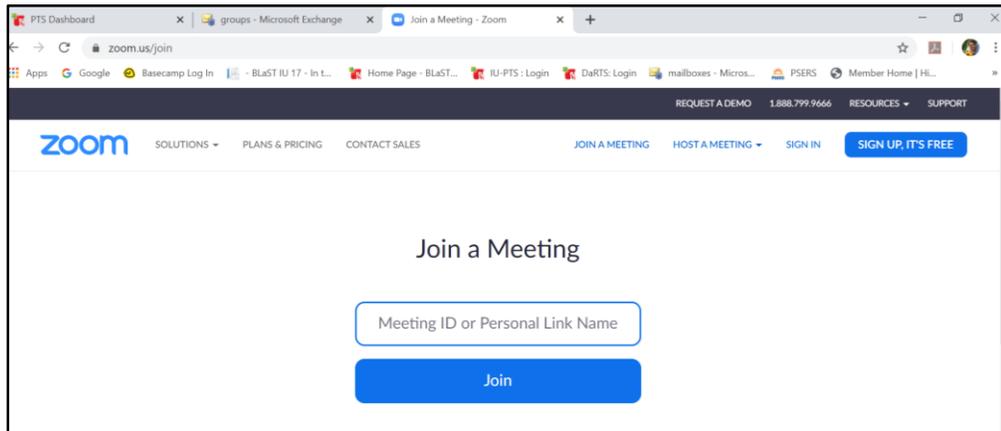


## **To Join a Meeting (without an email zoom invite)**

- 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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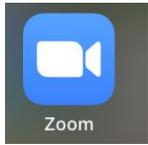
### **For those calling in-**

- 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.**

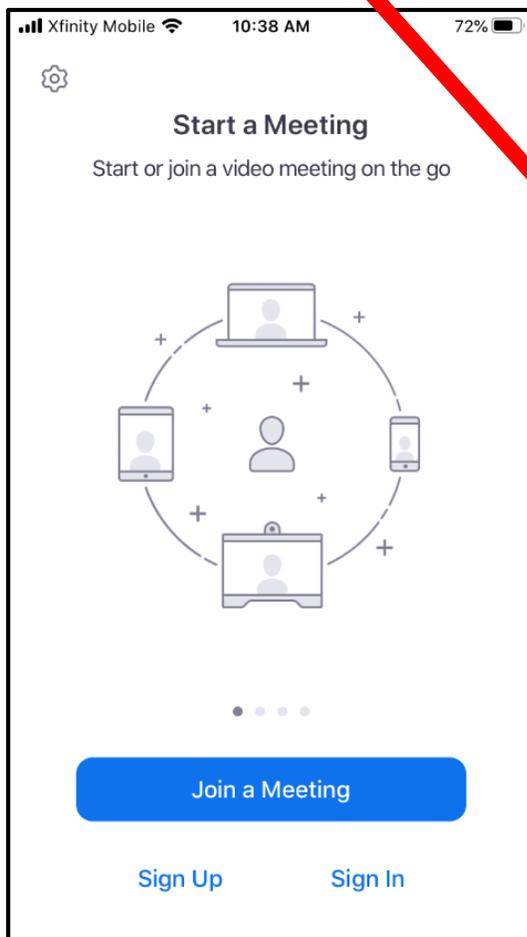
## Zoom App on Smartphone/iPad-

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

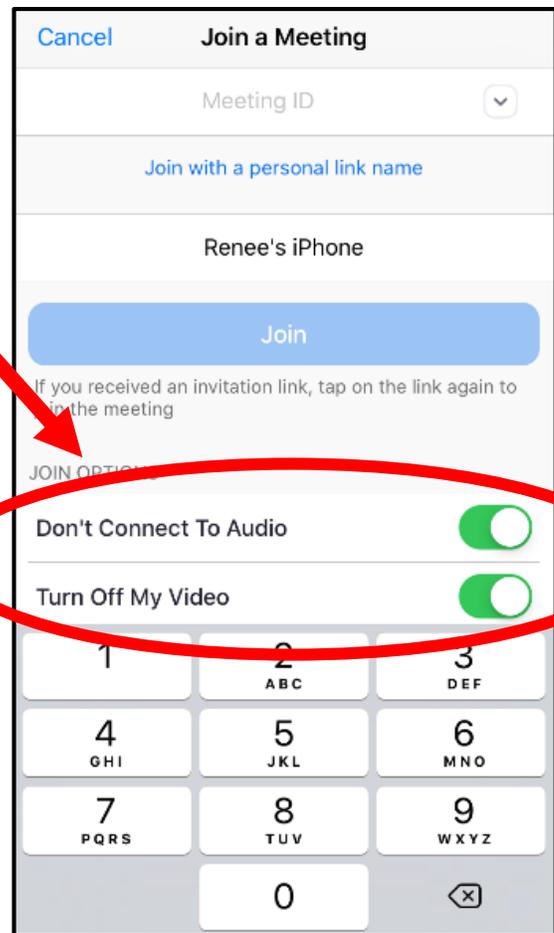


- After clicking on the app, the following screen will appear. (#1 below)
- Select “Join a Meeting” and enter the Meeting ID on this next screen. (#2 below)
- Below the “Join” button, you have the option of muting yourself and/or turning your video off (#2)

#1.



#2.



If you have any questions, please email [GROUPBLASTTECHNOLOGY@IU17.ORG](mailto:GROUPBLASTTECHNOLOGY@IU17.ORG) or contact the Technology Department (570) 323-8561 x6400. Thank you.