

ZOOM INSTRUCTIONS

You will need a computer, tablet, iPad, or smartphone with speaker or headphones. If you do not have a speaker, you will have the opportunity to 'call in' upon joining the meeting.

You will need the Meeting ID as well as Password provided.

Join Zoom Meeting by clicking on this link:

<https://zoom.us/j/6725432584?pwd=SVNIMjJsdytWZkNZk2hpZjhzc0crQT09>

Meeting ID: 672 543 2584

Passcode: 056551

You may also join the meeting without clicking on the invitation link by going to [Join.Zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided and then Passcode when prompted.


If you do not have a smartphone, computer or tablet, join the meeting by calling:

+1 346 248 7799

Meeting ID: **672 543 2584**

Passcode: **056551**

To Join the Videoconference

1. Prior to the start time of your meeting, click on the link in your invitation to **join via computer**. You may be instructed to download the Zoom application. Smartphone app looks similar to this
The image shows the Zoom Cloud Meetings app icon, which is a blue square with a white camera lens and the text 'ZOOM Cloud Meetings' and 'Meet Happy' below it.
2. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio". (Make sure your volume is not muted and turned up) Once you are satisfied that your audio works, click on "Join audio by computer".
3. If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:
 1. On your phone, dial the teleconferencing number provided in your invitation
 2. Enter the MEETING ID NUMBER when prompted using your touch tone keypad.
 3. If you have already joined the meeting via computer, you will have the option to enter your 2 digit participant ID to be associated with your computer.

Additional help to join can be found here:

Short 1 min. video how to join a meeting. <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

INSTRUCTIONS ON HOW TO JOIN USING AN IPHONE OR ANDROID SMARTPHONE

<https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS>

<https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android>

We will open the Zoom line at 9:30 a.m. to allow people to visit and work out any issues with Zoom. IF you have trouble connecting and need assistance, you may call Dee Kessler at (719) 376-2322

SCREEN CONTROLS FOR YOUR COMPUTER

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.