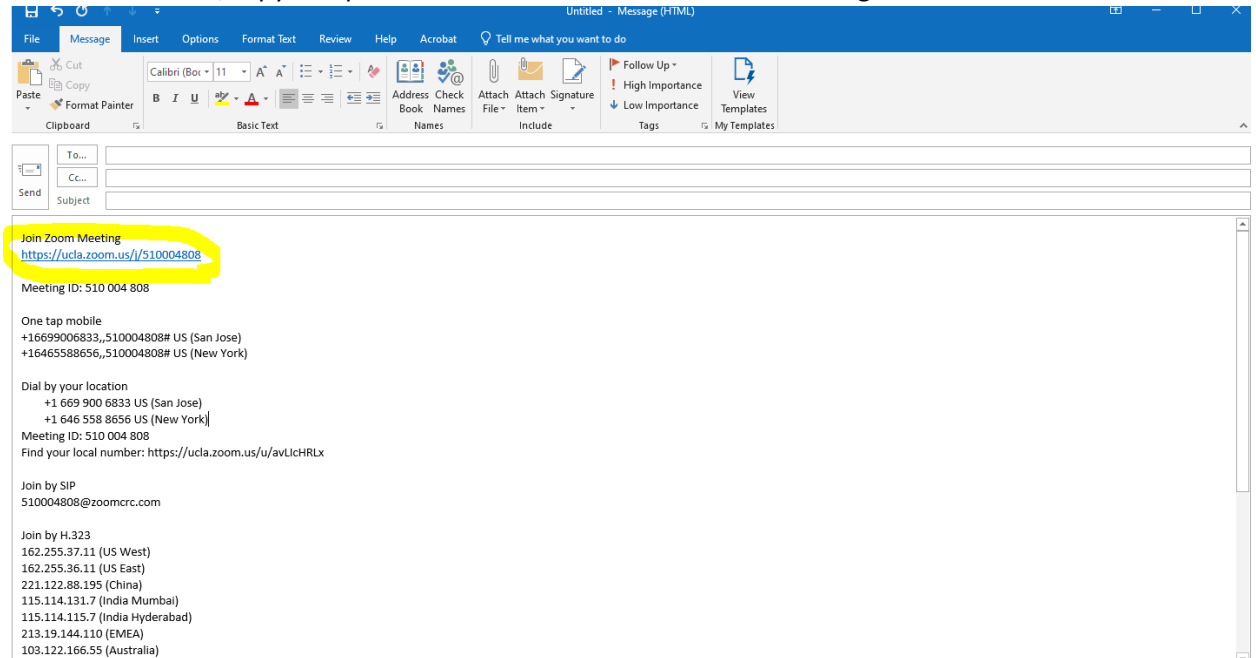
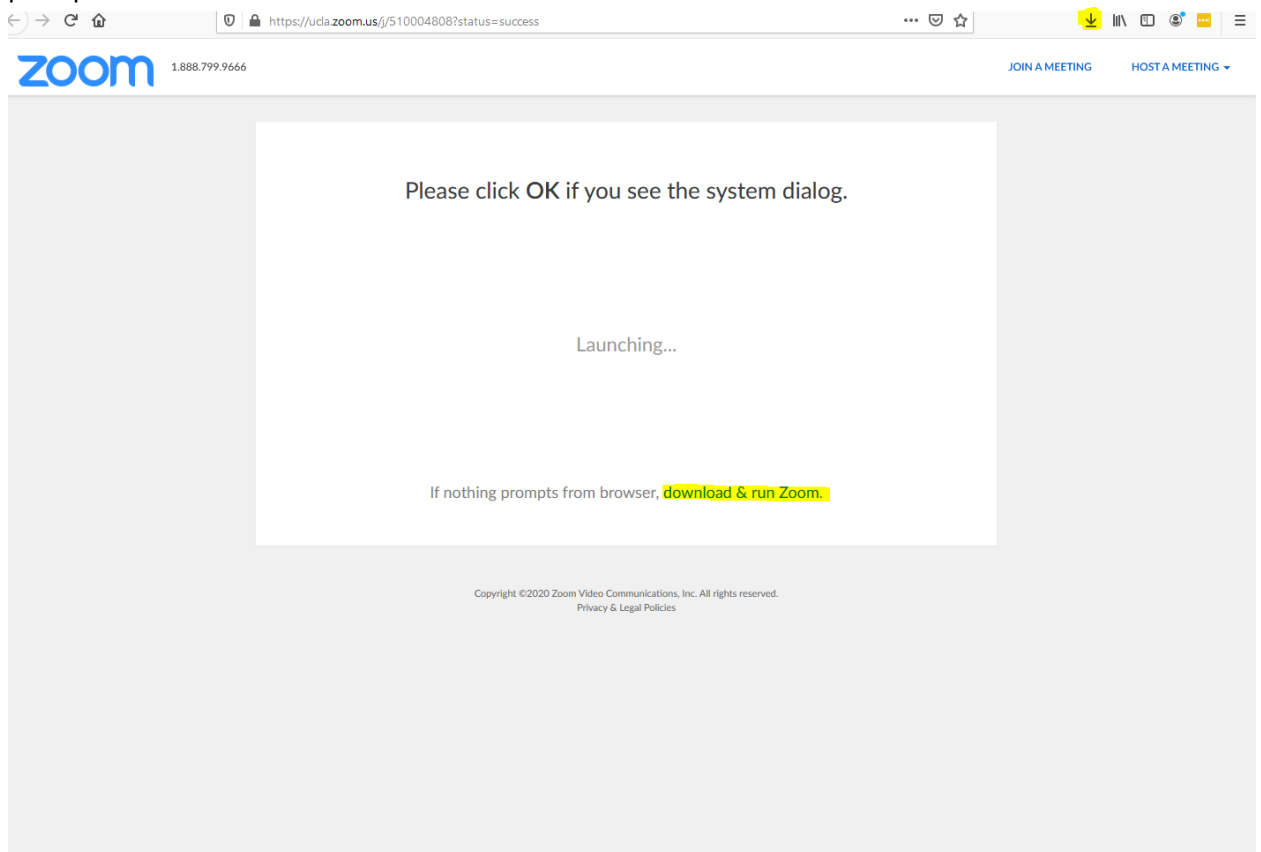


Zoom Video Conference Meeting Instructions

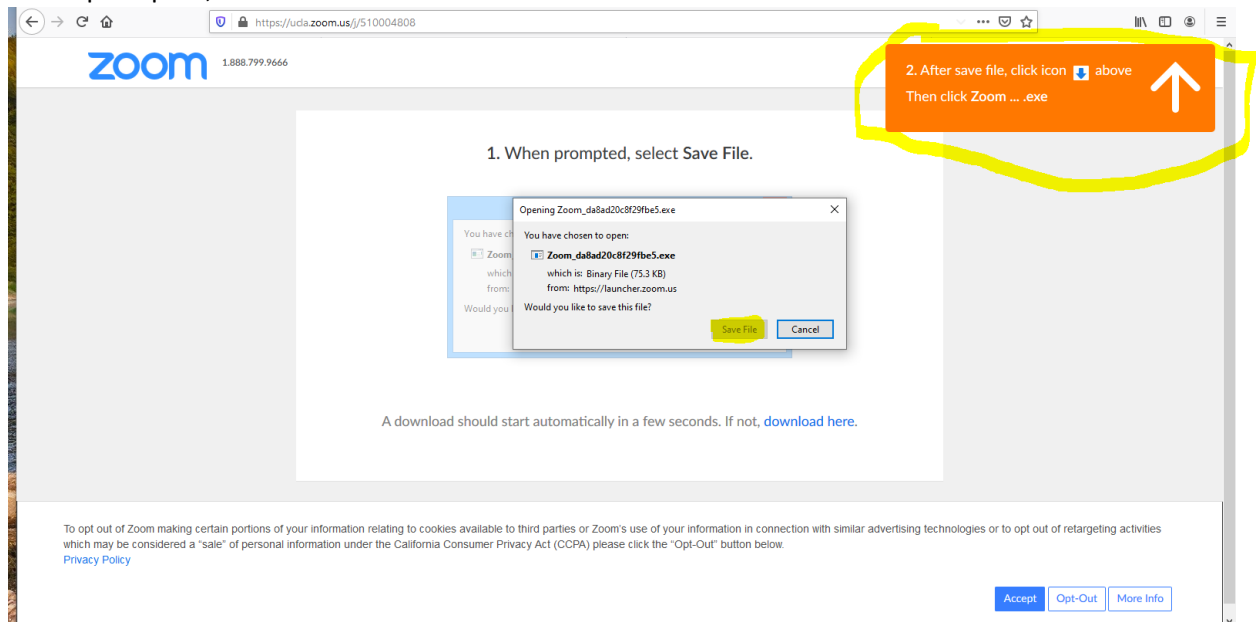
1. Click on Zoom link/copy and paste link into a browser from email message.



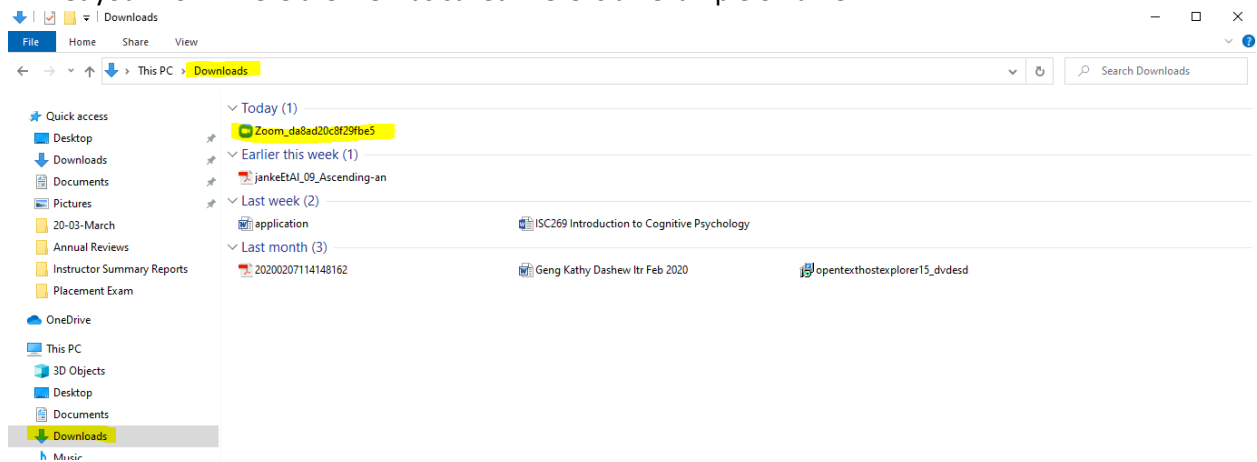
2. A window will appear and a zoom exe file will either be downloaded automatically or you will be prompted to download it. Follow the onscreen instructions.



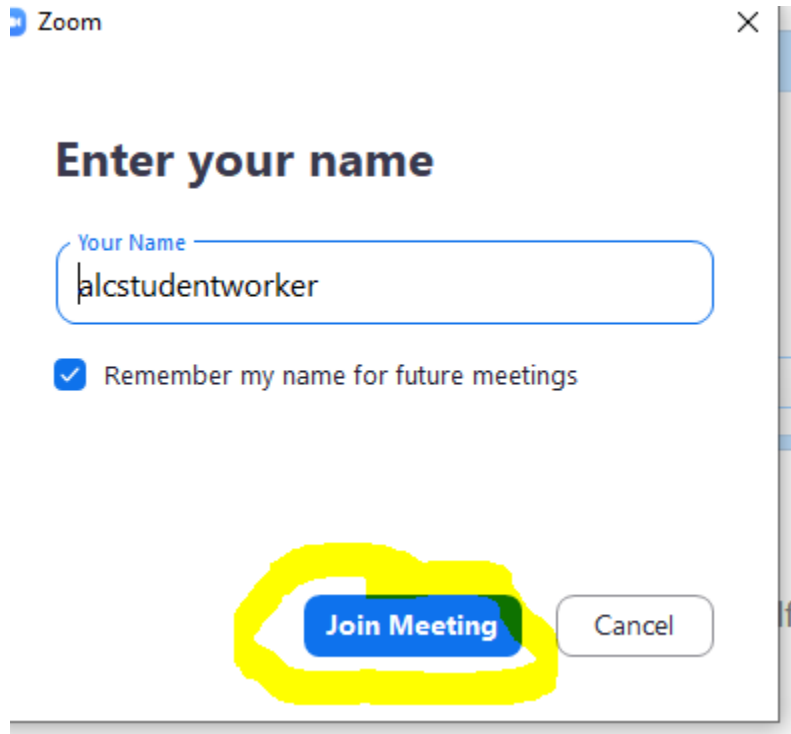
3. When prompted, select SAVE FILE.



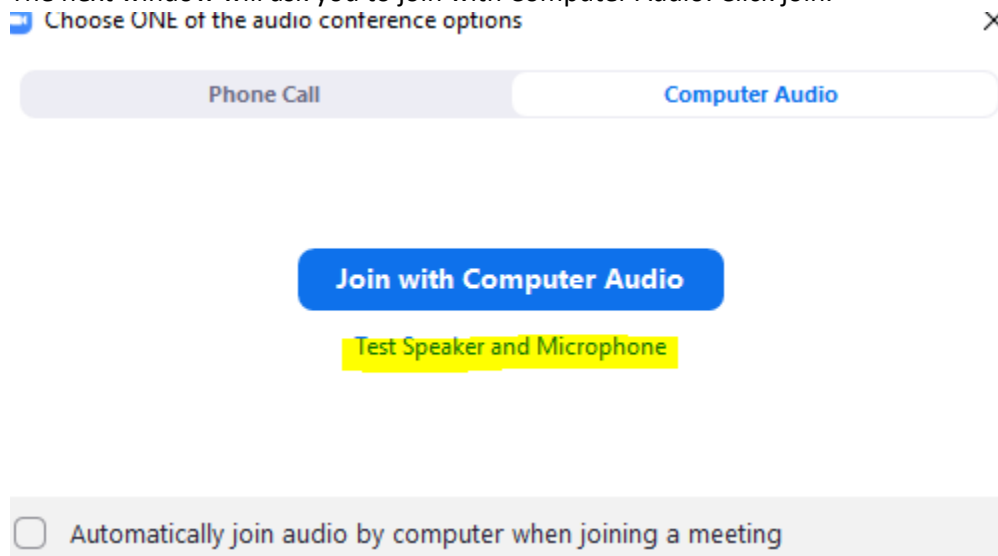
4. Depending if you are on a PC or Mac, or how your computer is configured, the file will be saved to your computer. Typically it will be saved to the "downloads" folder. Sometimes the computer will let you know where the file was saved. Here is an example on a PC



5. Double click the downloaded zoom file. You will be prompted to join the meeting as well as enter a name.



6. The next window will ask you to join with Computer Audio. Click join.



7. Once in, you may not be able to see/hear everyone in the meeting, and they also may not be able to see/hear you. At the lower left area of the Zoom meeting window, you will be able to test this by clicking the audio and video icons.



8. NOTE: If you are using a laptop, you SHOULD have a built in camera and microphone. This will allow the others to see and hear you. If you are using a DESKTOP computer, you may not have a camera or microphone unless you have an Apple IMac or a ALL-IN-ONE PC. Please make the proper arrangements if your meeting requires you to seen and heard.