

How to connect to a Zoom virtual meeting

This meeting uses the Zoom.us software. You will need to download it and also save it. **Zoom is an encrypted site** so it's safe. It is **FREE** to join the meeting through Zoom. You do not need to sign up for an account with Zoom, and you definitely do not need to enter a "free trial" of a paid account.

Zoom automatically recognizes your computer as PC or Mac, and sends you the appropriate software.

One can also use a tablet –see (3) below for process.

(1) For a Mac.

Click this link <https://zoom.us/j/xxxxxxx> (If nothing happens paste it into the url window of your browser). The x's will be replaced with digits in an e-mail which you will receive shortly before the meeting).

You will see a large window open stating *Launching... Please click OK if you see the system dialog. If nothing prompts from browser download and run Zoom.* Click on the *download and run Zoom* and you will be asked to either open or save the file. Choose Save. Ignore the Sign Up window which now appears and go to your Downloads. You will see the new Zoom.pkg installer there. Double click on it. You will be asked if you want to continue – click Continue. The Zoom.us software is now installed in your Applications folder.

After a minute or so a new window opens: *You are opening the application "zoom.us" for the first time. Are you sure you want to open this application?* Click Open. A new window opens with a button *Join a meeting (you do NOT need to sign in).* Click on it. A window appears:

You now have a connection to your host's Personal Meeting Room. If she has her end open you will see and hear her. If not, there will be in the window:

Waiting for the host to start the meeting.

So come back when the meeting is about to start. Click on the small x at top left of the window and you will be asked if you want to leave the meeting. Click *Leave Meeting.*

The next time you want to join a meeting with the host you have only to click on the above link <https://zoom.us/j/xxxxxxx> provided by your host and a Launch application comes up with Zoom.US highlighted in blue. Click Open Link and

after a short wait the small window described above will appear. If the meeting is open you will be able to join.

(2) For a PC

Click this link <https://zoom.us/j/xxxxxxx> (If nothing happens paste it into the url window of your browser). (The x's will be replaced with digits in an e-mail which you will receive shortly before the meeting)

A browser window will open, and Zoom will initiate a download of the software that you need. Follow the prompts to install the software. You do need to save it and authorize your computer to do so. This is only done the first time you join a Zoom meeting on a computer or device.

You do not need to sign up for an account with Zoom, and you definitely do not need to enter a "free trial" of a paid account. It is FREE to join my meeting through Zoom.

If you would like to watch a video tutorial, here is one on the Zoom website: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-Setting>

If you succeed in the download and connecting process you will now have a connection to your host's Personal Meeting Room. If she has her end open you will see and hear her. If not, you will see a window with information on the upcoming meeting:

Waiting for the host to start the meeting.

If your host is not there click on the small x at top left of the window and you will be asked if you want to leave the meeting. Click *Leave Meeting*.

The next time you want to join a meeting with a host you have only to click on the above link <https://zoom.us/j/xxxxxxxxxx> provided by your **host** and a Launch application comes up with Zoom.US highlighted in blue. Click Open Link and after a short wait the small window described above will appear. If the meeting is open you will be able to join.

(3) For a Tablet

Download the Zoom app from the App store. Choose the Zoom Cloud Meeting option, and get the zoom.us version. It is free.

Once downloaded, open the Zoom. It will ask you to join a meeting. Enter the number [xxxxxxx](#) in the window. (This number will be e-mailed to you shortly before the meeting)

If you succeed in the download and connecting process you will now have a connection to your host's Personal Meeting Room. If she has her end open you will see and hear her. If not, you will see a window:

Waiting for the host to start the meeting.

If your host is not there click on the small x at top left of this window and you will be asked if you want to leave the meeting. Click *Leave Meeting*.

The next time you want to join a meeting with your host you have only to click on the above link <https://zoom.us/j/xxxxxxxxxx> provided by your host and a Launch application comes up with Zoom.US highlighted in blue. Click Open Link and after a short wait the small window described above will appear. If the meeting is open you will be able to join.