

### **General Zoom Meeting information:**

The simplest way to attend a zoom meeting is to join it without video, and just call into the meeting with your phone – see “To call in without video” below.

If you want to use video, join the Zoom meeting using your computer/tablet/iPad or your Smart Phone – see “To join with video” below.

If you don't have a microphone or webcam set up for your computer, but you still want to view the video, you can join with your computer and use your phone for the audio portion – see “To join with video” below, and choose “Phone Call” when selecting your audio option.

### **To call in without video:**

Call the meeting phone number, and enter, when prompted, the Meeting ID followed by #, # for Participant ID (not needed for this option), and the Passcode followed by #.

### **To join with video:**

**NOTE:** Make sure that you are using Wi-Fi, as the video option takes a lot of data, and will quickly deplete your data plan.

Step 1: Install the Zoom Meeting application. Please do this prior to the meeting time.

On a PC or iPad, you can download it from [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting). On a Smart Phone, install it via the App Store.

Step 2: Open the Zoom Meeting application you installed in step 1, and enter the Meeting ID and Password

– OR –

Click on the provided link (or copy it into your browser), allow your browser to launch the Zoom Meeting application. When prompted, enter your name and password.

You will then see two options for audio: Phone Call or Computer Audio. Note that if this prompt does not appear, or you close out of it, click on the Join Audio icon:



If you want to use your computer or smartphone for the audio (microphone and speakers), select “Computer Audio”.

If you do not have a microphone and speakers for your computer, select “Phone Call” and a popup window will be displayed that shows you the call-in number, participant ID and passcode. Call the number provided, and enter, when prompted, the Meeting ID followed by #, your Participant ID followed by # and the Passcode followed by #.