

Joining a Zoom Small Group meeting

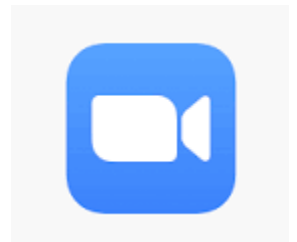
Thank you for participating in FHPC Small Groups Session 2! It's a strange time for us all, but we're thankful that there is technology that allows us to gather virtually and to enjoy study and social time together while we remain safe. Here's what you need to do to be ready to participate in your small group.

Choose your device

Choose the device you want to use for your group meetings. For most people, a laptop, computer or tablet will be the most convenient though a smartphone will also work. Instructions for Windows and Apple iOS devices are different, so follow the appropriate instructions below. Make sure you know how to adjust the volume on your device and turn on the camera (if it is turned off). A headset can be helpful if you're in a room with others who are not participating.

Using your tablet or smartphone device (with Android or Apple iOS)

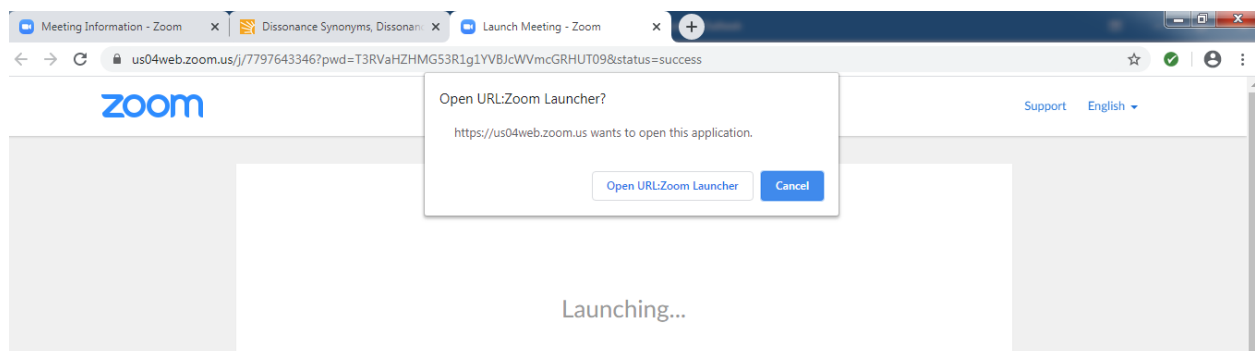
1. Search your app store for "Zoom Cloud Meetings". The app is provided by Zoom and it is free.
2. Download the app. The icon that will appear on your device has a blue background with a white movie camera.
3. Open the app and select "Join a meeting"
4. Enter the meeting ID provided by your group leader. It will be all numbers and look like this (xxx-xxx-xxx). Meeting ID 717-522-355
5. Enter your password (if requested - your group leader would also send this to you)
6. Edit your name if you like
7. Leave the Join Options as is (they will be grayed-out and this will provide your audio and video through your device)
8. Tap "Join"



Using your Windows-based laptop, tablet or computer

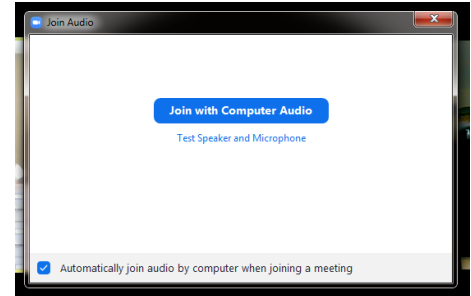
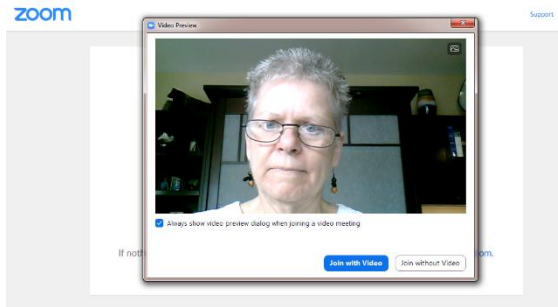
To join a meeting using your Windows-based laptop, tablet or computer, you'll need the meeting URL from your group leader. It's advisable to try this out ahead of time so you can be sure to have your camera and audio working properly. Here's how to do it:

1. Find the URL link in the email or meeting invitation sent by your group leader. It will look something like this:
Join URL: <https://us04web.zoom.us/j/717522355>
2. Click the link or copy and paste the link into your browser
3. When Zoom opens, you may see a prompt to download a bit of software. Accept, download and then run it if you are asked to do so. If the prompt "Open URL: Zoom Launcher?" appears at the top of your browser screen (as in the picture below) click the Open URL: Zoom Launcher button (not the Cancel button)



4. If you are prompted to enter the meeting ID instead, find this number in the email sent by your group leader, along with a password if one is required. Your meeting ID should look something like this: Meeting ID 717-522-355

5. As Zoom is admitting you to the conference, you'll be asked 2 questions. Answer in the affirmative for both and also check the box at the bottom to do this as the default:
 - a. Enter the conference with video? (answer in the affirmative)
 - b. Enter the conference with computer audio? (answer in the affirmative)



Once you're in a meeting, see the next section for controls you may want to use to make your experience better for you and your other group members.

Handy information while in your meeting

Once you're into your meeting, here are a few controls that you may want to note:

1. You can mute your audio (very helpful with background noise or when others are talking). Simply hover over your own picture and a blue <mute> box will pop up. Simply select it and your audio will be muted.



2. You have more options if you select the blue <...> button. You can mute your audio this way, turn off your video, enter a different name for yourself (Rename), stop your video feed (stop video) or hide your video.
3. You can also Mute or stop your video by selecting these options on the bottom left side of your meeting window. This is also where you'll find the button to share your screen, see the list of participants, chat with one or all the participants via a separate panel. If you don't see the options across the bottom, just hover, click your mouse or tap in the black background of the meeting window. The menu will appear.
4. When your meeting is over, simply click "Leave Meeting" in the lower right of the meeting window and you're done.