

# HOW TO USE ZOOM – General Meetings

## 1. How do I join a ZOOM meeting?

You can join a ZOOM meeting using our COMPUTER, or SMARTPHONE. See below for instructions and images. Please keep in mind that you will NOT be able to join the meeting until the host (the person who set up the meeting) is signed in, so don't try to sign in too early.

### COMPUTER:

You will receive a ZOOM link from an Extension staff member or volunteer who set up the meeting. This link will connect you to the online meeting via video conferencing.

Hi All,

The Cumberland County Master Gardener Board meeting will take place via videoconferencing (using ZOOM) on Monday, March 23rd from 5:30pm to 7pm. Please use the following link to access the virtual meeting and try to connect at least 5 minutes before the meeting is supposed to start: <https://maine.zoom.us/j/935774597>

**Connecting via Telephone** (for audio only):

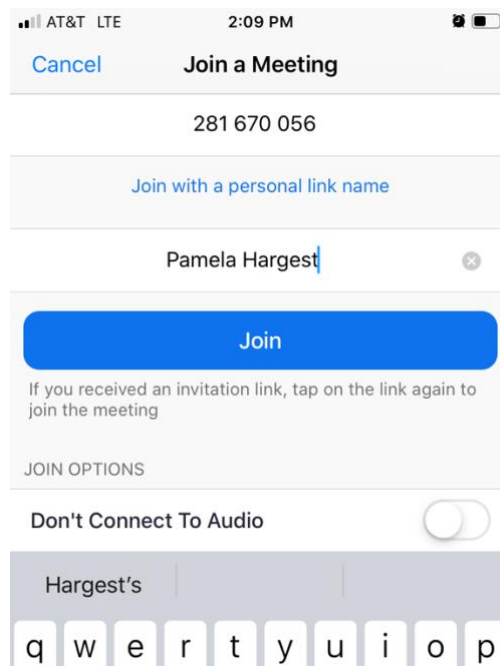
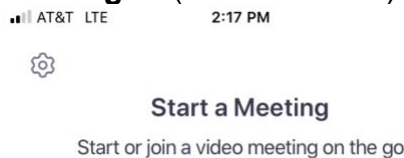
US: +1 646-876-9923 or +1 312-626-6799 or +1 408-638-0968

**ZOOM Meeting ID:** 935 774 597



### SMARTPHONE:

If you plan on using a smartphone to connect, you can download the app (ZOOM Cloud Meetings) in advance. When you open the app, select '**Join a Meeting**' then type in the **Meeting ID** (from the email) and your **full name**.



# HOW TO USE ZOOM – General Meetings

## 2. Launching ZOOM on your computer

Please join the meeting **5 minutes before** it is scheduled to start by clicking on the email or connecting via the ZOOM website. The ZOOM app will either automatically download or you will need to select '**download & run Zoom**' (in red rectangle).

- a. If you don't want to download the app, you can open the Zoom meeting in your browser by selecting '**join from your browser**' (red arrow).
- b. If you already have the application downloaded, but nothing appeared when you went to join, select '**click here**' (red circle) to relaunch the Zoom meeting.

Launching...

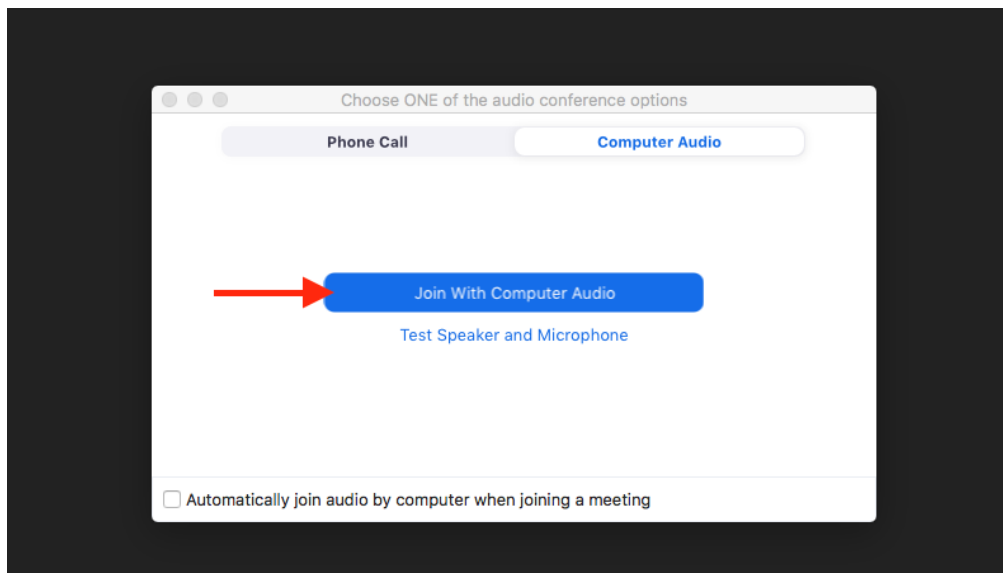
Please click **Open zoom.us** if you see the system dialog.

If nothing prompts from browser, **click here** to launch the meeting, or **download & run Zoom.**

If you cannot download or run the application, **join from your browser.**

## 3. Getting set-up once you are connected

Once the meeting successfully launches, you will be prompted with a question about audio preferences. You will want to select '**Join With Computer Audio**' (red arrow). Selecting this option will require speakers and a microphone, which is usually built in to your computer/laptop or phone.



## HOW TO USE ZOOM – General Meetings

- a. Most computers/laptop will have speakers built in or you'll have speakers connected through the headset jack, but some older computers don't have a microphone built in. If your computer doesn't have a microphone, you can use the computer for the video and call in from a phone for the audio.
- b. You can also join the meeting by phone (red rectangle). To join by phone, you must call the phone number provided, then enter the meeting ID number listed below the phone number. (smartphone directions below)

The Cumberland County Master Gardener Board meeting will take place via videoconferencing (using ZOOM) on Monday, March 23rd from 5:30pm to 7pm. Please use the following link to access the virtual meeting and try to connect at least 5 minutes before the meeting is supposed to start: <https://maine.zoom.us/j/935774597>

**Connecting via Telephone (for audio only):**

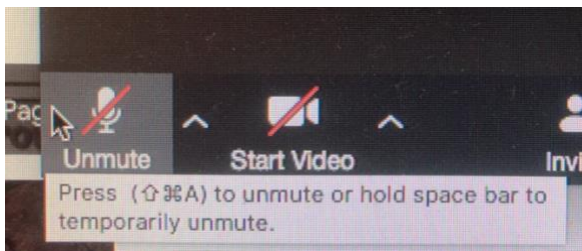
US: +1 646-876-9923 or +1 312-626-6799 or +1 408-638-0968

**ZOOM Meeting ID: 935 774 597**

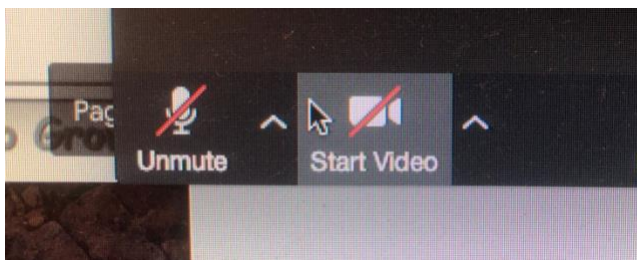
### 4. A few important things to know:

\*\*\*\**We will go over these tips during the first online meeting.*\*\*\*\*

- a. If you are not hearing any sound, check that your computer speaker volume is turned up.
- b. If possible, please use headphones to minimize feedback issues.
- c. To minimize extra noise, it is very important to always keep yourself **MUTED** when you aren't speaking. Located on the bottom left hand corner.



- d. We will be using two-way video, so be sure that your video is turned on. If you need to step away from your computer for a few minutes, you can turn your **video OFF**. Just be sure to turn it back on when you return. Located on the bottom left hand corner, next to mute button.



- e. If there are too many people speaking at once, you can always use **CHAT** to ask questions or share your feedback. When you select '**CHAT**' from the menu bar at the

## HOW TO USE ZOOM – General Meetings

bottom of the screen, a chat section will open to the right of your screen (see below). To submit a question/comment, type your question/comment in the **'Type message here'** at the bottom right hand corner of your screen and send **To: Everyone**.

