Wright Firm Instructions for Entering a Zoom Video Conference

It is easy to participate in a Zoom video conference when another person sets up the meeting and sends you an email invitation. See the email invitations you can receive in Step #1 below. Once you receive an invitation, Steps #2, #3, and #4 below show you how to join the meeting from the email with your computer or device audio. Finally, Step #5 shows you how to make sure your speaker and microphone are set up properly before you enter the video conference. If you only want to participate by telephone, Alternate Step #5 shows you how to do so.

If you have any problems logging into the meeting or understanding these instructions, call us at (410) 224-7800, and we will walk you through the process by telephone.

Step 1: We will start the process by sending you an email message such as one of the two shown below:

Possible Email Message #1:

Hi there,

Richard Wright is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

Phone one-tap: US: +13126266799,,112486476# or +16468769923,,112486476#

Meeting URL: https://zoom.us/j/112486476
Meeting ID: 112 486 476

Join by Telephone

For higher quality, dial a number based on your current location.
Dial:

     US: +1 312 626 6799 or +1 646 876 9923 or +1 669 900 6833 or +1 253 215 8782 or +1 301 715 8592 or +1 346 248 7799 or +1 408 638 0968

Meeting ID: 112 486 476

International numbers

Or

Possible Email Message #2:

Please join Zoom meeting in progress

RT Richard.T.Wright@...
To rwright948@gmail.com   4:00 PM

Join Zoom Meeting
https://zoom.us/j/798882466

Meeting ID: 798 882 466

One tap mobile
+13126266799,,798882466# US (Chicago)
+16468769923,,798882466# US (New York)

Dial by your location
        +1 312 626 6799 US (Chicago)
        +1 646 876 9923 US (New York)
        +1 669 900 6833 US (San Jose)
        +1 253 215 8782 US
        +1 301 715 8592 US
        +1 346 248 7799 US (Houston)
        +1 408 638 0968 US (San Jose)
Meeting ID: 798 882 466
Find your local number:
https://zoom.us/u/acLxn0VD38

Step 2: From the email message, click on the "Join Zoom Meeting" if this is an underlined hyperlink (such as in Possible Message #1 above), or, if not, click on the hyperlink under the text, "Join Zoom Meeting" that starts with "https://zoom.us/j/" followed by a number (such as in Possible Message #2 above). (The number will be different from the "112486476" and "798882466" in the possible email messages shown above.) If nothing happens when you do so, use your internet browser to type in the Meeting URL address shown in the email message (such as "https://zoom.us/j/" followed by the Meeting ID number without spaces.

**Step 3**: After completing Step 2, you should see a screen that looks like the following"
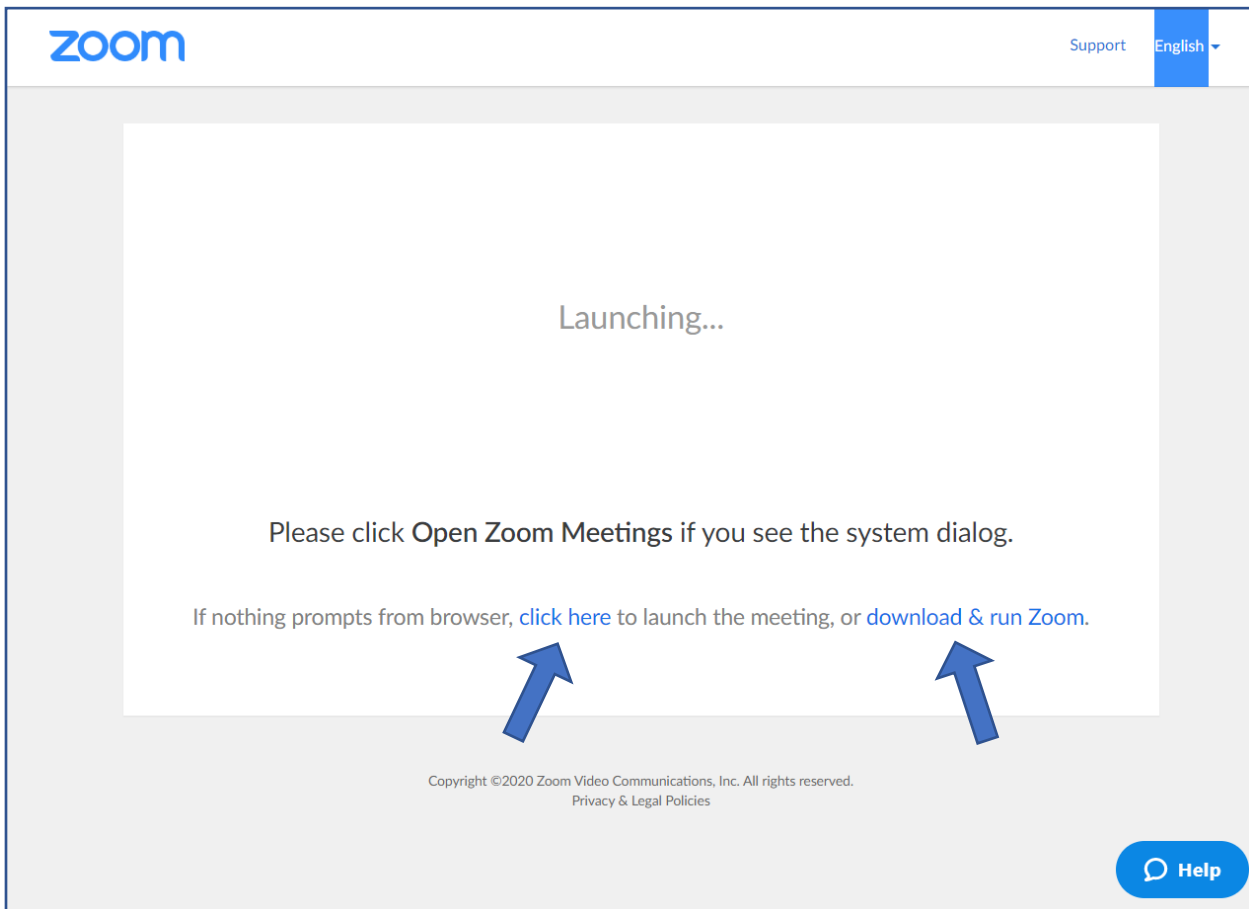
If you see the system dialog, click on Open Zoom Meetings. If nothing prompts from your browser and you have never before used Zoom, click on "download & run Zoom" near the bottom of the white background frame. Otherwise, if nothing prompts from your browser, click on the "click here" text shown near the bottom of that frame.

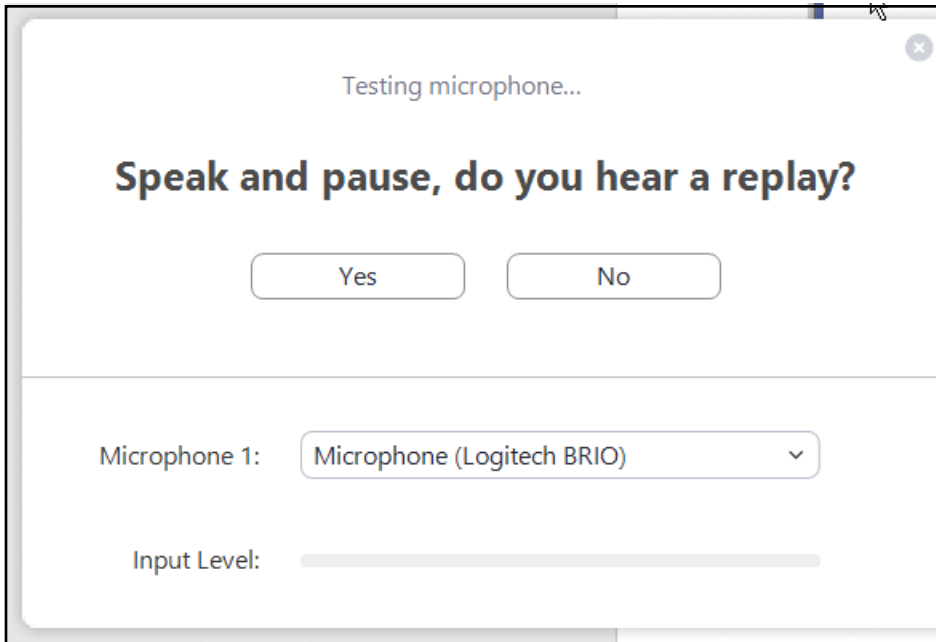**Step 4: After completing Step 3, you should see a screen that looks like the following:**
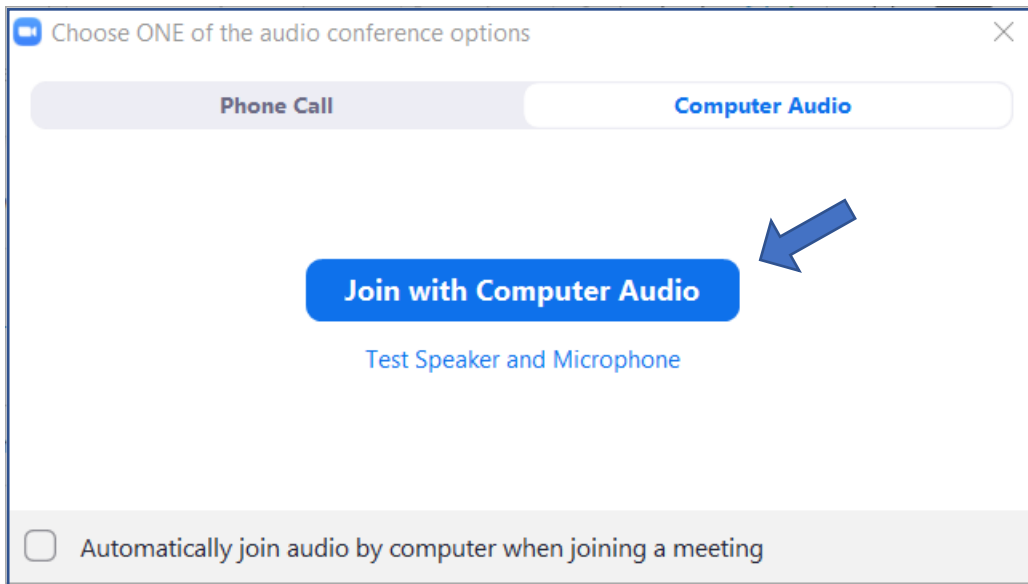
Step 5: Before joining the teleconference, it is a good idea to make sure your device is ready to do so and that your speaker and microphone volume levels are sufficient. Click on "Test Speaker and Microphone" in the above frame. That, in turn will take you to the following screen:
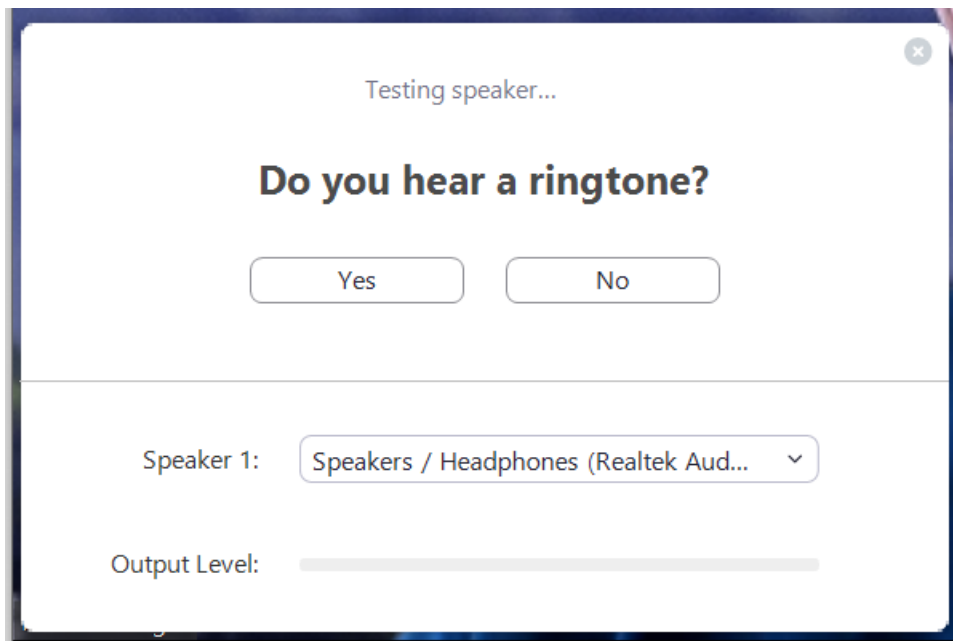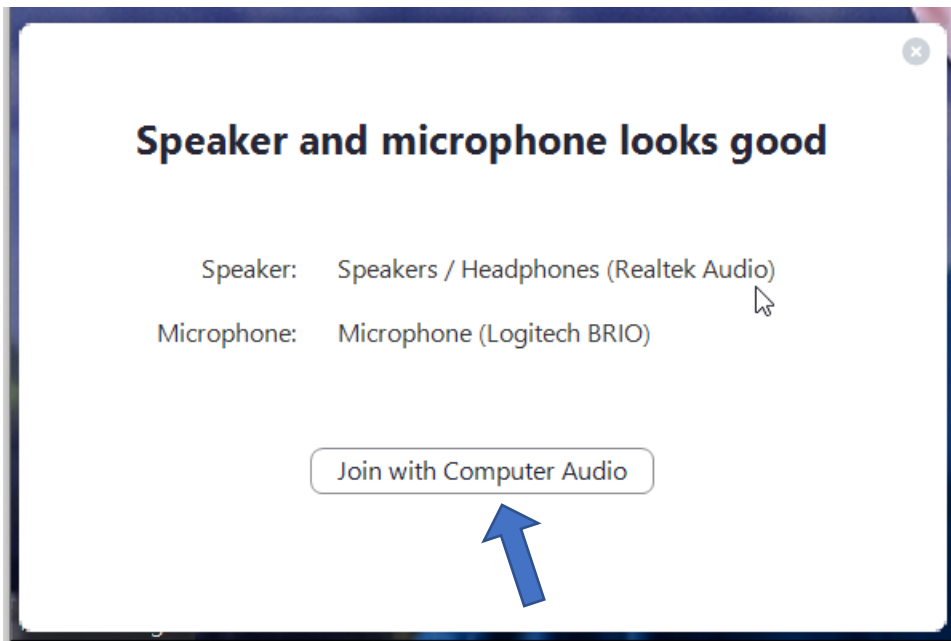

Select the speakers or headphone you wish to use from the drop down box and then answer the "Do you hear a ringtone?" question by clicking on Yes or No.

You will next see the following screen to test your microphone volume:

Testing microphone...

Speak and pause, do you hear a replay?

| Yes | No |

Microphone 1: Microphone (Logitech BRIO)

Input Level:

Select the microphone you wish to use from the drop down box and then say out loud, "Testing 1, 2, 3, 4, 5, 6, 7, 8". The program will then play back your voice so that you can answer Yes or No as to whether you hear this replay.

Once you have tested your microphone and answered Yes to the microphone test, you will be taken to the following screen:

Speaker and microphone looks good

Speaker: Speakers / Headphones (Realtek Audio)

Microphone: Microphone (Logitech BRIO)

Join with Computer Audio

Click on the "Join with Computer Audio" box, and you will be returned to the screen shown in Step 4. If you have completed the speaker and microphone test or if you have previously done so, just click on the "Join with Computer Audio" box again and you should be ready to participate in the video conference.

Note that when you Join with Computer Audio, you may be placed in a virtual "Waiting Room" until the Host arrives at the "meeting". If so, you will admitted to the meeting as soon as the Host is ready to start.

<u>Alternate Step #5 for Telephone Only Participants</u>: If you only can participate in the conference by telephone, when you see the screen shown in Step #4, click on the "Phone Call" tab at the top of the screen.

Clicking on this tab will bring you to a screen like the following one listing the telephone numbers you can call to participate in the meeting by telephone. Just dial one of the numbers shown using a normal telephone or cellphone, enter the Meeting ID shown on the screen using your telephone keypad. (Remember, the Meeting ID shown on the screen will be <u>different</u> from the "534 261 670" shown below.) You should then be placed into the conference in audio mode only using your telephone. From experience, you may want to turn on "Speaker" mode on the phone to free your hands during the meeting in case you want to take any notes.