

## SIGN IN

There are two methods for signing in to the Zoom session. You do not need a Zoom account to attend these meetings.

Join from the link in the email	Join from the Zoom.us website
<ol style="list-style-type: none"><li>1. Open the WMC invitation email</li><li>2. Go to where it says, "Join Zoom Meeting"</li><li>3. Click on the blue link Join Zoom Meeting <a href="https://zoom.us/j/7490107976?from=join#success">https://zoom.us/j/7490107976?from=join#success</a></li></ol>	<ol style="list-style-type: none"><li>1. In the search bar of your internet browser, input <a href="https://zoom.us">zoom.us</a></li><li>2. The Zoom website will open</li><li>3. In the top menu bar click on the blue <a href="#">Join</a></li><li>4. Enter the meeting ID: <a href="#">749 010 7976</a><ul style="list-style-type: none"><li>○ The meeting ID will be the same every week</li></ul></li><li>5. Click on <a href="#">Join</a></li><li>6. When prompted for "Do you want to allow this page to open in zoom.us?"<ul style="list-style-type: none"><li>○ Click on <a href="#">Allow</a></li></ul></li></ol>

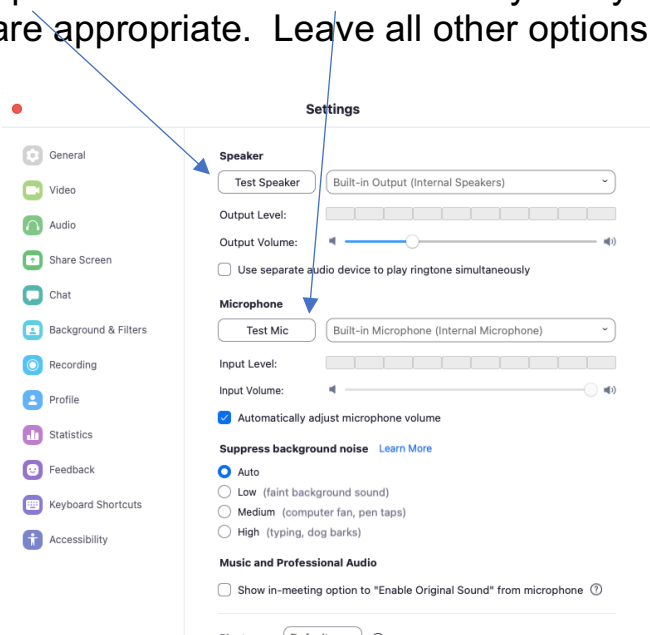
## AFTER SIGNING IN TO THE MEETING

For either sign-in method, you will see a small pop-up window that says, "Waiting for the Host to start [or admit you to] this meeting"

- There will be a link to "Test Computer Audio"

- If you click on that you will see the following pop-up window

CLICK on "Test Speaker" and "Test Mic" to verify that your sound and microphone volume settings are appropriate. Leave all other options as defaulted selection.



Once admitted into the meeting, you will see one or more people's faces.

- The size of the screen of your device determines how many faces you can see at one time.
  - For this feature, desk tops and laptops are best.
  - Logging on from a smart phone with the smaller screen only allows for seeing one face at a time. You can swipe left/right to see more.
- Look for a feature that says one of the following options. This is a "toggle" button. Click on it to change your screen view.
  - View
  - Gallery View
  - Speaker View

There will be a menu bar at the bottom [or at the top of your screen depending on your device]

- Look for a small microphone icon - *all participants will be muted*
- Look for a small video camera icon - click [video on](#)
  - All of the participant video will be turned off after the start of the presentation. Participants video will be turned back on after the presentation.
  - This provides for a smoother internet transmission.

We will record the meeting so that you can watch it later.

*We don't use Zoom very often,  
so it is easy to become overwhelmed.  
Once you can get into the meeting,  
you will only have to watch and listen.*

*You can text my cell phone during the meeting if you get stuck  
I will do the best I can to help you at that time*

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