

JOIN A ZOOM MEETING

Zoom is an online program that provides a way to meet with people via video on your desktop computer, laptop, smartphone, or computer tablet. Zoom is a simple way to talk with family, friends, and professionals. You do not need a Zoom account to join a meeting that someone else invites you to.

1. You may receive an e-mail invitation to join a Zoom meeting. In the e-mail, click on the underlined **Join Zoom Meeting** link.

Hello Everyone!

This is your reminder for our provider meeting THIS Thursday.

Here is the link.

Join Zoom Meeting
<https://zoom.us/j/95369373053>

Meeting ID: 95369373053

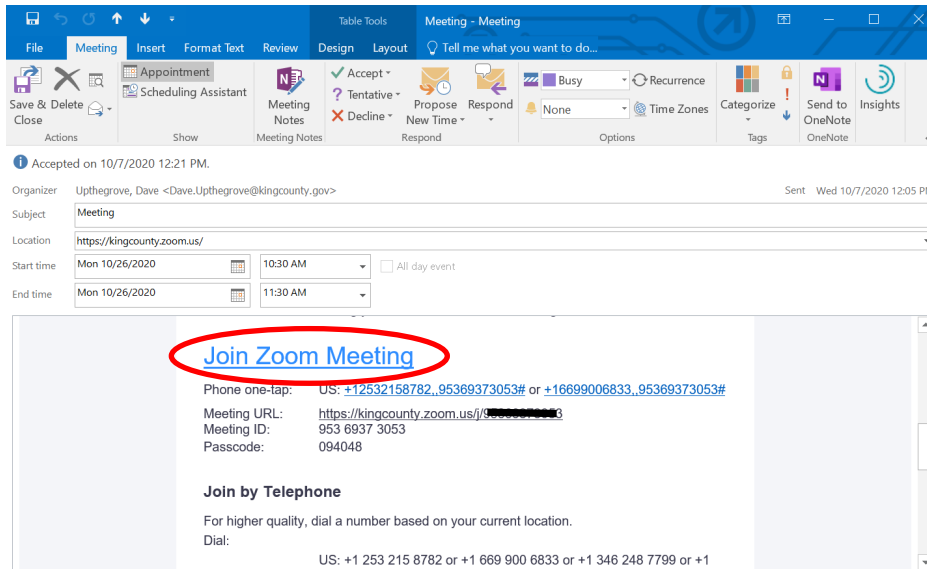
Password: 094048

One tap mobile

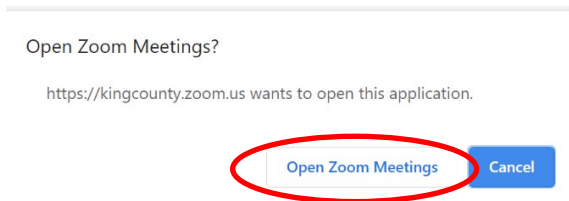
+12532158782,,95038276945# US (Tacoma)

+16699006833,,95038276945# US (San Jose)

You may receive a calendar invitation to join a Zoom meeting. In the calendar invitation, click on the underlined **Join Zoom Meeting** link. You can also click on the **Meeting URL**.

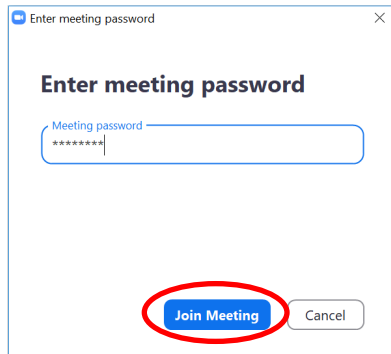


2. A new internet window will pop up. Click **Open Zoom Meetings**.

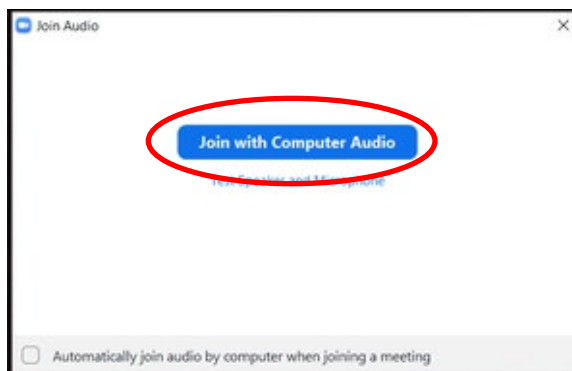


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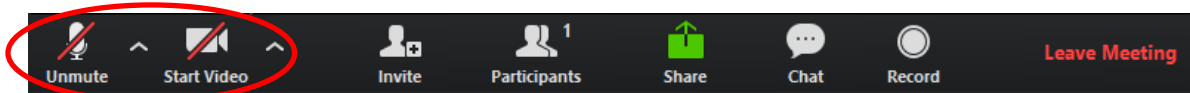
3. You may need to enter a meeting password. The password/passcode was included in the e-mail or calendar invitation. Click **Join Meeting**.



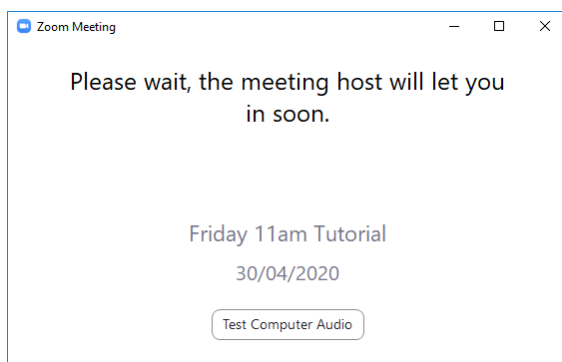
4. Click **Join with Computer Audio**.



5. You can choose to have your sound and video on or off by clicking the icons at the bottom of the screen.

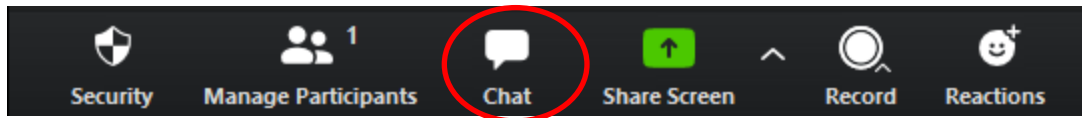


6. There is a chance you might get a "Please wait" message when you log in. This means the organizer of the meeting has to let you in from the Waiting Room. This features makes sure only invited guests join the meeting when the host is ready to begin.

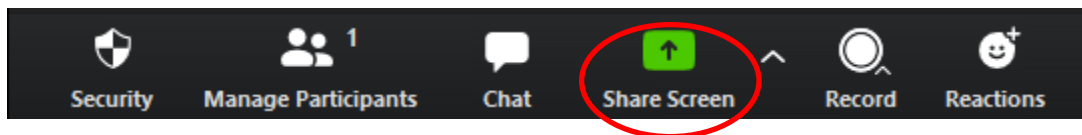


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7. The Chat feature allows you to send messages to the host of the meeting and, if allowed, the other participants. Click the **Chat** icon then type your message into the Chat box that opens on the right side of the screen.



8. If the host allows, you can show others in the meeting what is on your computer screen. Click the **Share Screen** icon. Select the image you want to show. First, make sure there is no sensitive or private information showing. Click **Stop Share** when you are finished.



9. When the meeting has ended or you are ready to leave, click **Leave Meeting**.

