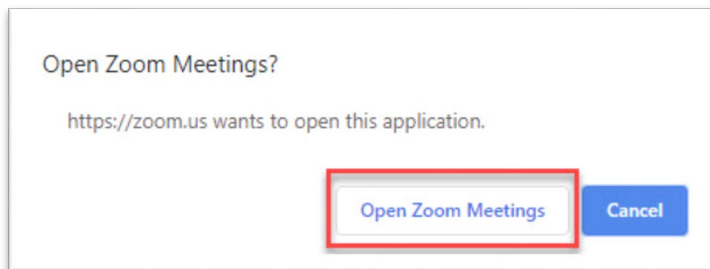


How to Join a Zoom Meeting

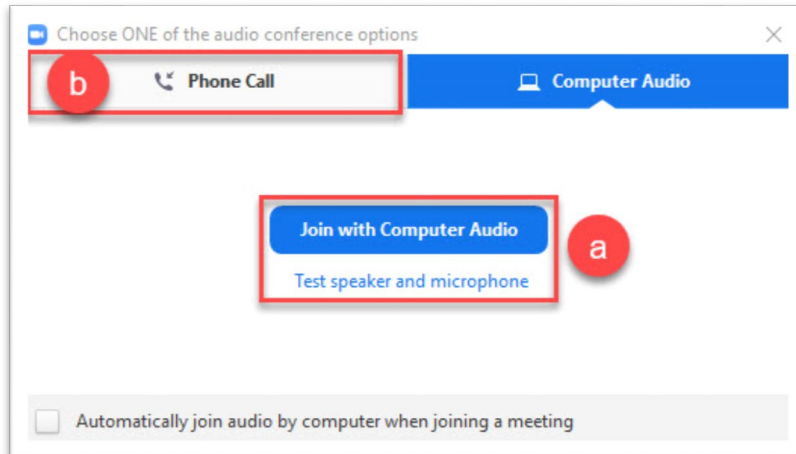
For your meeting with your family consultant, you'll be using Zoom video meeting software. Here's a quick guide for joining a Zoom meeting.

If You're Using a Computer

1. Click the **Join the Zoom Meeting** link that you'll find in the email that was sent to you by your family consultant.
Note: If you click the link, you do not need to worry about the meeting ID or password. The link takes you directly to your meeting
2. The **Open Zoom Meetings?** Window opens. Click the **Open Zoom Meetings** button.



3. The **Chose ONE of the audio conference options** window opens.



a. We recommend that you use your computer's audio, if you have a stable internet signal, and test your speakers and microphone before your meeting.

1. So, click the **Test speaker and microphone** link. You will be walked through first testing your speaker and then your microphone.

At the end of the tests, click the **Join with Computer Audio** button.

Or, if you've used Zoom before, simply click the **Join with Computer Audio** button. This button takes you directly to the meeting.

b. If you wish to use your phone for sound:

1. Click the **Phone Call** tab. You are presented with phone numbers to call.
2. Call in to one of the phone numbers
3. Then enter the **Meeting ID** into your phone keypad, when requested.
4. Once your phone is connected to the meeting, click the **Done** button to enter into the video part of your meeting.

Note: If your family consultant has not arrived, then you will see “Waiting for the host to start this meeting.” When your family consultant arrives, you’ll automatically join the meeting.

If You’re Using a Smart Phone

To join the meeting with both audio and video:

First time using Zoom:

1. Tap the **Join Zoom meeting** link in the email that your family consultant sent you.
2. You must first install the Zoom app, so. scroll to the bottom the page and click the **Download from AppStore** button(iPhone) or **Play Store** (if using Android).
 - a. On the AppStore/Play Store page, click the **Download** button.
3. Then go back to your browser and click the **Join Meeting** button.
4. Click **Open**.
5. You are now in the meeting.

Already have Zoom installed:

1. Click the **Join Zoom Meeting** link in the email that was sent to you by your family consultant.
2. You are entered into the meeting automatically.

Note: If your family consultant has not arrived, then you will see “Waiting for the host to start this meeting.” When your family consultant arrives, you’ll automatically join the meeting.

If you need more help, go to the [Zoom Help Center](#).