

How to Zoom in an Online Video/Audio Conference: Zoom Meeting Instructions
Berkeley Society of Friends
(Can be used on a desktop computer/laptop computer/tablet or mobile phone)

- 1. To participate in a Zoom meeting, you will first need to receive an invitation containing the information you need to join. It will look like this:**

Genie Stowers is inviting you to a scheduled Zoom meeting.

Topic: Berkeley Friends Meeting

Time: Mar 8, 2020 11:00 AM Pacific Time (US and Canada)

Join Zoom Meeting by clicking on: <https://zoom.us/j/906813162>

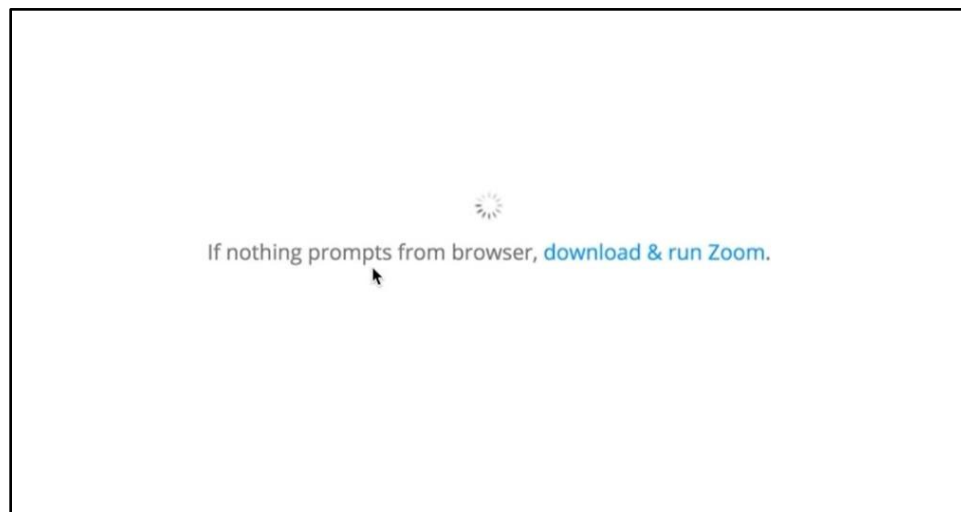
OR

Calling: 1-669-900-6833

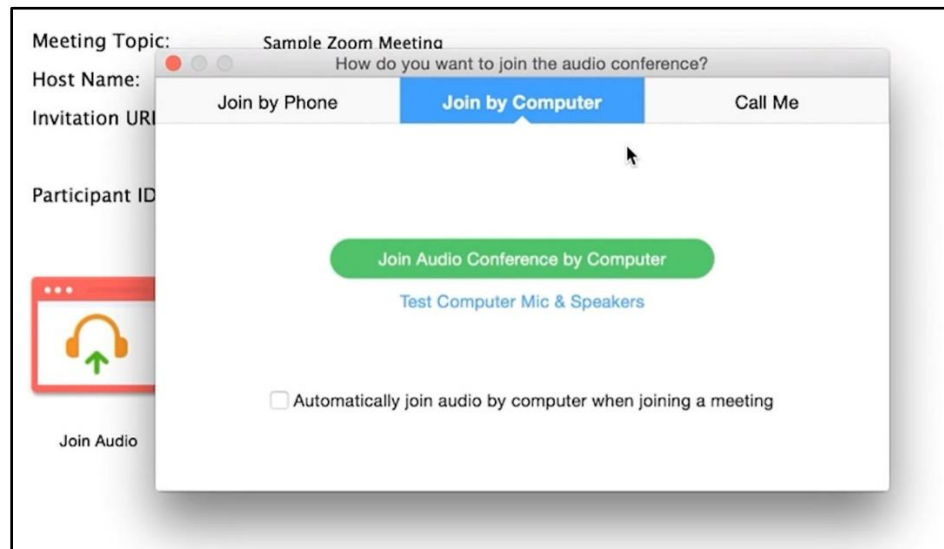


Then enter the Meeting ID: 906 813 162

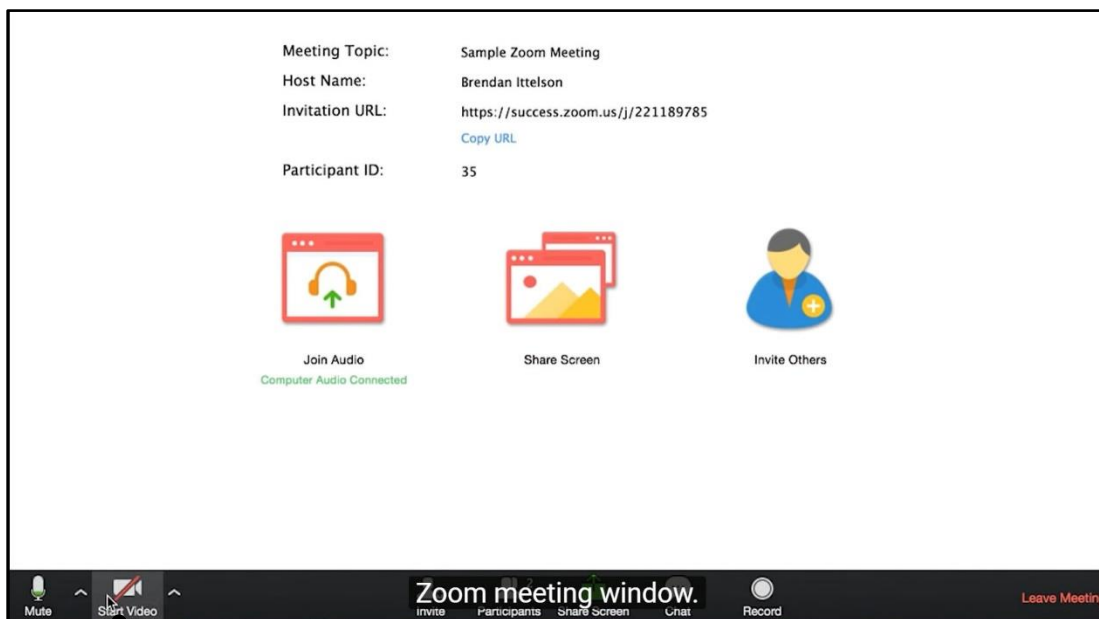
- 2. Click on either the link or the phone number (see above), depending on whether or not you want to open Zoom on a desktop computer/laptop/tablet or a phone.**
- 3. No matter whether you are using a computer or a phone, the first time you participate in Zoom, you will need to download the Zoom mobile application for your phone or your desktop/laptop computer. You will see a message like the one below; click on the words "download and run Zoom." The ZoomusLauncher file will open; click on it and the Zoom application should then load and open.**



4. When you see a screen like the one below, click on either Join By Phone or Join by Computer, depending on your preference. Then click on the green oval in the middle of the screen, Join Audio Conference by Computer to hear the audio.



5. Lastly, click on the Start Video icon in the lower left hand corner to start your video. Make sure your computer or phone's camera is open and you can see it. If other participants cannot hear you, the Mute icon might be selected (it would have a red line through it); click to unmute yourself.



6. At the end of the meeting, you can click Leave Meeting in the lower right hand corner to end.