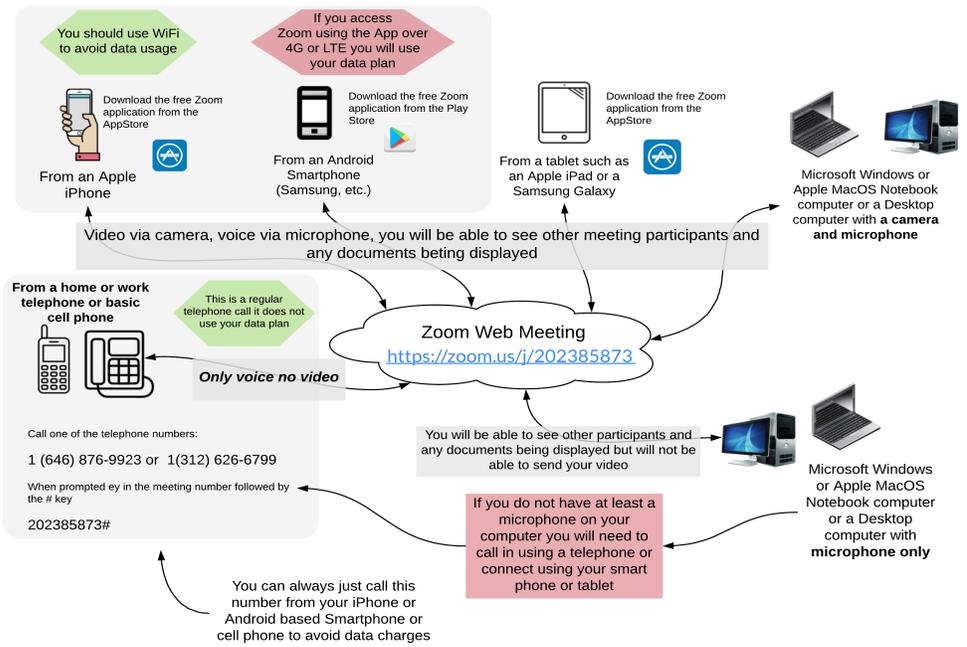


How to access Zoom

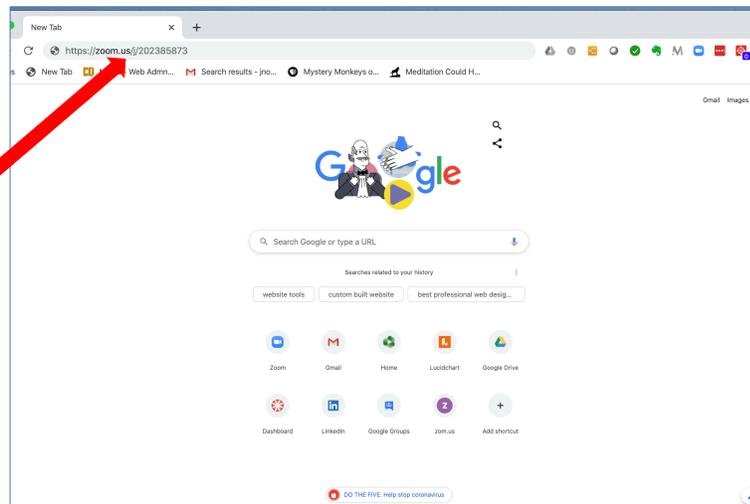
IMPORTANT NOTE: Throughout this document the meeting number is shown as 202385873. This is the current number available. Additional meeting numbers will likely be added in the future by different groups.



1

From a computer web browser enter the meeting web address:

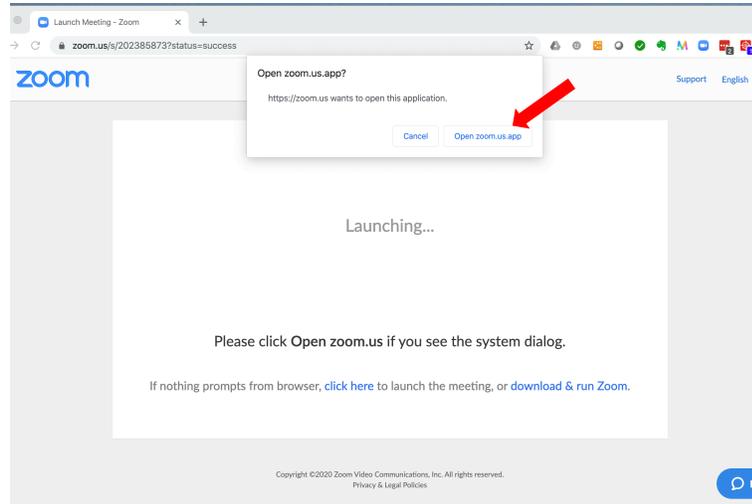
<https://zoom.us/j/202385873>



2

You will be prompted to run the Zoom application

It is safe to say yes.

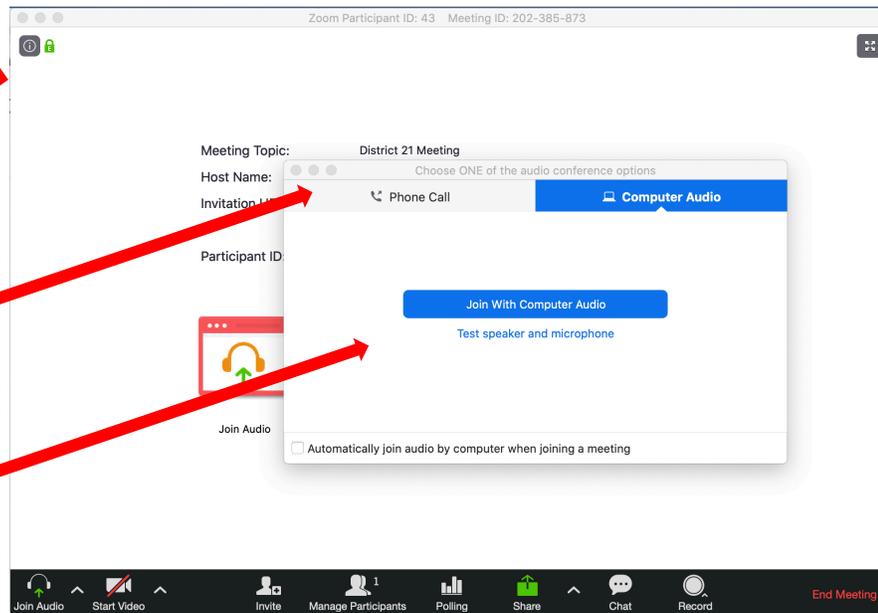


3

Zoom will start on your computer in its own window

You have a choice you can use your telephone to call in or

you can use computer audio if you have a microphone or a camera



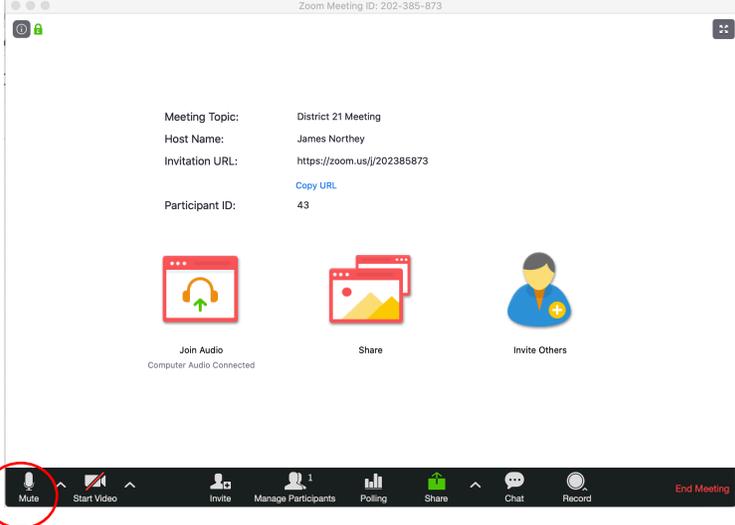
4

Now you are in the meeting

Some important controls:

AUDIO

The Microphone button allows you to mute your microphone. It is best to stay on mute if you are not speaking to avoid causing background noise for other participants.



The screenshot shows the Zoom meeting interface. At the top, it displays the meeting ID: 202-385-873. Below that, it shows the meeting topic: District 21 Meeting, Host Name: James Northey, Invitation URL: https://zoom.us/j/202385873, and Participant ID: 43. There are three main buttons: 'Join Audio' (Computer Audio Connected), 'Share', and 'Invite Others'. At the bottom, there is a toolbar with several icons: Mute, Start Video, Invite, Manage Participants, Polling, Share, Chat, Record, and End Meeting. A red circle highlights the 'Mute' button, and a red arrow points from the text 'The Microphone button allows you to mute your microphone...' to this button.

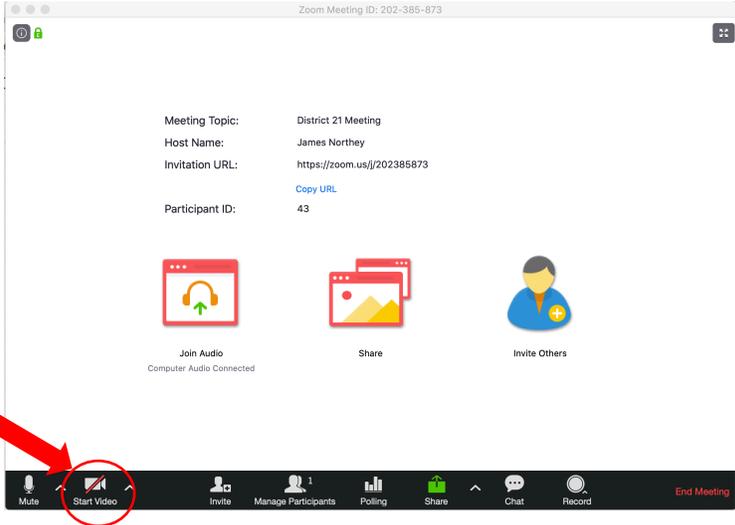
5

Now you are in the meeting

Some important controls:

Video

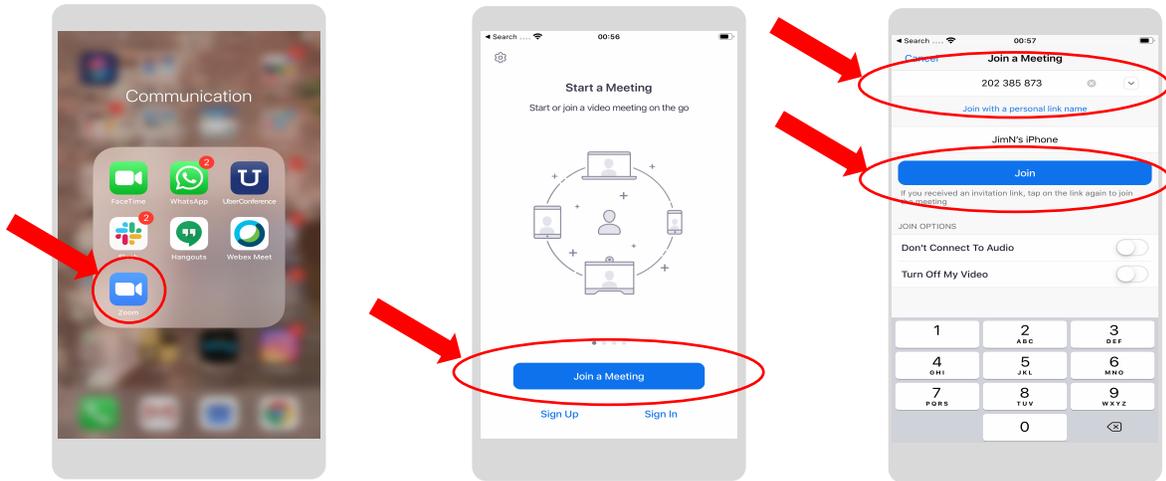
When you join a Zoom session your camera is turned off. To turn it on (if you want to – the choice is yours) – press the video button. You can turn your camera off and on during the meeting



The screenshot shows the Zoom meeting interface, identical to the one above. A red circle highlights the 'Start Video' button in the bottom toolbar, and a red arrow points from the text 'press the video button' to this button.

6

Joining a Zoom meeting from an iPhone



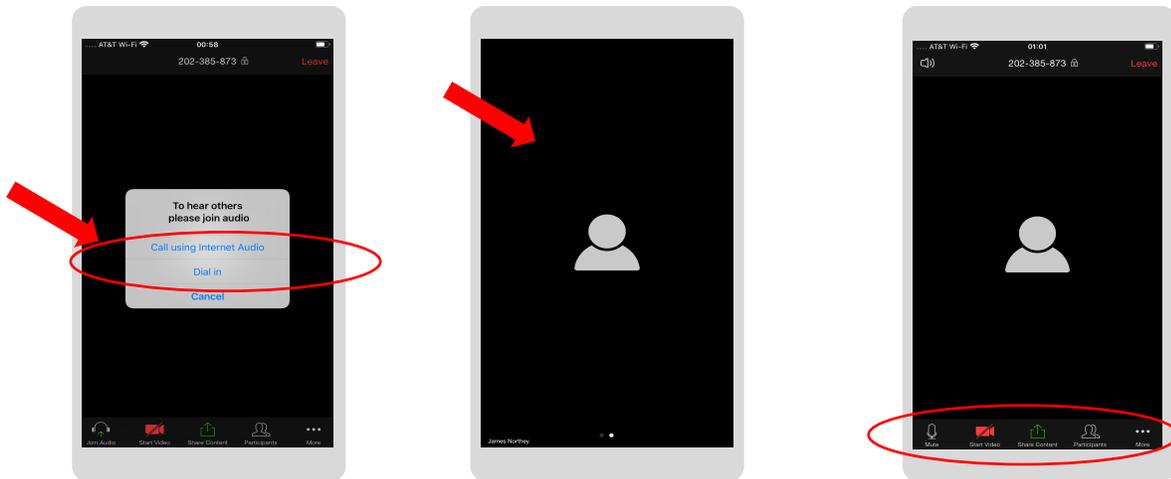
After you have installed Zoom on your iPhone by downloading it from the App Store (it is free) - click the Zoom icon on your phone (the app will be located differently on each iPhone depending on how many applications you have installed on your phone).

Once the Zoom app starts – press the large blue button to Join a meeting

Enter the meeting number 202385873 (in this example – there may be more than one meeting number in the future) and then press the join button.

7

Now you are in the meeting



You need to choose if you are going to have your voice go over data (Internet Audio) or cell phone call (minutes) [Note: choose Internet Audio if you have a good WiFi connection to avoid data or minute charges. Press one of the options.

This is the screen you will see if your video camera is turned off.

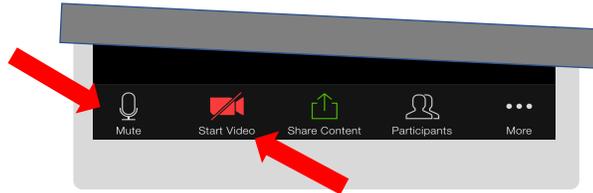
Tap anywhere on the screen to show the control menu at the bottom of the application

You can toggle access to the controls by tapping the screen.

8

Zoom controls for audio and video

You can put yourself on mute by pressing this button



You can press the video camera button to turn your camera off and on

NOTE: You will need to allow Zoom to access your camera the first time you use Zoom.