



## JOINING ZOOM MEETINGS REMOTELY

**IMPORTANT NOTICE:** Please be aware that a 2-hour meeting may require several GB of data. We encourage our members to use devices that are connected to Wi-Fi or to their internet home plan.

### ABOUT ZOOM MEETINGS

#### What is a Zoom Meeting?

- It's like a big video chat
- Participants can speak freely
- Each participant appears on the screen
- Up to 100 people on the call

#### Options available on Zoom Meetings:

- Videoconference, audioconference
- Phone
- Chat
- Raise digital hand
- File transfer & Share screen

### STEP #1 – FOLLOW THE LINK

Click on the link provided by the Local (usually on the Meeting Notice) to access the Zoom Meeting. Example: <https://usw1944.zoom.us/j/803485412>

### STEP #2 – DOWNLOAD THE ZOOM APPLICATION

After clicking on the link, a zoomusLauncher.zip file will download; it is the Zoom application. Click on the file to install it. The application can be downloaded and used on PC, Mac, smartphone and tablet.

If the zip file didn't download properly, you can download it here:

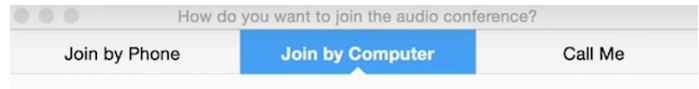
<https://zoom.us/support/download>

#### **PLEASE DOWNLOAD THE APPLICATION, DO NOT USE A WEB BROWSER**

If you join in the Meeting through a web browser instead of through the Zoom application, you will not be seen nor heard when you join the Meeting, and you won't be able to send chat messages either.

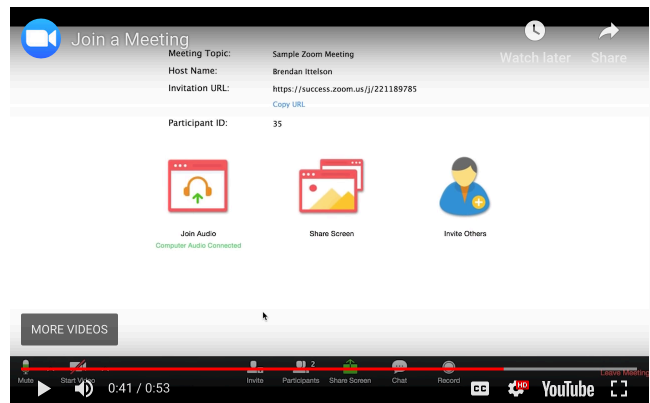
## STEP #3 – SIGN IN AND JOIN ZOOM

1. After launching the Zoom application, a Zoom window will appear where you can join your audio and connect your video.



Automatically join audio by computer when joining a meeting

2. This screen should automatically appear once you joined the Zoom Meeting.



3. Enter the Zoom Meeting ID provided by the Local.  
Example of Meeting ID: 174 411 487

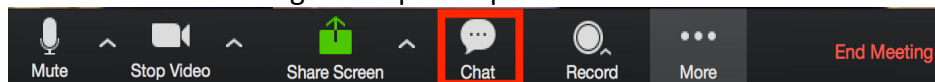
## ALTERNATIVE – CALLING IN TO A ZOOM MEETING (NO VIDEO)

On your phone, dial the teleconferencing number provided in your invite.  
Enter the meeting ID number when prompted using your dialpad.

Note: If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.

## STEP #4 - AVAILABLE OPTIONS DURING A ZOOM MEETING

**Chat:** While in a meeting, click “Chat” in the meeting controls. This will open the chat on the right. You can type a message into the chat box or click on the drop down next to “To:” if you want to send a message to a specific person.



**Sharing your Screen:** Click the “Share Screen” button located in your meeting controls. Select the screen you want to share. You can also choose an individual application that is already open on your computer or your desktop.



**Leave for a while:** This option enables the participant to join back later on.

**Leave the meeting:** To leave the Zoom Meeting definitely.

## SOUND

If there is excessive sound interference, ask participants to mute themselves when they are not speaking.

If you are not able to hear or be heard by participants, ensure that your speakers are turned up and unmuted, and that your microphone is enabled.