

Please read all instructions first to determine by which of the 2 methods you will connect.

**I. Video Conference** – (For computers and devices with a camera) Join by video conference on your mobile phone, tablet or computer to video chat and to see files and screen shares.

- A. Download the Zoom Cloud Meetings app on your device. To download the app:
  - 1. Click on the meeting link provided by the meeting host with the device you will be using and follow the instructions; or
  - 2. Links for downloading the app can be found at [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)
    - a. Use "Zoom Client for Meetings" for computers
    - b. Use "Zoom Mobile Apps" for tablets and smart phones
- B. Join the meeting with the link provided by the meeting host.

**II. Video Conference / Phone** – (For computers and devices without a camera) You will be able to see files and screen shares on your computer or device and use your phone for audio.

- A. Download the Zoom Cloud Meetings app on your device. To download the app:
  - 1. Click on the meeting link provided by the meeting host with the device you will be using and follow the instructions; or
  - 2. Links for downloading the app can be found at [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)
    - a. Use "Zoom Client for Meetings" for computers
    - b. Use "Zoom Mobile Apps" for tablets and smart phones
- B. Join the meeting with the link provided by the meeting host.
- C. Your computer screen will prompt you to do the following:
  - 1. Enter your name on the computer
  - 2. Call one of the available phone numbers with your phone
  - 3. Enter the conference ID on your phone
  - 4. Enter your participant ID from the screen on your phone followed by #

**III. Notes**

- A. Phone numbers are not toll free, long distance charges will apply.
- B. If you are video conferencing with a mobile phone or tablet, unless you have an unlimited data, you are advised to connect to your home internet.

**IV. Zoom Conference Tips**

- A. Visit <https://www.zoom.us/resources> for How-To videos.
- B. Visit [https://www.zoom.us/download#client\\_4meeting](https://www.zoom.us/download#client_4meeting) to download apps
  - 1. Use "Zoom Client for Meetings" for computers
  - 2. Use "Zoom Mobile Apps" for tablets and smart phones