

How To Use Zoom

There are several ways you can attend this meeting via Zoom. If you have a smart phone, computer or a tablet you can:

1. Go to Zoom.us and download the app on your phone, computer or table. The app is free.
2. Once you sign in, on the top right corner of the screen, you will see “join a meeting”. Click on that box.
3. Enter the meeting ID number, which you will find on the email reminder.
4. This will then lead to a screen that will prompt you to enter a passcode. Enter the passcode.
5. Give the meeting about 30-60 seconds to launch.
6. To turn off the microphone video, you will see small icons on the bottom left of your screen. One will be a microphone and one will be a camera. To talk, you have to make sure the microphone icon does not have a red line through it (this indicates you are muted). Although we look forward to seeing your faces, you also have the option of turning off the camera in the same area.

If you are interested, the zoom sight offers various free tutorials on how to use zoom. However, the program is very simple and very user friendly.

You will be able to attend the meeting using both video and audio on your phone or computer.

If you do not have a smart phone, computer or a tablet you can a join by calling this number on the meeting invitation, and when prompted enter the Meeting ID and passcode.

Tips for Meeting Attendees

1. Mute your microphone. To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
2. Be mindful of background noise. ...
3. Position your camera properly. ...
4. Limit distractions. ...
5. Avoid multi-tasking.

We look forward to seeing everyone!