

Mac & Windows Instructions

1. For Club Members: The ZOOM meeting password & ID will come in the Monthly SMMUG Happenings email from the club. Non-members, go to the "Contact US" page for ID & Password. Copy the Meeting ID (*like this old meeting number*)

Meeting ID: 658 571 512

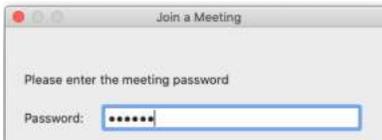
2. Save the email since you will need the password later.
3. In your Browser (Safari): Go to zoom.us
4. Next on Mac or Windows, you'll need to **DOWNLOAD & INSTALL** the Zoom app.



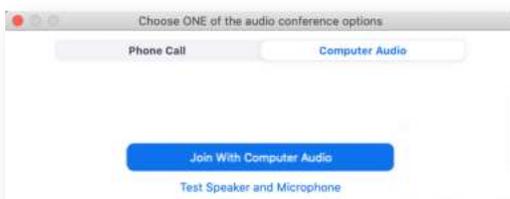
5. On a Mac, to download the Zoom app, scroll to the bottom of the page, look for "Download" and click on "Meetings Client".
6. The Download Center opens> Locate: Zoom Client Meetings and press: Download.
7. Your Mac> Downloads folder: Right-click on the: Zoom.pkg> Open>



8. After it installs, ZOOM opens> Click on "Join a Meeting".
9. ZOOM's Join Meeting window opens: Paste in the



Meeting ID number that you previously copied and enter your name> Press the Join button. *BTW: Do not use the number in the following screenshot!*



10. "Please enter the meeting password": Go back to the club's email and copy/paste the password> Press the



Join button.

11. "Zoom.us would like to access the microphone> OK.

12. "Zoom.us would like to access the camera> OK.



13. Press the "Join with Computer Audio" button.

14. If someone is already logged in, you should see his/her video feed. If not, you will see a black screen.

15. Look at the bottom left corner of the window and be sure the Mute (audio) and Video is on. Click on one or both that has a slash through it to activate it.



16. If you have any trouble with your audio, you can click on the up pointing button to the right of the Mute



button and make any adjustments that are needed.

17. IMPORTANT! At the upper right of the ZOOM window you should see a small pull-down menu called "Speaker View". Click on it and change it to "Grid View".

18. This lets you see the video feeds from all of the logged in participants.

19. Click on the "Leave Meeting" to end your connection.

20. BTW: The ZOOM installer may have put the ZOOM program in your Users folder> [user name]> Home folder> Applications folder. If so, move it to the REAL Applications folder so you can find it for the next meeting.

iPad & iPhone instructions

1. Go to the App store and download the: “ZOOM Cloud Meetings” app.



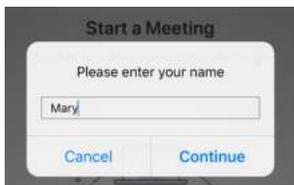
2. After it downloads, go to Jim’s invite email and Click on the ZOOM Meeting URL.

Jim Johnson is inviting you to a scheduled Zoom meeting.
Join Zoom Meeting
<https://zoom.us/j/658571512>

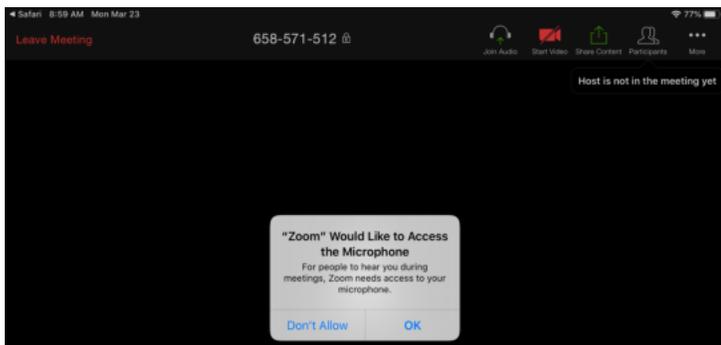
3. You will get a Redirect Notice. Go ahead and click on the URL.



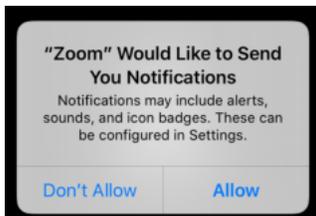
4. ZOOM will automatically open and it will ask you to enter your name.



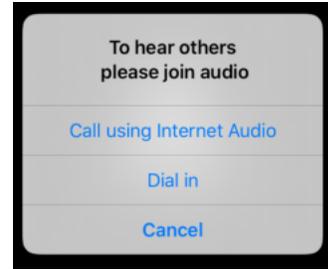
5. The ZOOM conference window will open and it will ask to “Access the Microphone”. Press: OK.



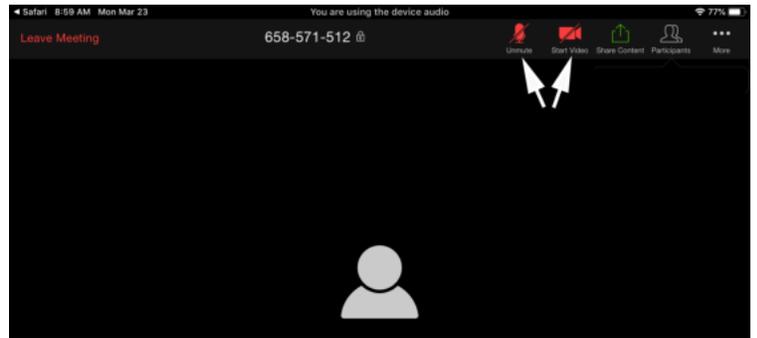
6. Zoom will ask if you want to send Notifications: It’s not needed, so you can press: Don’t allow.



7. “To hear others please join audio”. Press: “Call using Internet Audio”.

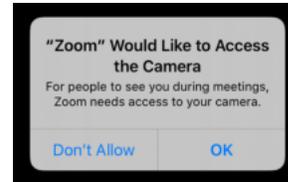


8. You should now see the ZOOM conference screen. If no one is logged in yet, a generic person will show at its center. If someone is logged in, you should see his/ her video feed.



9. The Mute and Camera (shown in red and crossed out in the previous pict) will appear in the upper right toolbar. Click on the Camera.

10. “Zoom would like to Access the Camera”: OK.



11. Click on the Mute if it has a slash through it. This will turn the audio on.

12. At the upper left of the ZOOM window you should see a white circle with a grid inside it (if you don’t see it - click somewhere on the screen for it to appear again). Click on it to change it to “Grid View”.

13. This lets you see the video feeds from all of the logged in participants.



14. Click on the “Leave Meeting” to end your connection.