How to Access ZOOM Meetings

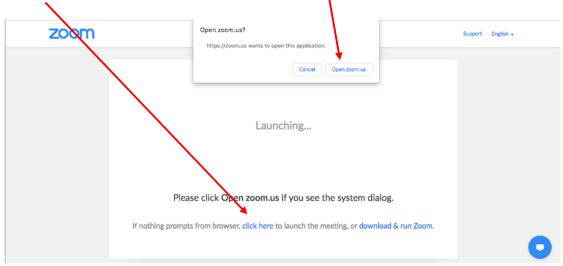
For Computers

You can access Zoom meetings on your (Internet-enabled) personal laptops and desktops by following the steps below.

1. Using your Internet browser, go to <u>zoom.us/join</u>. Key in the **Meeting ID** and click **Join**.

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				REQUEST A DEMO	1.888.779.9666	RESOURCES +	SUPPORT
zoom	SOLUTIONS - PLANS & PRICING	CONTACT SALES	JOIN A MEETING	HOST A MEETING +	SIGN IN	SIGN UP, IT	SFREE
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2. The following pop-up box will appear. Click on **Open zoom.us**. If nothing happens, click on **click here**.



3. You will be prompted to provide the password. Key in the password provided by your host and click **Join**.

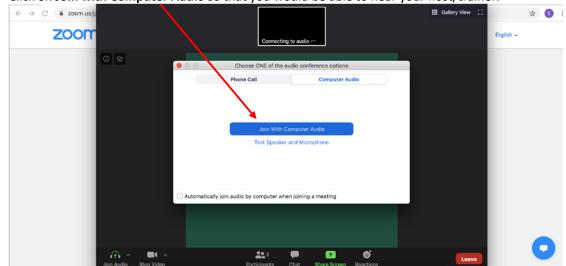
zoom		Support English +
	Join a Meeting Please enter the meeting password Password: Join a Meeting Join a Meeting Please click Open zoom.us if you see the system dialog. If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.	

4. Click on **Join with Video**. Alternatively, if you do not wish to appear on the screen, click on Join without Video.

zoom	Video Preview	Support English +
	Always show video preview dialog when joining a video meeting	
If no	Join without Video Join with Video	iom.

5. You will be placed in a virtual waiting room. Wait for a moment and your host will admit you into the meeting.

zoom		English +
	Please wait, the meeting host will let you in soon.	
	Test Meeting	
	Test Speaker and Microphone	0



6. Click on **Join with Computer Audio** so that you would be able to hear your host/trainer.

7. When you have entered the Zoom meeting, click on the top right corner and select **Speaker's View** so that the host/trainer's video will be on your main screen.



8. When you are ready to leave the meeting, click on the **Leave** icon at the bottom right of the screen.

For Mobile Phone

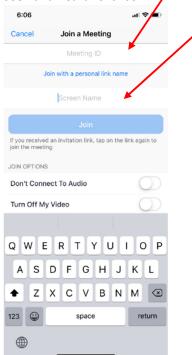
Download the ZOOM app on the Apple App Store or Google Play Store:



1. Launch the app and click **Join a Meeting**.



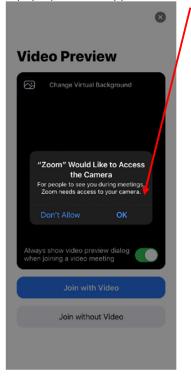
2. Key in the provided Meeting ID and your Name. Activate audio and video if you wish to be seen and heard. Click **Join**.



3. Key in the password provided by your host.



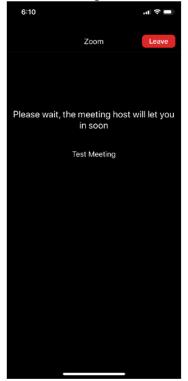
4. A pop-up box will appear. Select **OK**.



5. You can select a virtual background by clicking on the top left icon. Thereafter, click on **Join with Video**. Alternatively, if you do not wish to be seen, select Join without Video.



6. You will be placed in a virtual waiting room. Wait for a moment and your host will admit you into the meeting.



- To hear others please join audio

 Call using Internet Audio

 Dial in

 Cancel
- 7. <u>Select Call using Internet Audio</u> so that you can hear others in the meeting.

8. When you are ready to leave the meeting, click on Leave.

