

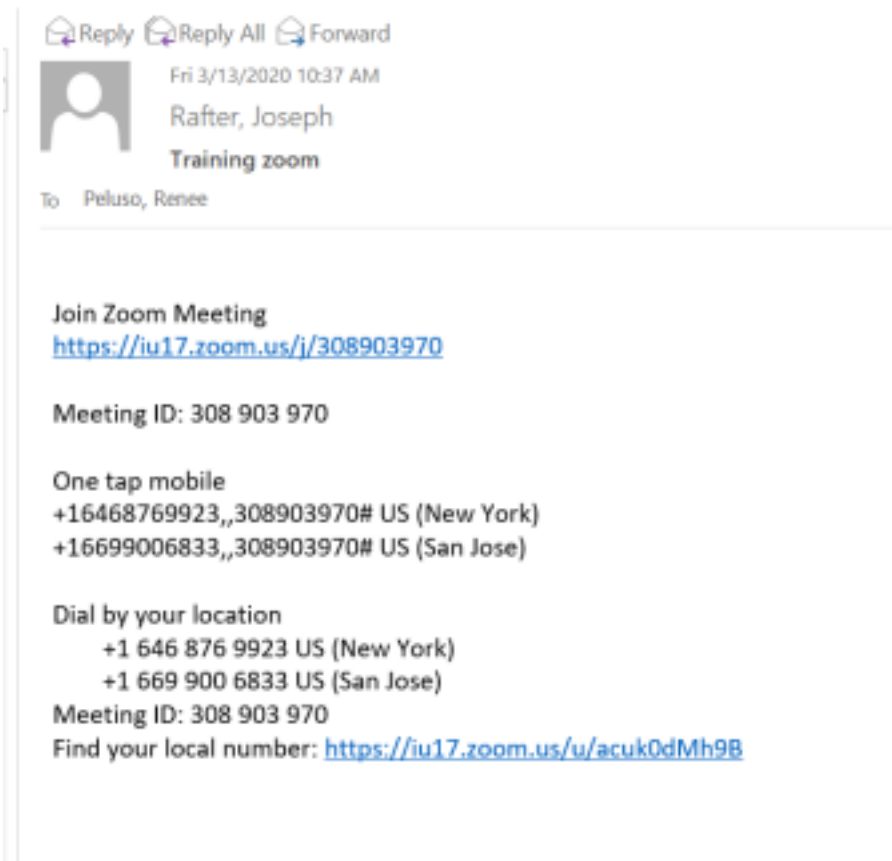
ZOOM Instructions

To Join a Scheduled Meeting (through zoom email invitation)

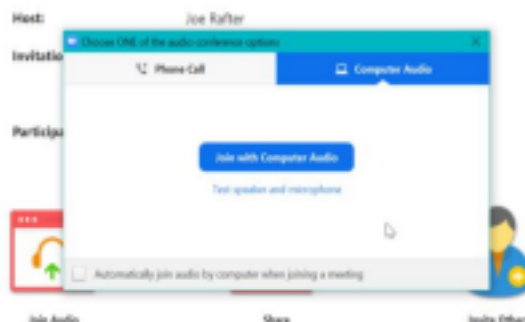
- Open the email invitation for the zoom meeting (*example below*) •

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



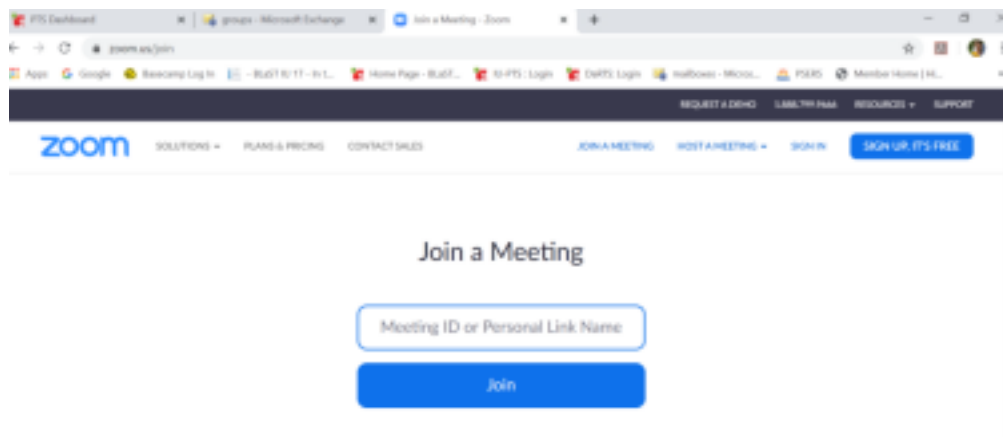
pg. 2

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



For those calling in-

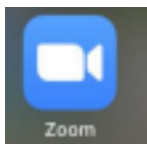
- Dial: 1-646-876-9923 (This phone number never changes)
- Enter the 10-digit Meeting ID

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

pg. 3

Zoom App on Smartphone/iPad

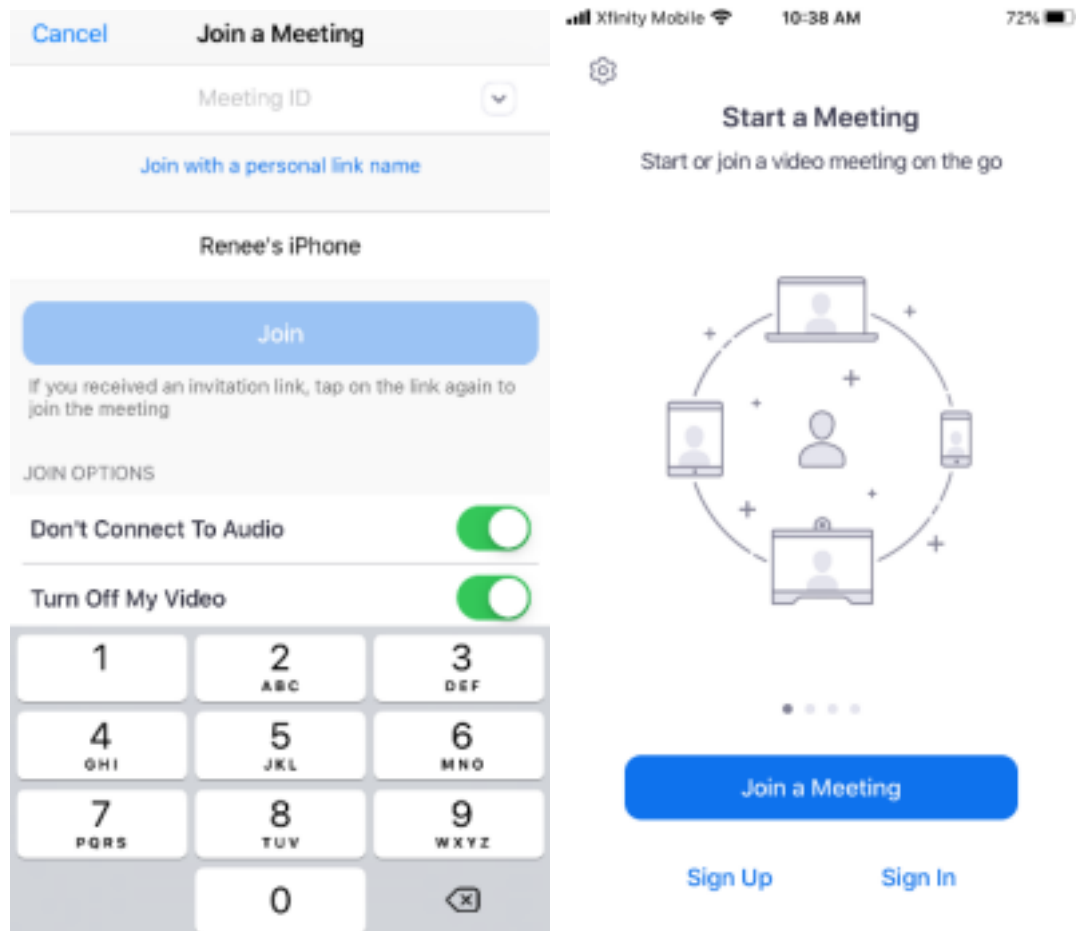
Zoom can also be accessed on your smartphone/iPad by downloading the free Zoom app.



- 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.



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