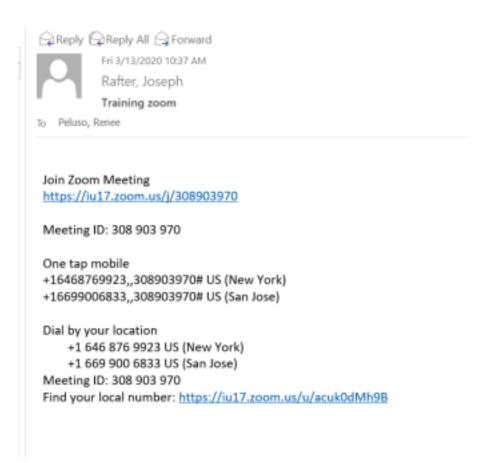
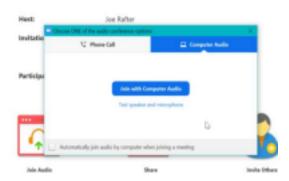
# **ZOOM Instructions**

## To Join a Scheduled Meeting (through zoom email invitation)

• Open the email invitation for the zoom meeting (*example below*) • Click on the link under "Join Zoom Meeting" If the meeting doesn't automatically connect, you may need to enter the 10-digit Meeting ID (do not use spaces or dashes)



## Select Join with Computer Audio or Join Audio



# During the Zoom Meeting

On the bottom row (left to right) you have the following options:

- To Mute yourself
- To Start (or Stop) Video
- To Share screen
- To Leave (or end) Meeting



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### To Join a Meeting (without an email zoom invite)

• Options - by internet, by calling in, or using the Zoom App on your smartphone.

### To access online-

- Go to the website: join.zoom.us
- Enter the 10-digit Meeting ID, no spaces or dashes
- Click Join

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#### For those calling in-

- Dial: 1-646-876-9923 (This phone number never changes)
- Enter the 10-digit Meeting ID

**\*\***A reminder to mute yourself when not speaking during the meeting. The microphone will pick up all background noise from your computer and telephone.

#### Zoom App on Smartphone/iPad

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Zoom can also be accessed on your smartphone/iPad by downloading the free Zoom app.



• After clicking on the app, the following screen will appear. (#1 below) • Select "Join a

Meeting" and enter the Meeting ID on this next screen. (**#2 below**) • Below the "Join" button, you have the option of muting yourself and/or turning your video off (**#2**)

#1.#2.

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If you have any questions, please email <u>GROUPBLASTTECHNOLOGY@IU17.ORG</u> or contact the Technology Department (570) 323-8561 x6400. Thank you.

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