

Zoom Video Conferencing Platform Tutorial

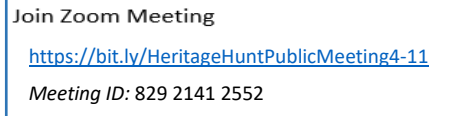
Zoom is a virtual conferencing platform that facilitates virtual meetings with real-time audio and video. Users can join the meeting by calling a phone number (audio only) or by simply clicking a hyperlink that opens the virtual meeting space in an Internet browser or in the Zoom software (audio and/or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

Phone Call

To join via phone:

1. The unique Meeting ID within a Zoom meeting invitation,

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2. Dial the provided phone number for the meeting: (312) 626-6799,
3. When prompted, enter the provided 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.

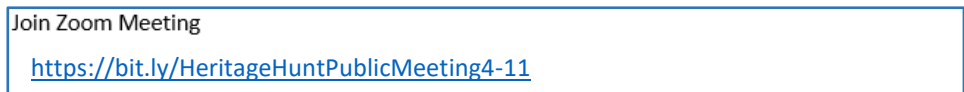
Computer/Online

To join on a computer or via the Zoom app on your smartphone, 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.

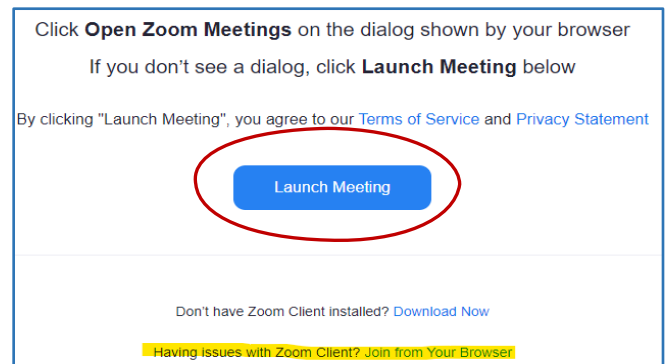
To join through an Internet browser:

1. Locate the Zoom meeting link within a meeting invitation or the related CIP webpage on the Service Authority website.

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2. Click the link and open the Zoom webpage.
3. Click on the blue button that says, 'Launch Meeting' (see image at right).
4. A prompt will appear asking you to download the software.
 - Select the 'Cancel' option,
5. 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 depicted 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 the visual presentation and speakers on the screen as well as use the "Chat" feature to ask questions.