

Guide to Joining a Clarion Zoom Meeting

Although you do not need an account to join a Zoom meeting, you will need to download the Zoom application. You can download Zoom prior to your first meeting using the Zoom test link below, OR, simply by joining a Zoom meeting for the first time (when using this option, join your meeting a few minutes before the start time to allow time for the download and installation).

For the best Zoom video conference experience, you will need the following to join a meeting:

- An internet connection – broadband wired or wireless
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam – built-in or USB plug-in (*optional*)

There are several ways **participants** may join a meeting. *Your meeting host may provide additional instructions on how and when to join a meeting.*

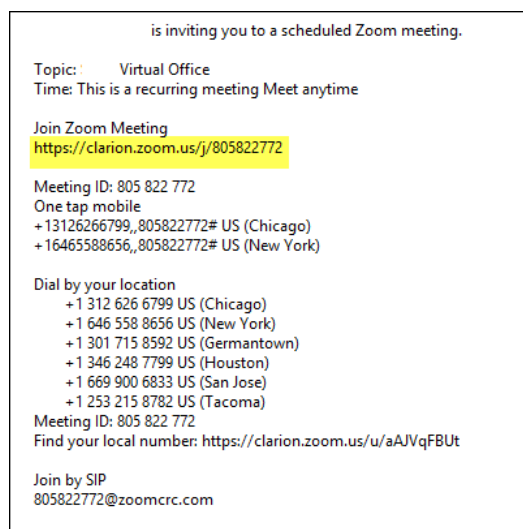
- Join a meeting using a link
- Join a meeting with a meeting ID

Before the Meeting (optional)

1. **Test your system at any time**, select the [Zoom test link](https://zoom.us/test) (zoom.us/test) and join the test Zoom meeting. When prompted, download and install the desktop application file required to join a Zoom meeting. Participants in this meeting may explore the user interface and test their audio and webcam settings prior to their scheduled meeting.

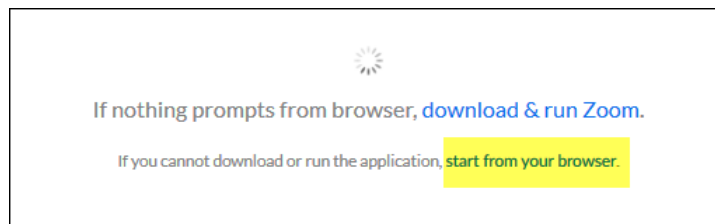
Join a Meeting Using a Link

1. Most often, you will receive a link via email from the meeting host to join a Zoom meeting. Simply **select the link** to begin the meeting launch process. The meeting will open in a new window.



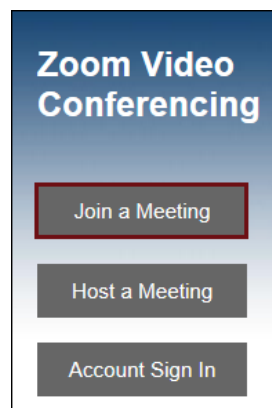
- If this is the first time you are attending a Zoom meeting, you will be prompted to download and install the Zoom application. Installing the App will provide the greatest functionality in Zoom.
- If you already have Zoom installed, follow the prompts as they appear on the screen to launch the Zoom application. Depending on the browser, the prompts may differ.
- Enter your name (if prompted), and the meeting password provided by the host:

- Alternative to installing the Zoom application:** [Google Chrome is the recommended browser for this option] Select the “start from your browser” link that appears on the download page to run Zoom *without installing* the Zoom Application (some features and functionality will be disabled, such as Chat messages within the meeting)



Join a Meeting Using the Meeting ID

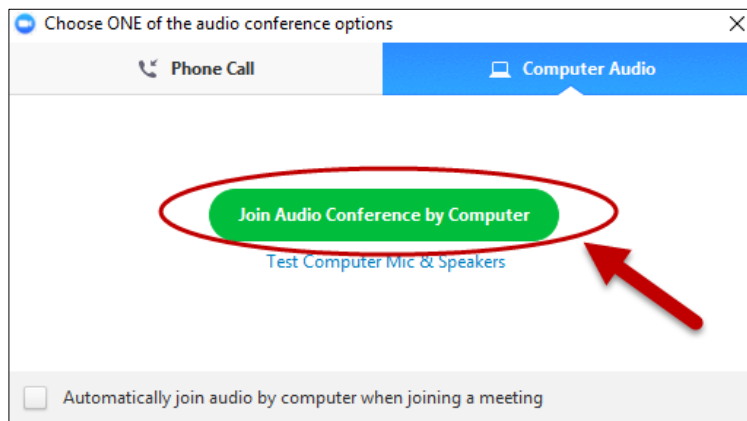
- Your Meeting Host may provide a meeting ID to join a meeting.
- To join a meeting with an ID, go to <https://clarion.zoom.us> and select **Join a Meeting**. Enter the Meeting ID and click Join.



3. Follow the prompts as they appear on the screen. Depending on the browser, the prompts may differ.
4. If this is the first time you are attending a Zoom meeting, you may be prompted to *install* the Zoom application. OR, if you have already installed the Zoom desktop application, you may be prompted to *select* the Zoom application - select **Open link** to continue to launch process.

Joining Your Audio and Video to the Meeting

1. When you first enter into the Zoom Meeting a screen will appear and ask you to join the audio conference by computer. Click the green button to join the audio conference with your computer's built-in audio or attached USB headset/microphone.



2. To turn on the computer audio and video in the Zoom meeting, click the mic and camera icons. To test or change audio or video settings, click the small 'arrow' icon beside the mic or camera icon.



3. If you don't have a headset or built-in mic, you may use a telephone for the audio. Click **Phone Call** and follow the instructions for dialing in. You will need the meeting ID to join by phone. (See [Join by Telephone](#)) Depending on the host's meeting set-up, you may also need a password.