ZOOM – How it works

You can join a Zoom call on your phone or computer. You can use video or only audio.

Prerequisites

If you are only ever going to join an online conference call, then *you do not have to install any software*. However, if you are going to host (plan) meetings or want to *get the full benefit of the Zoom platform* then I recommend installing the Zoom software.

Desktop/Laptops

<u>Web-based</u> - The Zoom web client allows joining a Zoom meeting or webinar without downloading any plugins or software. However, the web client has limited features and functions best on Google Chrome.

<u>Software-based</u> – The Zoom desktop client can be downloaded from the following link. https://zoom.us/support/download. Once downloaded run the installer application.

Mobiles

<u>iOS (Apple)</u>
- iPhone4 or later, iPad Pro, iPad Mini, iPad 2 or later, iPod touch 4th Generation
- Operating System – iOS 7.0 or later
- Web Browser – Safari5+, Chrome
- Zoom Cloud Meetings app (available on the App Store)

<u>Android </u>(nearly everyone who is not Apple)
- Operating System – Android 4.0x or later
- Web Browser – Chrome
- Zoom Cloud Meetings app (available on Google Play)

Registering an Account

When you sign up for a Zoom account, you will enter your email address, and Zoom will send you an activation email.

Joining a Meeting

<u>Web Browser</u>
- Open your internet browser (Edge, Internet Explorer, Firefox etc.)
- Go to https://join.zoom.us.
- Enter your meeting ID provided by the host/organizer.

<u>Zoom Application</u>
- Open the Zoom desktop client.
- Join a meeting using one of these methods
- Click Join a Meeting if you want to join without signing in.
- Sign in to Zoom and then click Join
- Enter the meeting ID number and your display name.

<u>Mobiles</u>
Android
- Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.
- Join a meeting using one of these methods:
  - Tap Join a Meeting if you want to join without signing in.
  - Sign in to Zoom then tap Join.
  - Enter the meeting ID number and your display name.

Apple
- Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.
- Join a meeting using one of these methods:
  - Tap Join a Meeting if you want to join without signing in.
  - Sign in to Zoom then tap Join
  - Enter the meeting ID number and your display name.

<u>Telephone</u>
- On your phone, dial the teleconferencing number provided in your invite.
- Enter the meeting ID number when prompted using your dial pad.

  Note: If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer. If you have not joined on your computer, simply <u>press # again</u> when prompted to enter in your participant ID.