

STEP ONE

Create a ZOOM account

(You can join some zoom meetings without having an account, but it is extremely helpful to already have your own account. It allows you to use certain features and avoids last minute connection issues when joining our meetings.)

Go to zoom.com (Download the Zoom app from the App store if using a phone or IPAD)

Follow the steps for SIGN UP for the FREE version of Zoom

You will need to enter your name, email address, and date of birth

Agree to terms of service

click SIGN UP

You will be sent a confirmation email. (You might have to touch the “resend” button if you don’t see it after a bit.) Open that email from Zoom

Open the confirmation email and tap the blue button “Activate Account”

This should take you back to the Zoom sign up page on your browser

1. Account Info: enter your name and
2. Create a password according to their requirements

Re-type password to confirm

Agree to Privacy Policy and Terms of Service, by clicking “CONTINUE”

IF prompted to invite other people to a meeting now-SKIP

IF prompted to do a TEAT Meeting/“start a meeting now”-SKIP by clicking on...

Click on “Go to My Account”

This time you will be in the SIGN-IN page (Don’t click “Sign -Up” again)

You may need to re-enter your email address and password

You can select “keep me signed in” button at the bottom for easier re-entry to Zoom

Click “Sign In”

(When signing in, you might be given the *option* to sign in using your Google or Facebook username and password)

STEP TWO

***For our meetings:** You will receive an email from “President” It will say, “WMC is inviting you to a scheduled ZOOM meeting. It will have the date and time of the meeting.

***When it is time to join the meeting:** Open that invitation email. Go to Where it says, “Join Zoom Meeting. Click on the blue link below. It will look similar this, but might have different numbers:

Join Zoom Meeting

<https://us02web.zoom.us/j/83846147817>

Depending on your computer settings, zoom account settings, etc. you could go directly to the start of the meeting, or you could get various screens.....Do not panic! Do the best that you can and ask for help if you get stuck. We will have several practice meetings before our first presentation, so you can get practice and help before then.

You might be asked:

Zoom would like to access the microphone-Tap **OK**

or

Zoom would like to send notifications-Click **Allow**

or

Zoom would like you to allow internet audio-**Allow**
or
You might get a prompt to test audio/video-**Skip**

Sometimes you'll see a box open in the lower left side of your screen. It says "zoom.us" and has an icon of a package-**Click on that.**

[*You MIGHT get a page that looks something like this:](#)

When system dialog prompts, click **Open zoom.us.**

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

IF SO, Click on the blue letters (above) that says: "launch meeting"

STEP THREE

You will see a message that you are waiting for the host to start the meeting, or waiting to be admitted into the meeting.

There is nothing to do at this point...except wait.

Once admitted into the meeting, you will see one or more people's faces. There will be a bar at the bottom or at the top of your screen (computer and IPAD are a bit different from each other in how they show this menu bar).

On the Menu Bar:

1. Look for the microphone-If it shows that you are muted-click to unmute yourself. Be prepared to mute and unmute during the meeting!

2. Look for the video camera-click video on. We will have you all turn OFF your video after we start presentations and meetings so that the program will run smoother.

There are other buttons on theme bar that we will talk about during the meeting. We will record the meeting so that you can watch it later.

For some people, Zoom can be overwhelming at first.

For our WMC meetings, it will be fairly simple. Once you can get into the meeting, you will not have to do much of anything except watch and listen. I will teach you how to get the best view and how to ask a question.

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.

Jean 315-271-9031