

How to Log into a Zoom meeting:

1. Go to <http://zoom.us>
2. At the top of the page you will see in blue "JOIN A MEETING," click on it.
3. This will take you to a screen that asks you to enter the "Meeting ID" code that was sent to you by the meeting coordinator.
4. When you press "JOIN" it will take you to a window that walks you through the installation on your device.
5. When it is finished it will pop up the main window with a green button in the middle marked "JOIN AUDIO" click on it.
6. This will activate your microphone and camera and you will be connected to the meeting and you should see anyone else that has already joined. Note that the check marks next to the camera and microphone icons can be clicked on and it will show what source it is using to see/hear. Say you had a webcam plugged in, you would see it as a source and the laptop's built in camera, and you could choose which one you preferred. Same thing applies to audio.
7. If you mouse around your window you can see the option to "SHARE SCREEN," and if selected will allow you to choose either your desktop or whatever applications you have open. When you select and hit "CHOOSE" that selection will be the main content displayed to all in attendance.
8. Enjoy your meeting!