

## **Instructions for "Participating" in a Zoom meeting for the first time**

- All participants who are invited to attend a videoconference session will receive a URL link, usually by email, with the Zoom Meeting ID, as shown below:

Join Zoom meeting at: <https://zoom.us/j/100926714>

- When you click on the URL link for the first time, Zoom will redirect you to their website and ask you to download the web browser client, which is free. Please proceed with this action; note that it will take a few minutes to complete.
- Once connected, you should join the meeting by audio and video. Ensure that your computer's video and audio are working, and that the sound is set to about 75%. The video view can be set to "full screen" or "gallery view" depending on your choice and program situation. Gallery view is best for group meetings, as it allows you to see the 'faces' of all the attendees (up to 25) with the speaker highlighted. This most closely represents actually being in the meeting in person.
- Just wait for all the participants to join.
- The "Host" will be able to manage names, provide any further instructions and use some of the Zoom functionalities that may include screen sharing for all to see. At the end of the session, the Host will end the meeting for all the participants.
- At this point, you can just close the Zoom application by logging off.
- The next time you log on to a Zoom invite, you will just need to click on the URL link provided.