Simple Zoom Meeting Instructions Bryan Smith

This quick, simple instruction sheet is to help you connect to the CAMM Zoom meetings we will be offering for the CAMM recertification program this spring.

(1) The Eventbrite receipt emailed to you will have a Zoom link provided near the bottom of the receipt in the "Additional Information" section. This should take you directly to the Zoom meeting registration, and will look something like this (notice from a trial meeting below):

Thank you for registering for the CAMM Recertification Trial to be held at 11:00 am on March 25, 2020. Click on the following link any time after 10:30 am to enter the training:

https://clemson.zoom.us/meeting/register/xxXXxxx xx(xxX

You will be required to enter your name and email address before entering the training. The letter announcing the trainings provided instructions - if you have any questions contact Bryan Smith at xxxx@xxxx.xxx or 864-xxx-xxxx.

(2) If you have never used Zoom before, when you click on the link the screen will prompt you to download the Zoom software. (You may also go to the Zoom website instead at <u>https://zoom.us/download#client_4meeting</u> to download the software before the meeting.)

<u>F</u> ile <u>E</u> dit <u>V</u> iew Hi <u>s</u> tory <u>B</u> ookmarks		- a ×
	< +	\ □ © ≡
Setting Started		
zoom	2. After save file, click icon Then click Zoom ,exe	• above
	Opening Zoom_7b0851b45717fa6a.exe X	
	You have chosen to open:	
	which is: Binary File (76.3 KB) from: https://auncher.zoom.us	
	Would you like to save this file? Save File Cancel	
	from: https://zoom.us	
	Would you like to save this file? Save File Cancel	
	A download should start automatically in a few seconds. If not, download here.	
	If you cannot download or run the application, join from your browser.	Q Help
		P 10

Click on the "Save File" button circled. In some Browsers, like Chrome or Edge, the file may automatically install. In Firefox it only saves the file to your computer and you must complete another step. Click on the small "download arrow" in the upper right corner of the screen, then click on the Zoom file name in the box that appears to load the program:

<u>File Edit View History B</u> ookmarks	s <u>I</u> ools <u>H</u> elp	- a x
Launch Meeting - Zoom X	< +	
(←) → C û	0	(⊻ III) ⊡ © ≡
Getting Started	Zoom, 7b0851b45717fa6a.exe	
zoom	Coom_/b0851b45717ta6a.exe Open File Show All Downloads	
	1. When prompted, select Save File.	
	Opening Zoom_launcher.exe	
	You have chosen to open:	
	Coom_launcher.exe	
	which is: Binary File (130 KB) from: https://zoom.us	
	Would you like to save this file?	
	Save File Cancel	
	A download should start automatically in a few seconds. If not, download here.	
		Ø Help
	If you cannot download or run the application, join from your browser.	,
-		\Box

(3) A new web page will open. It will first give Zoom's privacy policy – you must click the "Accept" button to continue:

<u>File Edit View History Bookm</u>	arks <u>T</u> ools <u>H</u> elp	,			- 0	×
Meeting Registration - Zoom	× +					
← → ♂ ☆	0	https://		▽ ☆	⊻ ∥\ 🗉 🔹	≡
Getting Started						
		Meeting Reg	istration			Î
	Торіс	CAMM Dry Run with Agents				
	Description	A CAMM Recertification dry run with extension agents.				
	Time	Mar 30, 2020 03:00 PM in Eastern Time (US and Canad	3)			
	First Name*		Last Name*			
	Email Addre	sss*	Confirm Email Address*			
		ortions of your information relating to cookies available to t ng activities which may be considered a "sale" of persona				~
-						\Box

(4) Since registration is required for CAMM Zoom programs, a screen will now show. Enter your name and email address. Click on the "I'm not a robot" check box (it may ask you to select some images containing a traffic light or something similar), the click on the "Register" button:

<u>File Edit View History B</u> ookma	rks <u>I</u> ools <u>H</u> elp		– a ×
Meeting Registration - Zoom	× +		
← → ♂ ŵ	☑ ▲ https://	… ⊠ ☆	± ∥\ ⊡ s° ≡
6 Getting Started			
	Topic CAMM Dry Run with Agents		_
	Description A CAMM Recertification dry run with extension agents.		
	Time Mar 30, 2020 03:00 PM in Eastern Time (US and Canada)		
	First Name*	Last Name*	
	Email Address*	Confirm Email Address*	
	* Required information		
\langle	I'm not a robot		
	Register		
			\Box

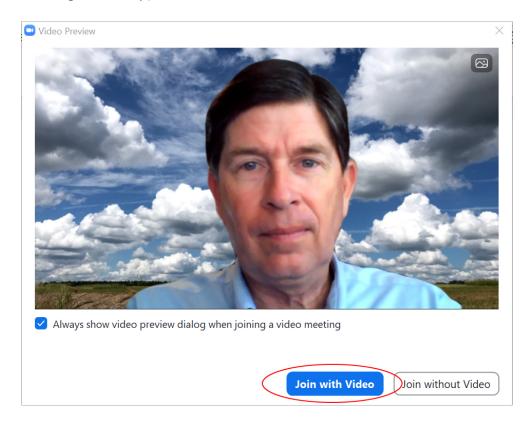
(5) A screen will now appear noting that you have completed registration. Click on the link provided to enter the meeting:

<u>F</u> ile <u>E</u> dit <u>V</u> iew Hi <u>s</u> tory <u>B</u> ookm	narks <u>T</u> ools <u>H</u> elp			- 0	×	
Meeting Registration Success	- × +					
← → ♂ ŵ	🔽 🔒 h	https://- 🚥 🗵 🏠	⊻ ∥	I\ 🗉 🔹	≡	
Getting Started						
		Meeting Registration Approved			Î	
	Торіс	CAMM Dry Run with Agents				
	Description	A CAMM Recertification dry run with extension agents.				
	Time	Mar 30, 2020 03:00 PM in Eastern Time (US and Canada)				
		🗮 Add to calendar -				
	Meeting ID:	XX XXX XXX				
	To Join the Meeting					
	Join from a PC, Mac, <u>iPad, iPhone or Android device:</u>					
\langle	Please click this URL to join. https:// zoom.us/r/XxxXxxXxxXxxXxxX					
	To Cancel Th	nis Registration				
	You can cancel your registration at any time.					
-						
					, in the second se	

(6) Another screen now asks you to select the Zoom application – click on the "Open Link" button:

<u>Eile Edit View History Bookmarks Tools H</u> elp		– a x
Launch Meeting - Zoom × +		
	tps://	▽☆ ⊻ Ⅲ\ □ © ≡
Getting Started		^
zoom		Support English -
	Launch Application X	
	This link needs to be opened with an application. Send to:	
	Zoom Meetings	
	Choose other Application Choose	
	If nothing Remember my choice for zoommtg links. Zoom.	
	If you car Open link Gancel awser.	
		D Help
4		Ċ

(7) The next question may ask you to join with video (or may skip this step depending on how the meeting was set up):



(8) The last question will ask about audio connections – choose "Join with Computer Audio":

Eile Edit View Hist			- 0	×	-	Ø >	<
Launch Meeting -	and the second	and the second second second					
← → ♂ ŵ					II\ 🖽	۲	≡
6 Getting Started							
ZOC					dish 🗕		î
	Choose ONE of the audio conference option	ns X					
	🜿 Phone Call	🛄 Computer Audio					
and the second sec		1000					
	Join with Co	To hear others, click the Join Audio button					
	Test speaker a	and microphone					
	Automatically join audio by computer where	hen joining a meeting					
A CONTRACTOR OF							
							П
Sector Sector Sector Sector							
Contract of the Contract of the					О Не		
	all some the second she was						~
4						\Box	

(9) You are now connected to the meeting, and your screen will look like this:



Click on the "Maximize" button in the top right to make the video full screen.

(10) Note the "Mute" button at the lower left. Click on that to mute your mic (if there is a red slash through it the mic is already muted); to prevent feedback we will mute all mics for these meetings. You may ask questions using the "Chat" function - click once on the "Chat" button so you can see the chat dialog box – it will look like this:



Note the "Everyone" list in the "To" field – anything you type is seen by everyone on the meeting. Please be aware that these chats are recorded (and the meeting will be also) and hosts and co-hosts can see the chat text when the meeting has ended. Note also the controls at the bottom of the screen will disappear after a few seconds – you will need to move your mouse over the screen to have them reappear.

(11) To leave the meeting when it has ended, simply click the "Leave Meeting" button in the lower right corner. The hosts will be notified when you leave the meeting.

That's a brief overview of getting connected.