

## Purpose: How to use Zoom Conference

Below you will find step-by-step instructions on how to use Zoom, a video conference platform. Adat Shalom will be using this platform for the foreseeable future as a main way of staying connected.

- You do not need a Zoom account to be invited or to participate in a meeting.
- You need an account if you are hosting or starting the meeting.
- A basic account you will be able to host 40 min meetings for free. At this time dial in phone conferencing may be limited for basic accounts.

## Participating in a Zoom Invitation

You will be invited to join a Zoom meeting by email. The invitation will have a link to join, or a telephone number to call in from.

### **Zoom Meeting Log-in Information**

The image shows a screenshot of an email from 'mail.google.com' titled 'AMOS Check-in meeting via ZOOM'. The email content includes: 'Join Zoom Meeting' with a blue link, 'Meeting ID: 483 331 731' and 'Password: 323581', and a 'Dial by your location' section with several phone numbers for different cities. Three blue arrows point from text boxes to the link, the Meeting ID, and the dial-in numbers. The text boxes contain instructions: 'Click this link to join the meeting with your computer or smart phone', 'Use this information to access the call. Calls each have a unique Meeting ID', and 'Use this number to dial into the call with your phone. Be ready to input the meeting ID and password using your key pad.'

#### 1. To join by video via desktop or laptop

Click on the link and you will be asked to launch and download Zoom.

- Zoom will begin to automatically download a file. Once the file is done downloading, select and open the file.
- The Zoom app will pop up and if the host of the meeting is not on yet, you will be told to wait. Once the host of the meeting is logged on, you will click the button that says “Join Meeting”

Want to see how this works? Watch the following tutorial:

[https://www.youtube.com/embed/vFhAEoCF7ig?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/vFhAEoCF7ig?rel=0&autoplay=1&cc_load_policy=1)

## 2. To join by video, via phone or tablet

- Download the Zoom app for phones and tablets. You do not need to make an account
- Open the email invitation on your phone or tablet and click the link to join, this will open the Zoom app and you will be entered in the meeting **OR**
- Open the email invitation and write down the meeting I.D.
- Open the Zoom app on your phone or tablet, select “Join Meeting” and then enter the meeting I.D.

## 3. To join by dial-in

- Dial the phone number listed in your email invite. There may be several possible numbers listed. Choose the closest geographic location if you have multiple options.
- The call will prompt you to enter the Meeting I.D. followed by the # sign. Then you will be asked to input your participant I.D. if you have one, just hit # sign again.
- At this time, joining by dial-in is limited – you may have to use join by desktop or laptop or by downloading the Zoom app on your phone in order to join.

## What does Zoom conference look like?

**View of Zoom Call using a computer**

Zoom Meeting ID: 646-216-630

Talking: Courtney Dufford

Meeting Topic: Test meeting

Host: Courtney Dufford

Invitation URL: <https://zoom.us/j/646216630>

Participant ID: 42

Join Audio: Computer Audio Connected

Share Screen

Invite Others

Click here to leave the meeting

Click here to unmute/mute your sound. We recommend muting your volume when you're not talking to minimize background noise on the call

Click here to start/stop video

Click here to see who else is on the call

Click here to type a message to the group

**View of Zoom Call using smartphone app**

U.S. Cellular 12:02 PM 646-216-630 Leave

Click here to unmute/mute your sound. We recommend muting your volume when you're not talking to minimize background noise on the call

Click here to start/stop video

Click here to see who else is on the call

Click here to leave the meeting

Click here, then click Chat to type a message to the group