



GROUP MEMBER

INSTRUCTIONS



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1: JOIN A ZOOM MEETING

Click on any page title to return to the menu.

Hi there,
(Meeting Host Name) is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, IOS, Or Android

<https://us55u4.zoom.us/5555555555>

Meeting ID: 555 5555 5555
Password: 9L54p2

Or Telephone:

Dial by your location

[+1 312 626 6799](#) US (Chicago)

[+1 929 205 6099](#) US (New York)

...

Meeting ID: 555 5555 5555

(EXAMPLE ONLY)



JOIN BY LINK

by computer or mobile device with Internet connection (WiFi)

1. Open email or text with the Zoom link
2. Click or tap the link to join



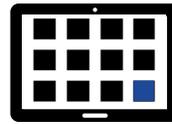
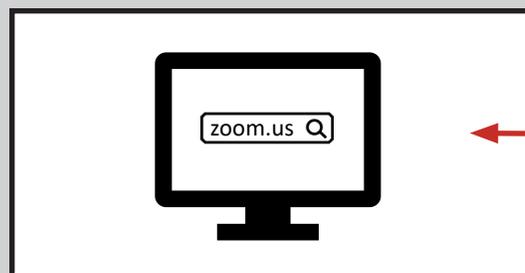
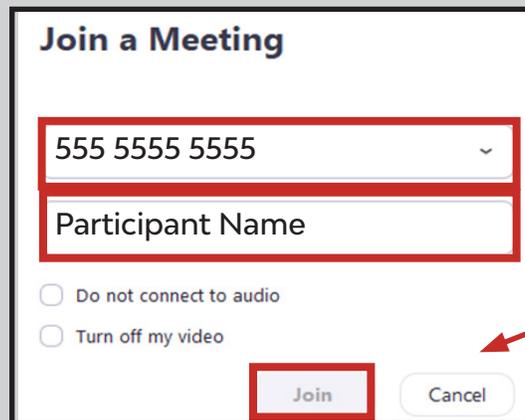
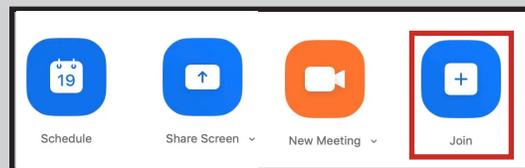
JOIN BY TELEPHONE

by landline or cell phone without Internet capability

1. Dial the **teleconferencing number** provided by your leader or in the invite.
2. Enter the **meeting ID** provided to you by the host, followed by # key.
3. **Press # key again** when prompted to enter in your participant ID.

1: JOIN A ZOOM MEETING

Click on any page title to return to the menu.



JOIN BY APP

by on mobile device or PC with installed Zoom APP

1. If you already have the **Zoom app** on your tablet/smartphone or computer, then open the app

2. Click "**Join**"

3. Enter the **meeting ID** number provided by your leader

4. Type your **name**

5. Click "**Join**"



JOIN BY WEB

from web browser (e.g. Safari, Chrome, Firefox)

1. Open your web browser (e.g. Safari, Chrome, Firefox) and type **zoom.us**

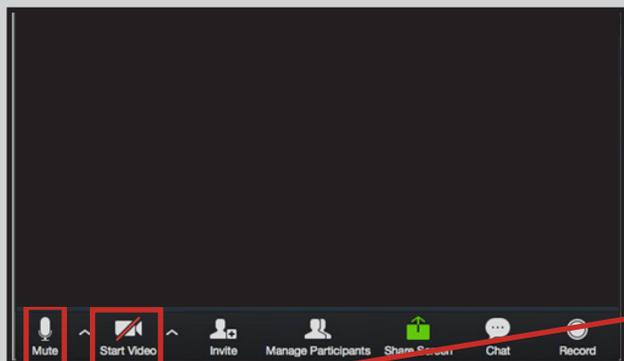
2. Click "**Join a Meeting**"

3. Enter the **meeting ID** provided by your leader (see steps 3-4 above)

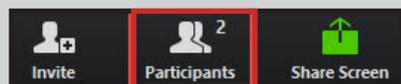
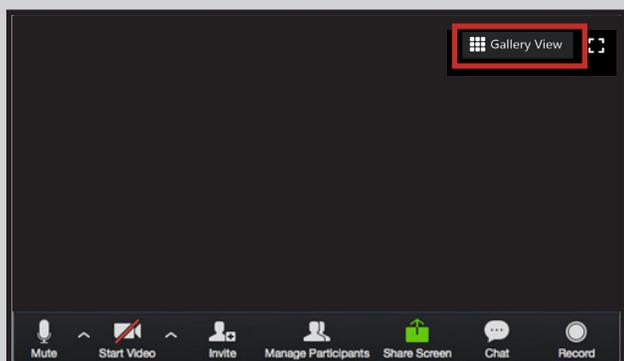
4. Click "**Join**" (see step 5 above)

2: PARTICIPATE IN A MEETING

Click on any page title to return to the menu.



Red Slash = NO Audio (muted) or NO camera



ADJUST AUDIO/VIDEO



computer, tablet, smartphone

1. After you join the meeting you will see these **controls** (at top or bottom depending on device)
2. Tap or click "Mute" button to turn audio on or off
3. Tap or click "Video" button to turn your camera on or off



GALLERY VIEW

see all participants in a grid

1. Join the meeting and select **gallery view**
2. **COMPUTER:** click "gallery view" in the top right corner
3. **SMARTPHONE** swipe the screen to move from "active speaker" view to "gallery view"
4. **iPad:** tap "switch to gallery view" in top left corner



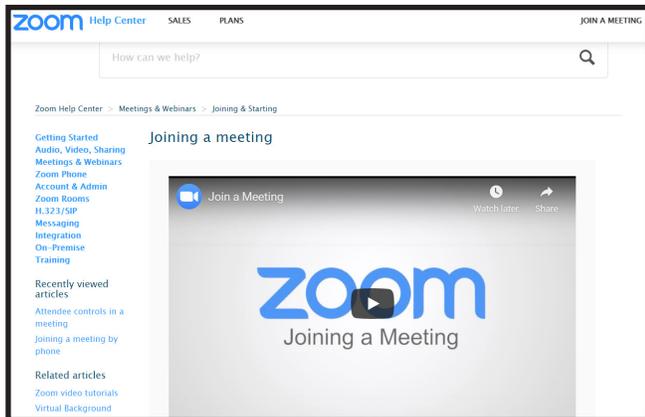
RENAME

Change your displayed name if it appears incorrectly

1. Click or tap **participants**
2. Hover or tap the **name** assigned to you
3. Click **rename** and type the name you want to appear

ADDITIONAL RESOURCES

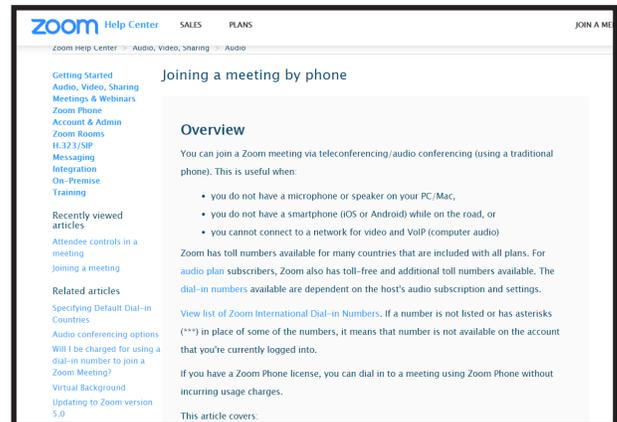
Click on any page title to return to the menu.



HOW TO JOIN A MEETING Video Tutorial

Click or copy/paste this in your web browser.

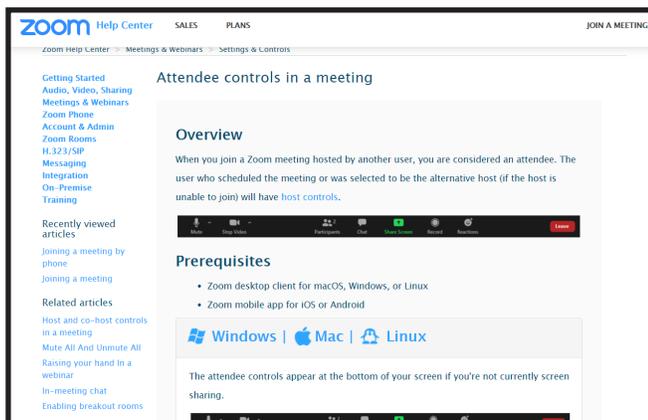
<https://support.zoom.us/hc/en-us/articles/201362193>



JOIN BY PHONE Training Article

Click or copy/paste this in your web browser.

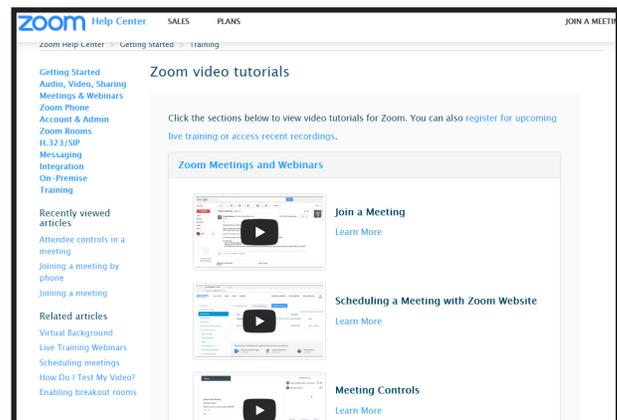
<https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>



AUDIO/VIDEO CONTROLS Training Article

Click or copy/paste this in your web browser.

<https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting>



ALL ZOOM TUTORIALS Videos

Click or copy/paste this in your web browser.

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>