**ZOOM Meeting Instructions**

Here are a few simple and easy steps to get on to a Zoom Meeting

1. You will receive an invitation in your email for the meeting.

It will show the day, time, the zoom link for the meeting and who is hosting the

meeting

2. At the time of the meeting, click on the link (blue https link in the email.)

A screenshot of a computer

Description automatically generated

Your computer should take you to the [www.zoom.us](http://www.zoom.us) page and may ask you to

open an account, it **is FREE**!!! **There is no charge to get on the site.**

Diagram

Description automatically generated

3. If there is a passcode required to get into the meeting, (which I will always send

out meetings that require passcodes) the passcode can be found in the email.

For example, the passcode for this meeting was 964045. Type it in when

prompted

4. You are now in the waiting room of the meeting. JUST WAIT!!!!!

5. You will have a button to “mute” and/or “start “video” so we hear and see you.

Graphical user interface, application

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\*\*\*\*\*\*\*On the bottom of the Zoom screen is a “CHAT” button. BE CAREFUL,

the chat can go to “EVERYONE” or you can use the drop down menu and only send it to one person.