## Zoom From Your Computer (see page 3 if you have an account and the desktop app)

1. Go to the Zoom website at <u>https://zoom.us/</u> Select "Join A Meeting" from the Zoom homepage. There's no need to sign up or sign in (but if you have an account you can use it)

	REQUEST A DEMO 1.888.799.9666	RESOURCES - SUPPORT
SOLUTIONS - PLANS & PRICING CONTACT SALES	JOIN A MEETING HOST A MEETING - SIGN IN	SIGN UP, IT'S FREE
We have developed resources to help you through this challenging ti	me. Click here to learn more.	
Committed to safety, security, and privacy for all Zoom customers Explore resources and features		

 You will be taken to a new screen and it will ask you to enter a "Meeting ID." The meeting ID is a 10-digit code that was sent to your email. If you can't find the email, you can call ETBU Academic Success at 903-923-2074 and we can look it up for you.

		REQUEST A DE	MO 1.888.799.9666	RESOURCES -	SUPPORT
ZOOM SOLUTIONS - PLANS & PRICING CONTACT SALES		SCHEDULE A MEETING	JOIN A MEETING	HOST A MEETING	•
	Join a Meeting				
	Meeting ID or Personal Link Name				
	Join				
	Join a meeting from an H.323/SIP room system				

3. Zoom may prompt you to download their desktop app. If you do not want to download the app you will click cancel and "join from your browser."

zoom		Open Zoom? https://us02web.zoom.us wants to	o open this application.	-	Support English -
			Open Zoom Cancel		
		Launch	ing		
	Please cli	ck Open Zoom Meeting	s if you see the system	dialog.	
	If nothing prompts	from browser, click here to la If you cannot download or run the app		oad & run Zoom.	
		Copyright ©2020 Zoom Video Commu Privacy & Lega			

4. You will be asked to enter your name then choose "Join" and it will take you directly to your meeting.

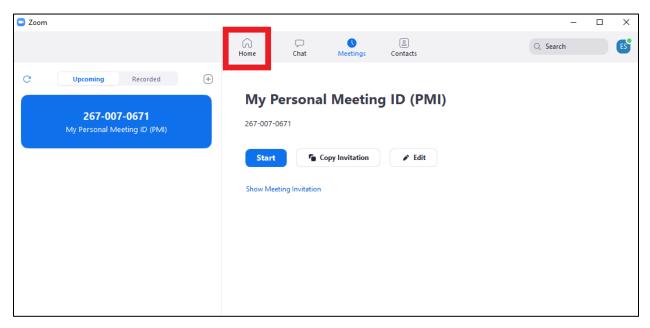
zoom	SOLUTIONS ¥	PLANS & PRICING	CONTACT SALES			SCHEDULE A MEETING	JOIN A MEETING	HOST A MEETING 🗸	0
					Join a Meeting				
				Y	Your Name				
				(	Your Name				
					Join				

## If you've already downloaded the Desktop App and have an account.

1. When you start the application on your desktop this is what it will look like. You will sign in and it will bring you to either your "Meetings" page or your "Home" page (see below)

Sign In				
Enter your email			٩	Sign In with SSO
Enter your password	Forgot?	or	G	Sign In with Google
Keep me signed in	Sign In		f	Sign In with Facebook

2. This is the "Meetings" page. You can move to the "Home" page by selecting it at the top of the app.



3. At the "Home" page you will be able to start a "New Meeting," "Join" a meeting, "Schedule" a meeting, and "Share Screen." You will want to choose the "Join" button.

Zoom								
		Home	□ Chat	() Meetings	Contacts		Q Search	
	ew Meeting ~	+ Join re screen ∽	Chat	0	8:41 /	2020		

4. A pop-up box will appear where you will enter your "Meeting ID" and Name. Your meeting ID was sent to you an email. If you've misplaced it, you can call Academic Success at 903-923-2074 and we can retrieve it for you. Be sure that the "Do not connect to audio" and "Turn off my video" are unchecked.

C Zoom						
	Home	💭 Chat	() Meetings	Contacts		Q Search
	C Zoom				×	
	Join I	Meeting	P		M	
			personal link n	ame 🗸	2020	
New Meeting 🐱		our name				
		t connect to au	Idio			
19	_	ff my video		$\frown$	ıs today	
Schedule			Join	Cancel		

5. It will take you directly to the meeting unless the host has not begun the meeting. If the host has not begun the meeting you can wait with the following screen for the host to arrive.

Zoom						-	
	Home	Chat	() Meetings	© Contacts		Q Search	
				-			
	Please wait fo	r the hos	t to start thi	s meeting.	IVI 120		
	This is	a recurring I	meeting	-			
New Me		Personal	Meeting Room				
	_						
19		st Computer			today		
Schedun	If you are the host	, please <u>login</u>	to start this meeti	ng.			

6. While you are waiting it would be a good idea to "Test Computer Audio." Choose this button and it will bring another pop-up (see below). You can test all the features including video and audio. This will help make your meeting go smoother.

Settings	X
General	
🖸 Video	Speaker Test Speaker Speaker/Headphone (Realtek Hig ×
🔿 Audio	Output Level:
Share Screen	Volume: 🛋 👥 🗣 👘
Chat	
Virtual Background	Microphone Test Mic Microphone (Realtek High Definit V
O Recording	Input Level:
Profile	Volume:
1 Statistics	Automatically adjust volume
Keyboard Shortcuts	Use separate audio device to play ringtone simultaneously
Accessibility	Automatically join audio by computer when joining a meeting
	Mute my microphone when joining a meeting
	<ul> <li>Press and hold SPACE key to temporarily unmute yourself</li> <li>Sync buttons on headset</li> </ul>

7. Finally, when you are in the meeting please check to see if your video and audio are both on. If they have a slash through them (example below) you will need to click to icon to turn on these settings.

