

Zoom Guide 101

Option 1: Connect to the meeting over the internet using your computer, tablet or smartphone.

1. Open your email, **look for the link** sent to you for the zoom call. It will look like this:

Thank you for registering for "Working with Kids during Uncertain Times".

Please submit any questions to: bobbie.cronk@stjosephunitedway.org

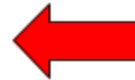
Date Time: Jul 23, 2020 06:30 PM Central Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://us02web.zoom.us/j/83577110824?pwd=b0g5NzV1UjJlXWlB0YUdERlFjai9tUT09>

Password: 591687

Note: This link should not be shared with others; it is unique to you.

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)



Or iPhone one-tap

US: +19292056099,,83577110824# or +13017158592,,83577110824#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782

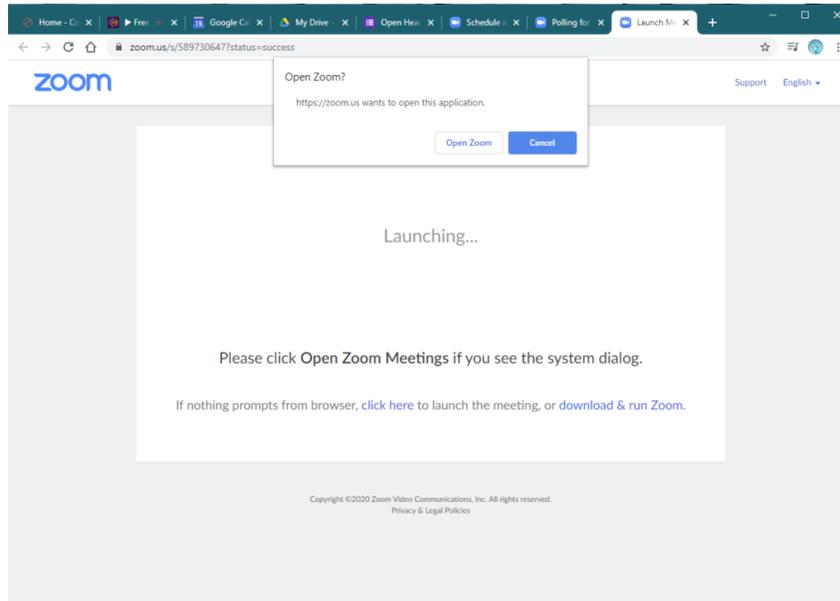
or +1 346 248 7799

Meeting ID: 835 7711 0824

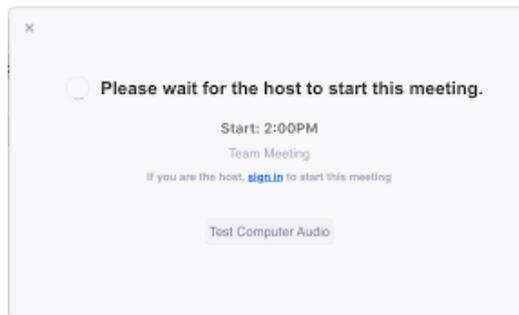
Password: 591687

2. Scroll down until you see **Join from PC, Mac, Linux, iOS or Android**, click the URL link, the **password** below the link is the password you will use to enter the meeting
 - a. If you already have zoom downloaded you can automatically open it by **clicking "open zoom"**
If you have not previously downloaded Zoom, you will need to do so.

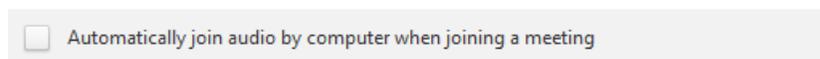
Click the highlighted “click here or download & run Zoom”



- i. If you log on before the host, you will see a screen that tells you that the host will be on shortly and the meeting will begin.

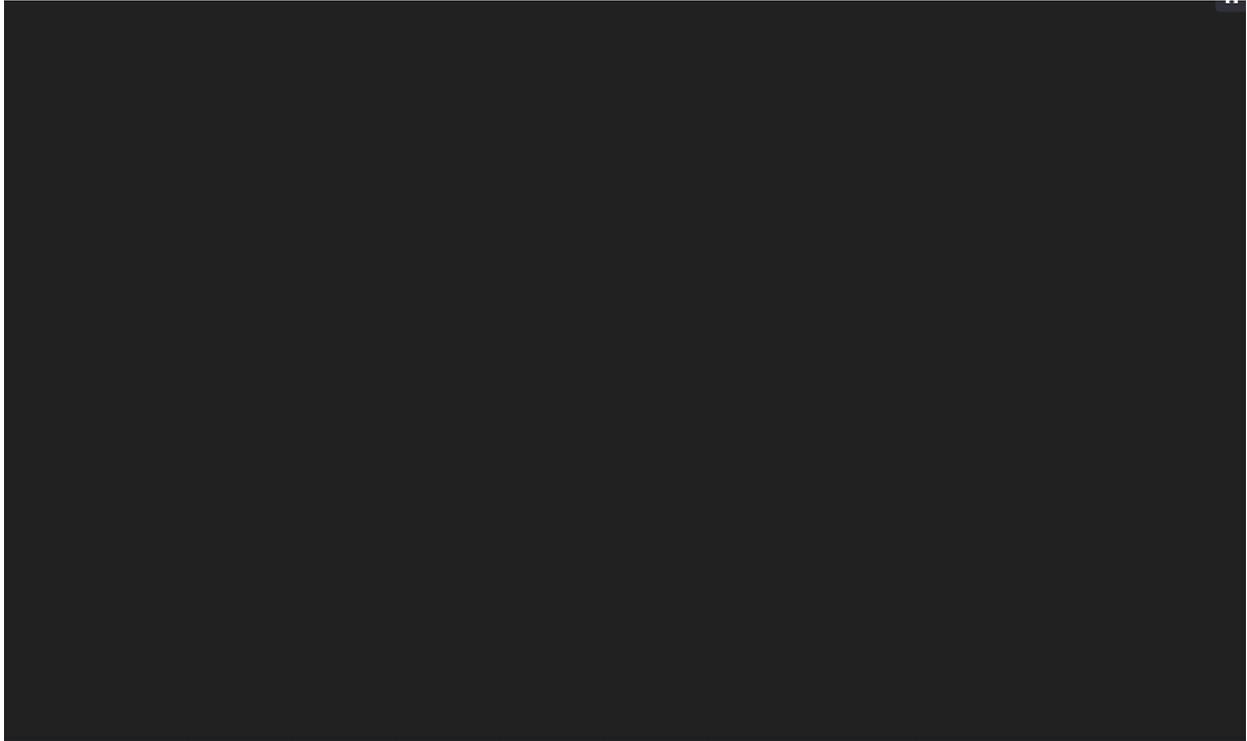


3. Always “join with computer audio”



If you do not have access to audio you can call in by using the phone number provided on the email (+1 312 626 6799) then enter in the meeting ID the press # and enter password

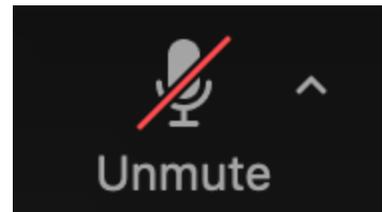
4. Next, you will be taken to the Zoom screen that looks like this



5. You're in the meeting...Now what? Zoom Etiquette and Features:

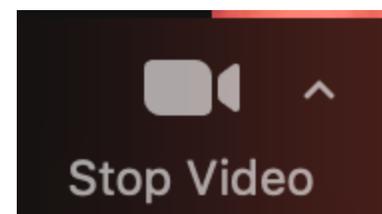
Mute

Keep your **microphone muted**; make sure there is a red slash through your microphone at all times or until you are called on or open mic is offered. If it is not, just click the Mute button.



Video

Please make sure your **video is on**, this helps verify attendance as well as help the speaker engage the audience.



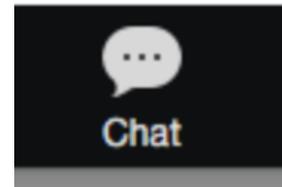
*however if you do not have access to video we understand.

Speaker or Gallery View

There are ways to change the view, on a laptop you can click between gallery view and speaker view in the top right corner. You can also click on the individuals screen to rearrange who you are seeing. On a phone, you can swipe left and right to see other participants. If the speaker is sharing information on the screen, you will need to be in speaker view to see it.

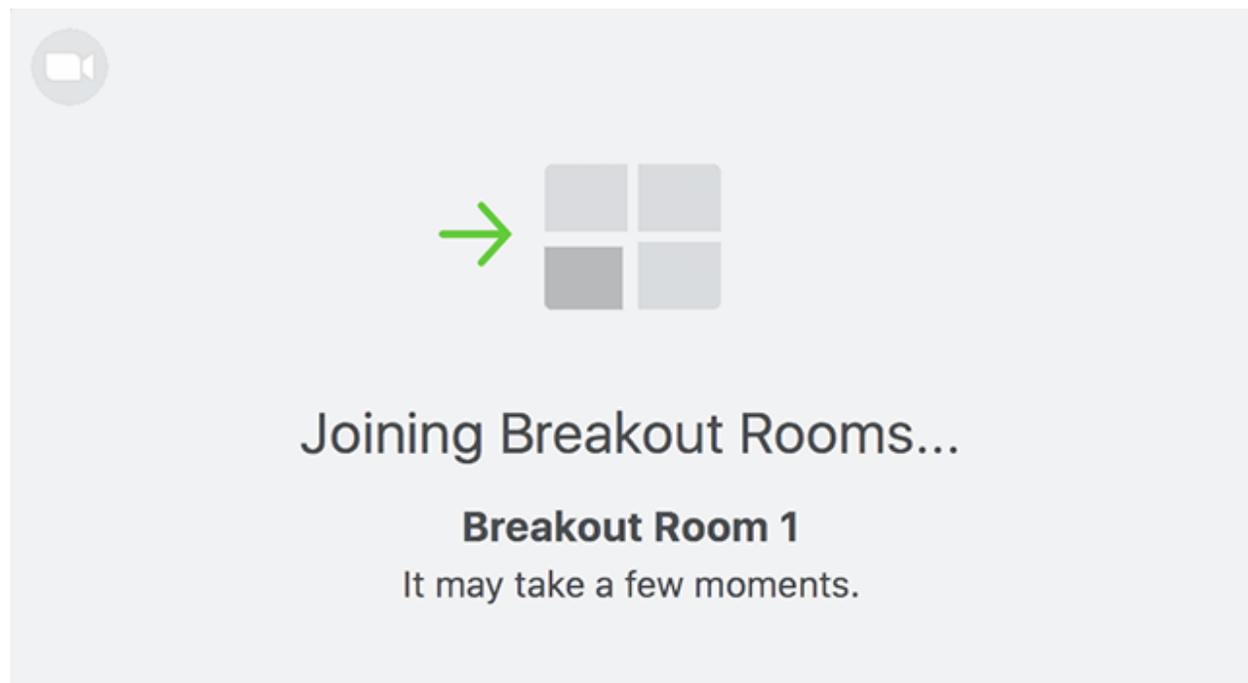
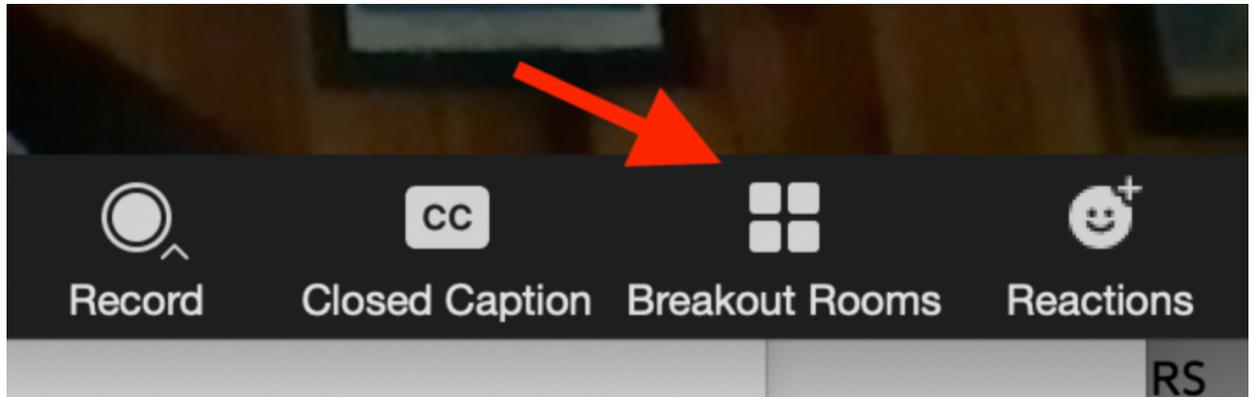
Chat

The speech bubble is the **Chat box**. At the beginning and at the end of the session you will be asked to “sign-in” by entering your name and MOP ID into the chatbox. You will also be asked to respond to a question halfway through the session to verify participation for Missouri Licensing. *Please note that the chat box is also where you can ask questions or share your thoughts without interrupting the speaker. When sending your chat you can select who it goes to (i.e. “Everyone” or specific participants.)



Breakout Rooms

There will be a time during the meeting that you will be asked to join **breakout rooms**. Once the host clicks the button you will be launched into them. Make sure your microphone is unmuted during this time. Once the breakout room session is over, you will automatically return to the main session.



6. Once the meeting is over, you will click the bottom right corner and leave the meeting.
7. Need more help? Go to this youtube link <https://www.youtube.com/watch?v=hkCmbvAHQQ> to watch all these steps in action.

Option 2: if you do not have a way to connect over the internet you are invited to still attend by our second option of “Dial-in” for Zoom Call.

1. In the email sent, you will see a number:
 - a. +1 312 626 6799 US, Chicago
 - b. Dial that number

2. Then, you will need the meeting ID number which is also included in the email.
 - a. Enter that in with your keypad on your phone when prompted.
 - b. Make sure to mute your end of the phone so there isn't echoing on the other attendees' end.