NOTE: Steven Brack's notes are for a Windows PC! Others <u>may</u> need to download the Zoom software separately. For a Mac or Linux PC, go to the Zoom website (https://zoom.us/ → Resources). For a tablet or smart-phone, go to the appropriate App store. Use the Zoom test at https://zoom.us/test to see if it works!

This is what I remember to join a meeting that was set up:

1. An invitation is sent out to interested people with a link to click on at the time of the meeting. People need to save this email until the meeting time.
2. Just click on the link in the email, and if your computer needs the zoom software it will download. I think it took me about 5 seconds for the software download
3. I clicked on the zoom.exe file that was the download, and zoom loaded.
4. If needed (but I think it was automatic), you enter the zoom meeting number and password that will be in the invitation email
5. On your laptop, computer,etc., have the camera, microphone and speakers turned on so that everyone can see and you all can hear each other. You can test the speakers and microphone when you join the meeting!
6. Then just start the meeting. The person talking will be highlighted. One person should talk at a time.
7. When the meeting is over, just click on 'end the meeting' and the software stops

For me, as a non-high-tech guy, it was all very simple and I enjoy zoom meetings a lot.

Steven