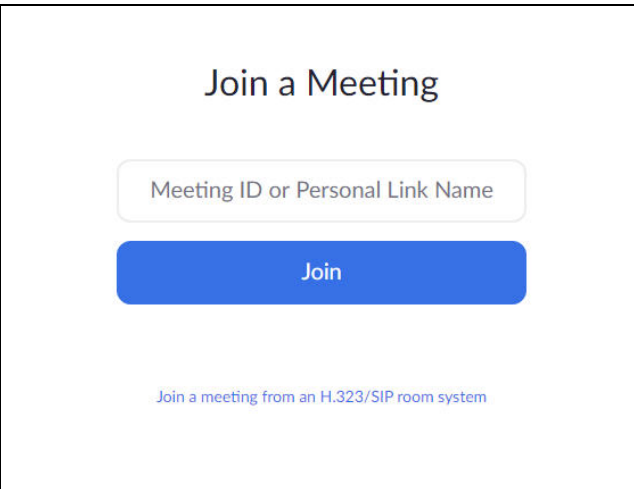


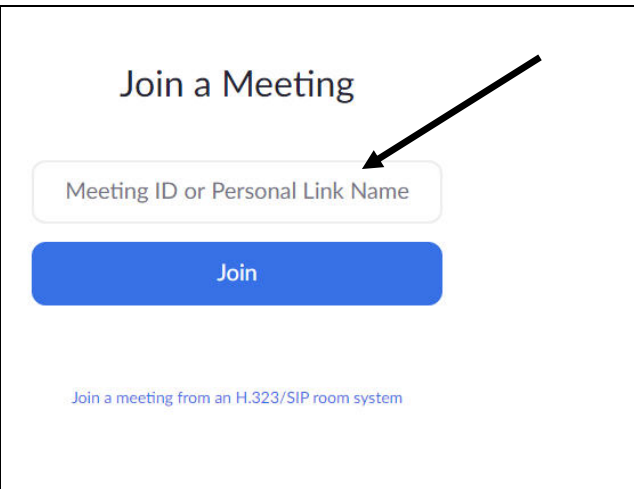
Hello first time Zoom users,

Please read through these steps before you start

- 1) If you plan to use an iPhone or an iPad – follow the **A.** or **B.** instructions below. The first thing you will need to do if you don't already have Zoom is to download the free **Zoom Cloud Meetings** app from the App Store on your iPhone or iPad.
- 2) If you plan to use a laptop or PC with a camera and microphone – follow the **C.** or **D.** instructions below.

A. If you are using an iPhone or iPad and don't have the Zoom app

<p>Here is what you should see when you open the app</p> <p>**Note: you do not need to setup an account</p>	
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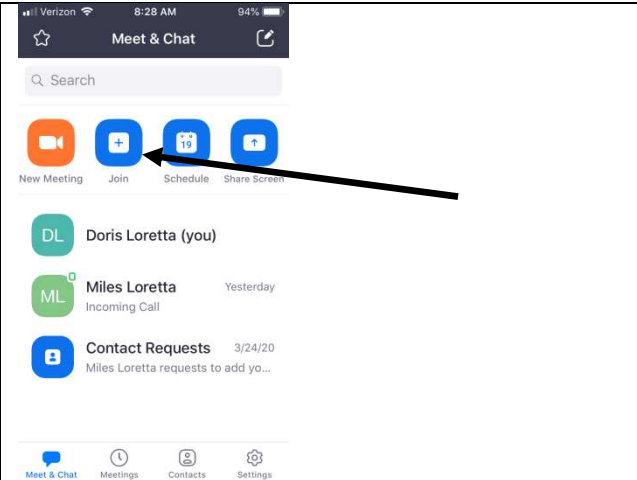
<ol style="list-style-type: none">1) Enter the Meeting ID that was in the invitation **you do not need to enter spaces or dashes, just the number2) Then select <u>Join</u>. Wait, it may take a few minutes to load, >> don't push a lot of buttons.3) Then enter the Password	
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Next page, if you are using an iPhone or iPad and have a Zoom account

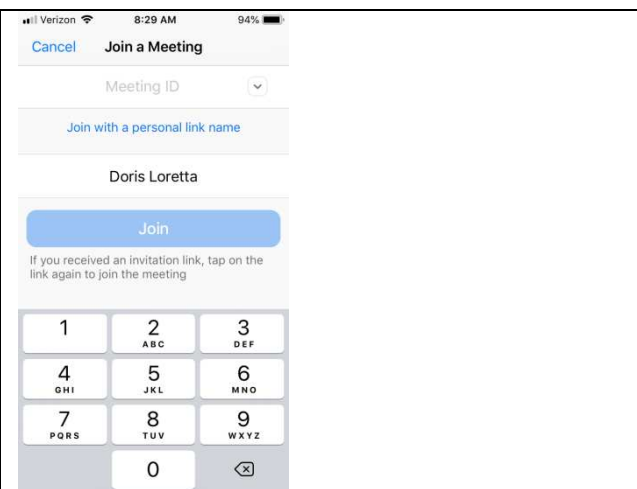
B. If you are using an iPhone or iPad and have a Zoom account

When you open the app
You will see something like this

Select **Join**

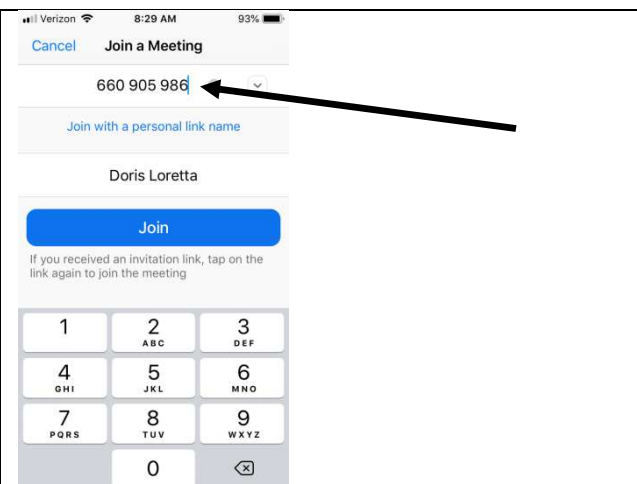
A screenshot of the Zoom app's home screen. At the top, there's a search bar and four main action buttons: 'New Meeting', 'Join', 'Schedule', and 'Share Screen'. The 'Join' button is highlighted with a black arrow. Below these buttons, there's a list of recent activity: 'Doris Loretta (you)', 'Miles Loretta' (Yesterday, Incoming Call), and 'Contact Requests' (3/24/20, Miles Loretta requests to add yo...). At the bottom, there's a navigation bar with icons for 'Meet & Chat', 'Meetings', 'Contacts', and 'Settings'.

You will see something like this

A screenshot of the 'Join a Meeting' screen in the Zoom app. It shows a 'Meeting ID' field with a dropdown arrow, a 'Join with a personal link name' option, and the name 'Doris Loretta'. A large blue 'Join' button is prominent. Below the button, there's a note: 'If you received an invitation link, tap on the link again to join the meeting'. At the bottom, there's a numeric keypad with letters for each number.

- 1) Enter the **Meeting ID** that was in the invitation
**you do not need to enter spaces or dashes, just the number
- 2) Then select **Join**.
- 3) Then enter the **Password**

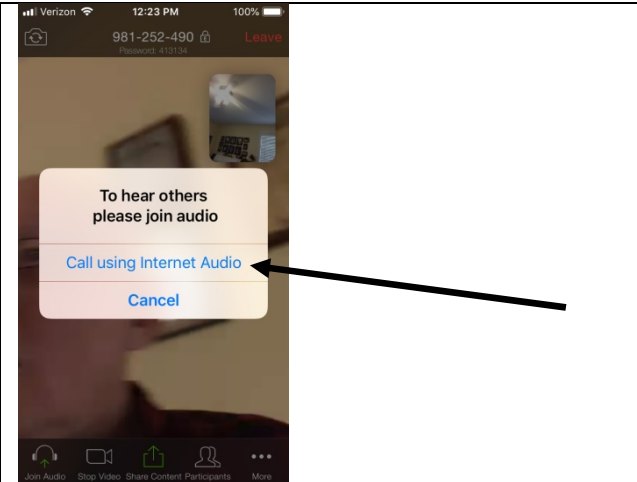
**Wait, it may take a few minutes to load, >>
don't push a lot of buttons.

A screenshot of the 'Join a Meeting' screen, similar to the previous one, but with the Meeting ID field filled with the number '660 905 986'. A black arrow points to the Meeting ID field. The rest of the screen, including the 'Join' button and the numeric keypad, is the same as in the previous screenshot.

Congratulations - you are in Zoom with an iPhone or iPad

Here is what you should see with an iPhone or iPad

Select **Call using internet Audio**

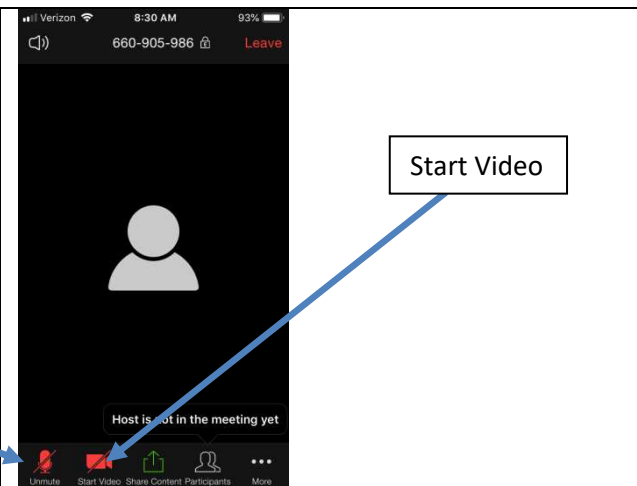


The screenshot shows the Zoom app interface on an iPhone. At the top, it displays the phone number 981-252-490 and a 'Leave' button. A dialog box is centered on the screen with the text 'To hear others please join audio'. Below this text are two buttons: 'Call using Internet Audio' (highlighted with a black arrow) and 'Cancel'. At the bottom of the screen, there is a navigation bar with icons for 'Join Audio', 'Stop Video', 'Share Content', 'Participants', and 'More'.

Here is what you should see

****Both audio & video will be off at this point**


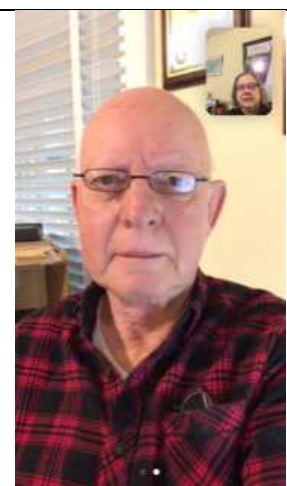
- 1) To be seen, you must select **Start Video**
- 2) To be heard you must select **Unmute**



The screenshot shows the Zoom app interface on an iPhone. At the top, it displays the phone number 660-905-986 and a 'Leave' button. The main area shows a grey silhouette of a person. At the bottom, there is a navigation bar with icons for 'Unmute', 'Start Video', 'Share Content', 'Participants', and 'More'. A blue arrow points from a 'Unmute' label to the 'Unmute' button, and another blue arrow points from a 'Start Video' label to the 'Start Video' button. A message at the bottom of the screen reads 'Host is not in the meeting yet'.

You should now be in the meeting; unfortunately you might see first

If you see a picture like this (with no buttons), don't panic just tap the screen



The left screenshot shows a video feed of a man with glasses and a plaid shirt. The right screenshot shows the same video feed but with a navigation bar at the bottom containing icons for 'Unmute', 'Stop Video', 'Share Content', 'Participants', and 'More'. A black arrow points from the text 'The buttons will appear either at the either the top or bottom of the screen.' to the navigation bar in the right screenshot.

Once you are in the meeting, I will give you more info. You will see everyone in the meeting as they join.

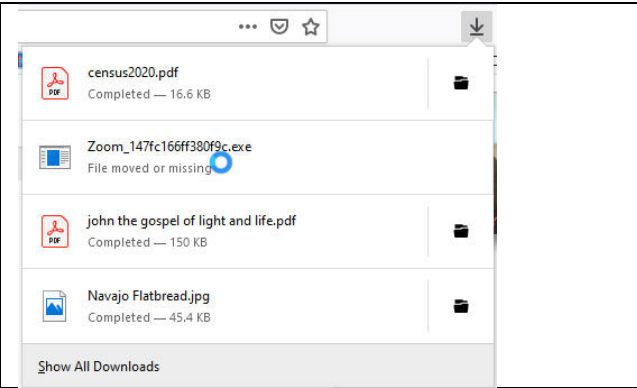
Next page, if you are using a laptop and you don't have Zoom installed

C. If you are using a laptop and you don't have Zoom installed

Click on the invite on the invitation (which is in the invite). It will look like this, but may have a different number

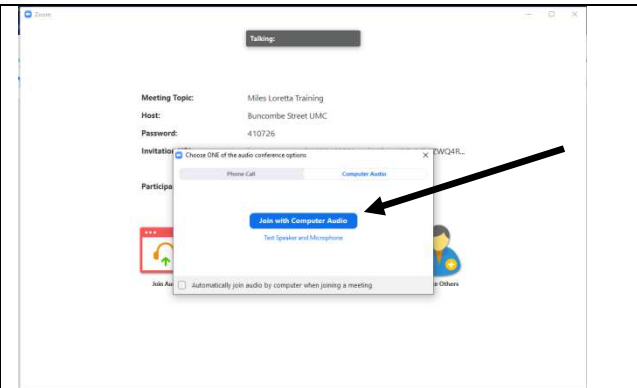
Join Zoom Meeting
<https://zoom.us/j/405080860>

Download the file when prompted.
Click on the exe file to start the program.



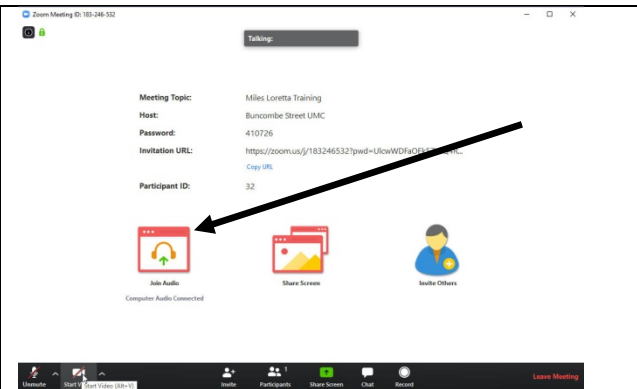
You will see something like this

Click on **Join with Computer Audio**



You will see something like this

Enter the **Meeting ID** and **Password**



Next page, if you are using a laptop and you have Zoom loaded

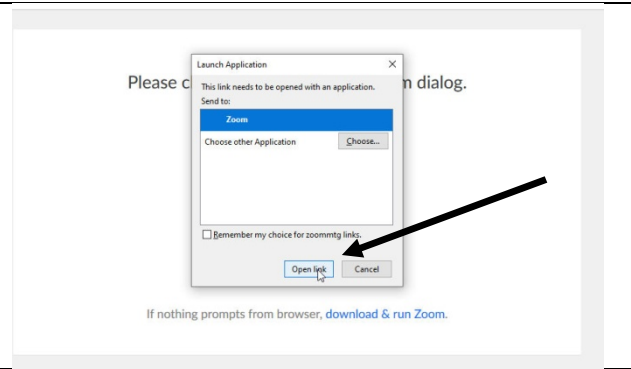
D. If you are using a laptop and you have Zoom loaded

Click on the invite on the invitation (which is in the invite). It will look like this, but may have a different number

Join Zoom Meeting
<https://zoom.us/j/405080860>

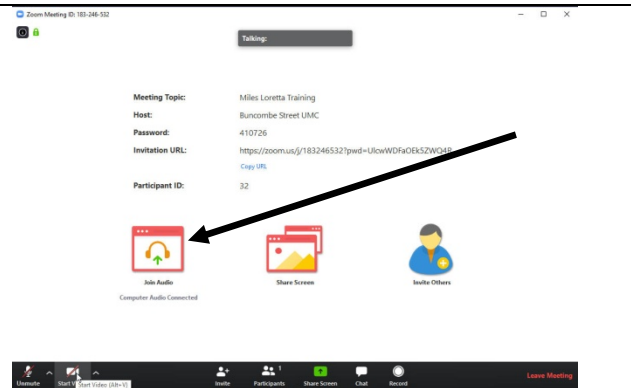
You will see something like this

Click on **Open link**



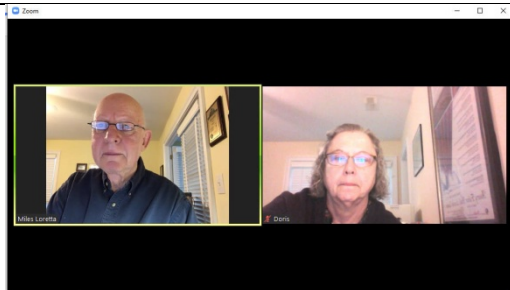
You will see something like this

Enter the **Meeting ID** and **Password**

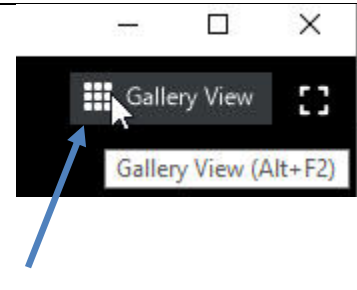


Congratulations - you are in Zoom with a Laptop

You will see something like this



Switch to **Gallery**

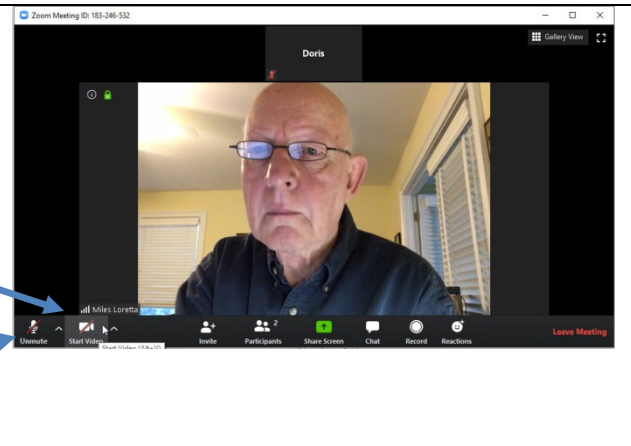


You will see something like this

Each participant will show across the top and the person speaking will be in the center

Remember

- If you want to be seen, you must select **Start Video**
- If you want to be heard, you must **Unmute** your microphone.



Once you are in the meeting, I will give you more info. You will see everyone in the meeting as they join.