Zoom Video Conferencing Platform Tutorial

Zoom is a virtual conferencing platform that facilitates virtual meetings with real-time audio and video. Users can join the meeting by calling a phone number (audio only) or by simply clicking a hyperlink that opens the virtual meeting space in an Internet browser or in the Zoom software (audio and/or video). Below is a guide on how to participate in a Zoom meeting through either method.

**Phone Call**

To join via phone:

1. Locate the unique Meeting ID within a Zoom meeting invitation,

*Example:*

1. Dial the provided phone number for a Washington DC-based meeting: *(301) 715 8592*,
2. When prompted, enter the Meeting ID followed by the pound sign (#).

You will enter the meeting and be able to hear the audio. However, you will not be able to see presentations or meeting participants as this is an audio-only format.

**Computer/Online**

To join on a computer, you can either click on the meeting link provided to see and hear the meeting through an Internet browser or you can click the meeting link to download the free version of Zoom and open the virtual meeting space in the Zoom software.

**To join through an Internet browser:**

1. Locate the Zoom meeting link within a meeting invitation or email sent to you by the Service Authority.

*Example:*

1. Click the link and open the Zoom webpage.

1. Click on the blue button that says,

‘Launch Meeting’ (see image at right).

1. A prompt will appear asking you to download

the software.

* + Select the ‘Cancel’ option,
1. Then, below the blue button, click the link to
	* ‘Join from Your Browser’

**To join through the Zoom software:**

1. Locate the Zoom meeting link as above and follow the invitation to the Zoom webpage,
2. Click the ‘Launch Meeting’ button; and select ‘Open’ when prompted,
	* The Zoom software will automatically download and bring you into the meeting.

Both computer options give access to the video and audio components of a Zoom meeting. You will be able to see any images or speakers on the screen as well as use the “Chat” feature to ask questions.