Joining a meeting with Zoom

Select the Zoom link sent to you:

https://zoom.us/j/212095717

The First time you sign in the Zoom program will automatically download to your computer*

➢ Once Zoom is downloaded, please click on Join a Meeting
➢ If you have difficulties, you can download Zoom by going to https://zoom.us/download and download the Zoom Client for Meetings

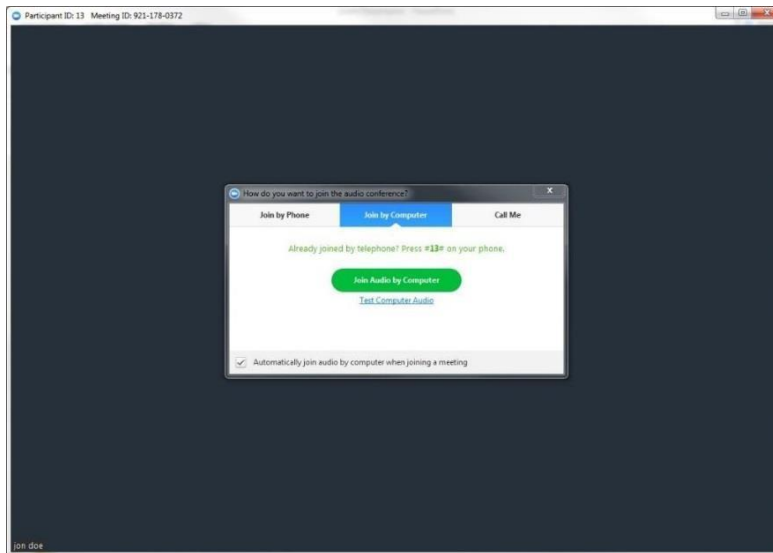* See information on last page regarding signing in with a smart phone.

Connecting Audio

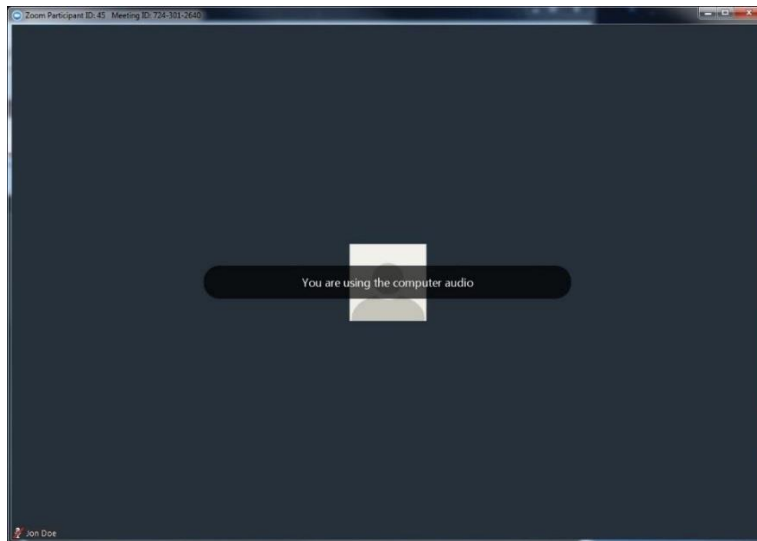Once you join the meeting, a window will appear asking you to **Join Audio by Computer**.

➢ Check the box for **Automatically Join audio by Computer when joining a meeting** in the bottom left corner of the Audio window.

Selecting "Automatically Join audio by Computer when joining a meeting" allows your audio connection to be automatically established the next time you join a Zoom meeting from your computer.

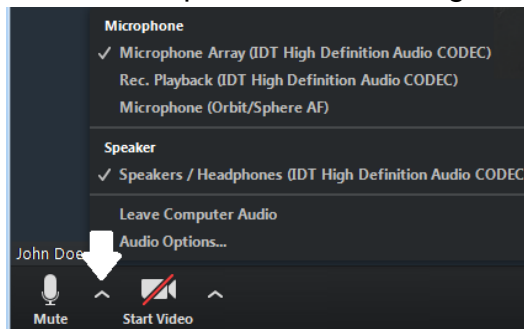➢ Click the **Join Audio by Computer** button.

➢ After clicking on **"Join Audio by Computer",** you will see a message confirming
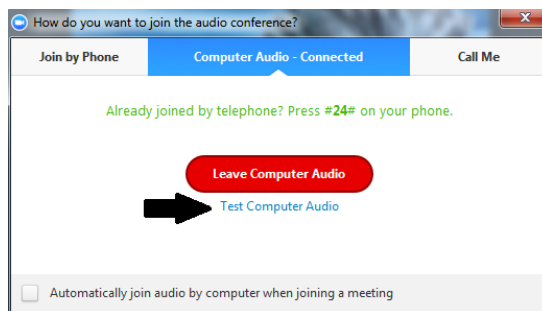
that you're using the audio connection on your computer.

Testing Audio

Before the clinic begins, please test your microphone and speakers by clicking on the arrow pointing upward to the right of the microphone and selecting **Audio Options**.
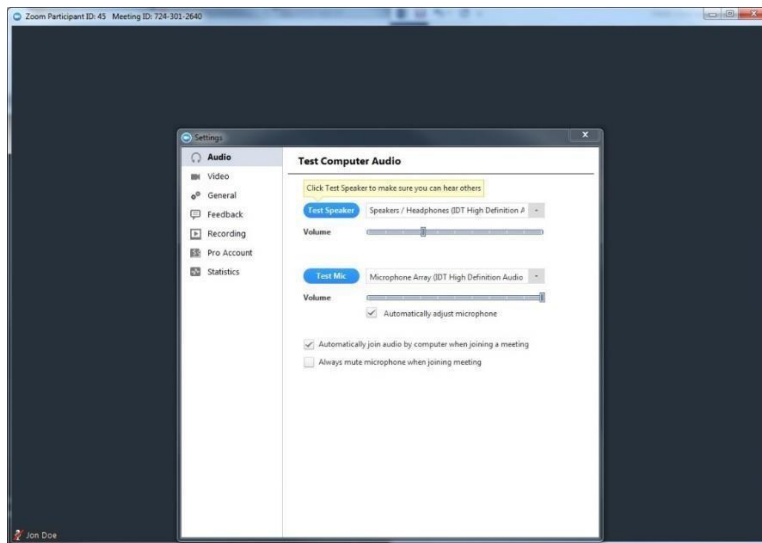

➢ Click on **Test Computer Audio** on the next screen

The **Test Speaker** button plays a sound to let you know the speaker is working. If you don't hear anything, make sure your speakers are turned on. You can also select different speakers by clicking on the field next to the **Test Speaker** button.

The **Test Mic** button starts recording once you click it. It records a few seconds of audio and will play back the recording to let you know the mic is working. If you don't hear anything, try selecting a different mic by clicking on the field next to the **Test Mic** button

General reminders

- Remember **to mute your microphone** when you're not speaking. You can mute yourself by clicking on the microphone icon in the bottom left corner of the screen.
- Adjust your camera accordingly
  - Make sure your face is visible
  - Use front lighting instead of backlighting to prevent appearing as a shadow
- Zoom has two viewing options that can be toggled in the top right corner
  - Speaker view allows you to view only the person that's speaking
  - Gallery view allows you to see all participants in the meeting

If you do not have a webcam set up to your computer, you can download the Zoom Cloud Meetings App on your smartphone.

Once Downloaded, you would need to enter the Meeting ID to connect to the meeting:

212-095-717

Here is a way to test your zoom before the meeting:

https://zoom.us/test

We highly recommend you test your camera/speaker/mic prior to the first clinic. It will also download the Zoom application if not already downloaded.

This is an ideal way to test prior to joining a real meeting!