

# zoom 101

This easy to follow **zoom 101** guide has been prepared for you to walk you through the steps of accessing Zoom.

## What is Zoom?

Zoom is a cloud-based platform for video and audio conferencing and chat. Zoom works on mobile devices, desktops, and telephones and will enable the community to connect safely during the COVID-19 public health pandemic.

Before reading further, we suggest you [familiarize yourself with Zoom](#) and watch [this short video on how to join a meeting](#). The video page also offers short, thorough tutorials for [accessing Zoom by phone](#) and [accessing Zoom via desktop/laptop computer](#).

## How do I use Zoom?

You have several options for utilizing Zoom! Zoom meetings can be accessed via the web, a free computer program, a mobile app, cell phones and landline telephones.

- To learn more about Zoom, please visit [the FAQ page](#) and [the Getting Started guide](#).
- To learn the basics of joining a Zoom meeting, [please see here](#).
- For more information on downloading the Zoom mobile app, [please see here](#).
- For more information on accessing Zoom via laptop or desktop computer, [please see here](#).
- For more information on accessing Zoom from a landline phone, [please see here](#).

## Try a test meeting!

Before your first meeting, we encourage everyone to join a test meeting to see how the process works for you and to address any confusion. You may [join a test meeting here](#).

## How does it work?

A Zoom meeting is a live video and audio feed that will enable anyone with the invitation and in some cases a password to access the conversation.

If you access Zoom via the web, computer program, or mobile app, you will be able to view the video feed and will have the option of also being seen on video if your device has a camera (you have the option of not appearing on video, which each individual participant can control for themselves).

If you access Zoom via a cell phone or landline telephone, you will be able to listen to the audio from the Zoom meeting, but will not have the option of being on video or viewing video.

# zoom 101

## What to expect!

Here is a guide that can be tailored to your own comfort level with technology:

1. A clickable link to join the Zoom meeting from a computer. If you will be accessing Zoom via a computer, please read the **RED** section below.

2. A one tap mobile number. If you will be accessing Zoom via a smartphone or mobile phone, please read the **BLUE** section below.

3. A dial-in number for use on a landline phone. If you will be accessing Zoom via a landline phone, please read the **GREEN** section below.

The below is a copy of an invitation with specific areas outlined as noted above. Further down you will find specific instructions for each of the three areas.

---

You've been invited to a scheduled Zoom meeting.

### Join Zoom Meeting

<https://zoom.us/j/591596964?pwd=a3kySEhEUVJ5TkY1QXo0WG1ZRjhPQT09>

Meeting ID: 589 523 532

Password: 123456

### One tap mobile

+13126266799,,591596964# US (Chicago)

+19292056099,,591596964# US (New York)

### Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 591 596 964

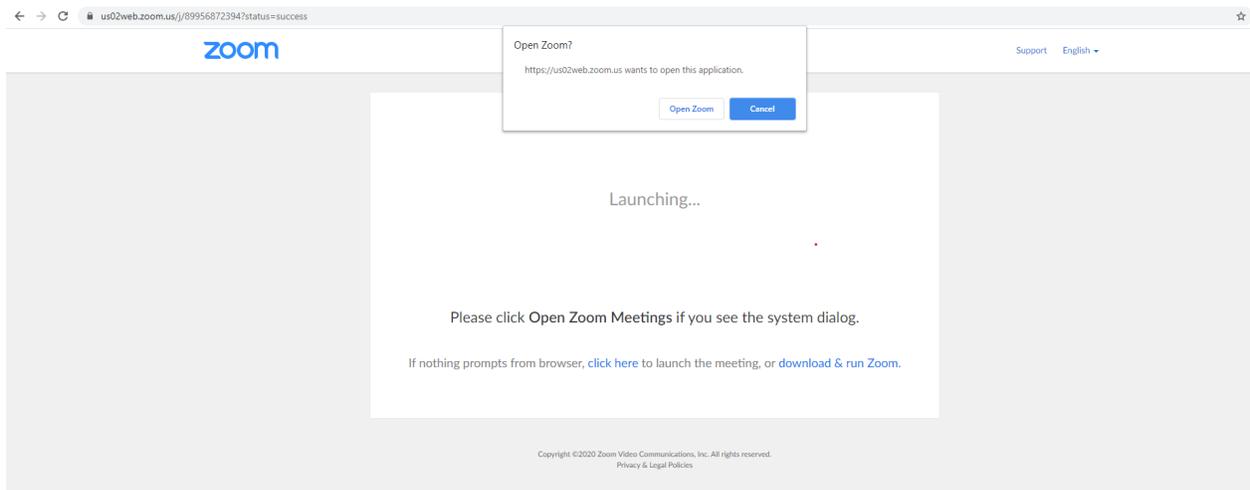
Find your local number: <https://zoom.us/u/aoZ0nHtD5>

---

# zoom 101

## 1. Join Zoom Meeting from a computer (a clickable link to join the Zoom meeting)

If you will be a meeting via Zoom and are accessing the meeting invitation on the same computer you're planning to use for the meeting, you can click the "Join Zoom Meeting" link. This will open a Zoom webpage, pictured below.



This webpage will give you the following options:

- a) open the Zoom program on your computer (if you already have it installed);
- b) download and run the Zoom program on your computer;
- c) launch the meeting from your browser, without downloading or using the Zoom computer program.

If you choose to use Zoom on the web or are otherwise prompted to enter a Meeting ID number or password, **the Meeting ID number and password are listed below the "Join Zoom Meeting" link in the invitation email.**

**For information on how to navigate Zoom once you are in the meeting, [please see this guide!](#)**

## 2. One tap mobile

If you choose to call into the meeting from your smart phone, you can click this option to dial in from your mobile phone. The benefit of this option is that the Meeting ID will be entered automatically for you when prompted (hence "one tap").

## 3. Dial by location (A dial-in number for use on a landline phone)

If you choose to call into the meeting from a landline phone, you will need to dial the area number listed in the invitation email. Landline callers should be prepared to enter the Meeting ID and/or password on your phone's keypad.

# zoom 101

**What if I need help?**

That's okay! You can [access the Zoom Help Center online](#) or contact them by phone at 888-799-9666, extension 2.

**Thank you!**

Thank you all for your flexibility and patience as we navigate these uncharted waters to work to lower our community's risk of exposure during this public health pandemic!