



Zoom Webinar Meetings with the MMS:

During the response to COVID-19, the MMS has successfully hosted meetings on the Zoom video conferencing platform. This user-friendly platform allows for interactive telephonic and video conference meetings.

The following offers brief instructions on how to sign into and use Zoom.

When Joining a Zoom Meeting:

The MMS will send a meeting invitation via email that will include instructions to join a Zoom meeting. The instructions will include:

1. **URL (weblink)** to join a meeting online – simply click on the link or paste into a web browser to launch the meeting. (If it is your first Zoom meeting you will need to download an application to your computer or smartphone.)

When you join a Zoom meeting online, using the link in your browser, you have the ability to use your computer's microphone and speakers for the meeting, as well as its camera, which will allow other meeting participants to see you on screen in the meeting. Do not worry if you do not have a camera on your computer; you can call into a Zoom meeting like a traditional conference call (see below).

You have several options for connecting your audio: dial in from your phone, computer audio or having Zoom dial your phone. Please choose one method *but* don't phone in and then chose computer audio.

A screenshot of the Zoom audio options interface. At the top, a grey bar contains the text "Choose ONE of the audio conference options". Below this are three buttons: "Phone Call", "Computer Audio" (which is highlighted in blue), and "Call Me". Below these buttons is a large blue button labeled "Join With Computer Audio". Underneath that is a link that says "Test Speaker and Microphone". At the bottom of the interface is a checkbox labeled "Automatically join audio by computer when joining a meeting", which is currently unchecked.

Choose ONE of the audio conference options

Phone Call **Computer Audio** Call Me

Join With Computer Audio

[Test Speaker and Microphone](#)

Automatically join audio by computer when joining a meeting

2. **Telephone number** for a local call and a toll-free number – you may use Zoom like a traditional teleconference service.
3. **Meeting ID number** – is required to participate in a specific meeting when joining by telephone.

In a Zoom meeting, the meeting Host has the ability to share a computer screen for the presentation of materials.

Learning to Use Zoom:

Zoom provides a number of instructional resources for users who wish to learn the basic operation and use of the system, as well as information about more sophisticated features.

Zoom Tutorials:

1. How do I download Zoom - visit <https://zoom.us/download> to download the Zoom web browser client or mobile app
2. How do I join a zoom meeting: <https://youtu.be/hlkCmbvAHQQ>
3. How to manage audio and video during a meeting <https://youtu.be/-s76QHshQnY>
4. Zoom Tutorials: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>
5. Basic Zoom meeting controls:
<https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls->
6. Call Zoom Support for live assistance (before, during and/or after a meeting): 888-799-9666 #2 (and type your meeting number)