Here are some easy instructions to walk a person thru setting up Zoom on their preferred device to be able to join in. Zoom is a free application that anyone can use.

There are three options: Cell Phone, Computer or Dial In.

Some disclaimers ---- if you have participated in a “Go To Meeting” in the past this new program works a lot better in managing multiple conversations occurring at the same time; you can see several people on the screen at the same time if you prefer; you can just call in and listen if unable to access it on your device.

**Cell Phone Set up**:

Go to your app store for iPhone - It is a Blue icon with an "A" in the middle.

[This Photo](https://commons.wikimedia.org/wiki/File%3AApple_App_Store_icon.jpg) by Unknown Author is licensed under [CC BY-SA](https://creativecommons.org/licenses/by-sa/3.0/)

For Samsung (Android), you will go to the app store - called Google Play.

[This Photo](https://commons.wikimedia.org/wiki/File%3AGoogle_Play_symbol_2016.svg) by Unknown Author is licensed under [CC BY-SA](https://creativecommons.org/licenses/by-sa/3.0/)

Search for Zoom Cloud Meetings Click the download button (looks like a cloud with a down arrow)

After downloading is complete, look for the blue icon with a movie camera that says Zoom. 

Go to settings on your phone.

Go to Apps.

Go to the Zoom app.

Click on it.

Go to permissions. *Make sure that both camera and microphone are on.*

When ready to attend a meeting, you can do one of two things:

1) Click on link included sent to you for the meeting and it should automatically open the page

2) Click on the Zoom button and enter the meeting ID and phone number – this will be in the email link in the invite.

**Laptop Computer Set up:**

Copy and insert the link into your browser from your meeting email or go to [Zoom.com](https://zoom.us/) and enter the meeting ID and Password.

You will want to enable your video and audio.

Desktop Computer notes - If you are wanting to use a desktop computer in order to be seen in the meeting, you will need to have a camera connected and to be heard, you will need a microphone. If no microphone is available, you can dial in using the phone numbers and directions listed below. Password is case sensitive.

**Call in by phone**

See phone numbers and directions from the meeting email.

***EXAMPLE ONLY*** below – please refer to your email message for the correct call information.

*“District Governor is inviting you to a scheduled Zoom meeting.*

*Topic: Update on District events*

*Time: May 20, 2020 08:00 PM Eastern Time (US and Canada)*

*Join Zoom Meeting https://us02web.zoom.us/j/81644201909? pwd=TnVrWldhTWRPenVIbUkwMUFjNkJuZz09*

*Meeting ID: 816 4420 0000*

*Password: Lions*

*One tap mobile +13126266799*

*Dial by your location*

*• +1 312 626 6799 US (Chicago)*

*• +1 929 205 6099 US (New York)*

*• +1 301 715 8592 US (Germantown)*

*• +1 346 248 7799 US (Houston)*

*• +1 669 900 6833 US (San Jose)*

*• +1 253 215 8782 US (Tacoma)*

*Meeting ID: 816 4420 1909 Password: 390732”*