

Zoom Video Conferencing Software

Step by Step Guide for Joining Meetings

Includes Laptop and Mobile Instructions

Published by the Friends of Fish Creek, 2020

Questions, please contact info@friendsoffishcreek.org

Open email in box,

Locate Meeting Invitation email

Click link <https://zoom.us/j/386514815> or copy and paste link into new browser window

The screenshot shows an Outlook calendar invitation for 'Friends of Fish Creek AGM - 04/30/2020 7:00 pm'. The invitation is from 'chris@friendsoffishcreek.org'. The main text says 'Friends of Fish Creek is inviting you to a scheduled Zoom meeting'. A link <https://zoom.us/j/386514815> is circled in blue, with an arrow pointing to it from the text 'Click on this link'. Below the link, the meeting ID '386 514 815' is listed. Further down, under 'One tap mobile', two phone numbers are provided: '+14388097799,,386514815# Canada' and '+15873281099,,386514815# Canada'. Under 'Dial by your location', five more phone numbers are listed: '+1 438 809 7799 Canada', '+1 587 328 1099 Canada', '+1 647 374 4685 Canada', '+1 647 558 0588 Canada', and '+1 778 907 2071 Canada'. The meeting ID '386 514 815' is repeated. At the bottom, it says 'Find your local number:' followed by a link <https://zoom.us/j/aysqZURh4>. An arrow points from the text 'As an alternative, there may be a number that you can call to join the meeting over the phone' to the first phone number in the 'Dial by your location' section. The Windows taskbar at the bottom shows the time as 9:50 AM on 2020-04-01.

Calendar - Chris Lalonde - Outlook - Google Chrome

outlook.office.com/calendar/deeplink/read/AAMkAGJIY2E1ZGE1LWFjNTItNGUwYi1iOTczLTAwMGYzMTNmNWlxOQBGAAAAABPJ4F7NqZiQomoD5wtToWoBwB4tFHh2RluQqWru1QmhC8hAAAAAENAAB4tFHh2RluQqWru1QmhC8hAA...

Calendar

✓ Yes ? Maybe ✗ No 🗨 Propose new time ⏪ Reply all 📅 Tentative 📁 Categorize 🗑 Delete ...

• Invitation: **Friends of Fish Creek AGM - 04/30/2020 7:00 pm**

• chris@friendsoffishcreek.org

Friends of Fish Creek is inviting you to a scheduled Zoom meeting

<https://zoom.us/j/386514815>

Meeting ID: 386 514 815

One tap mobile

+14388097799,,386514815# Canada

+15873281099,,386514815# Canada

Dial by your location

+1 438 809 7799 Canada

+1 587 328 1099 Canada

+1 647 374 4685 Canada

+1 647 558 0588 Canada

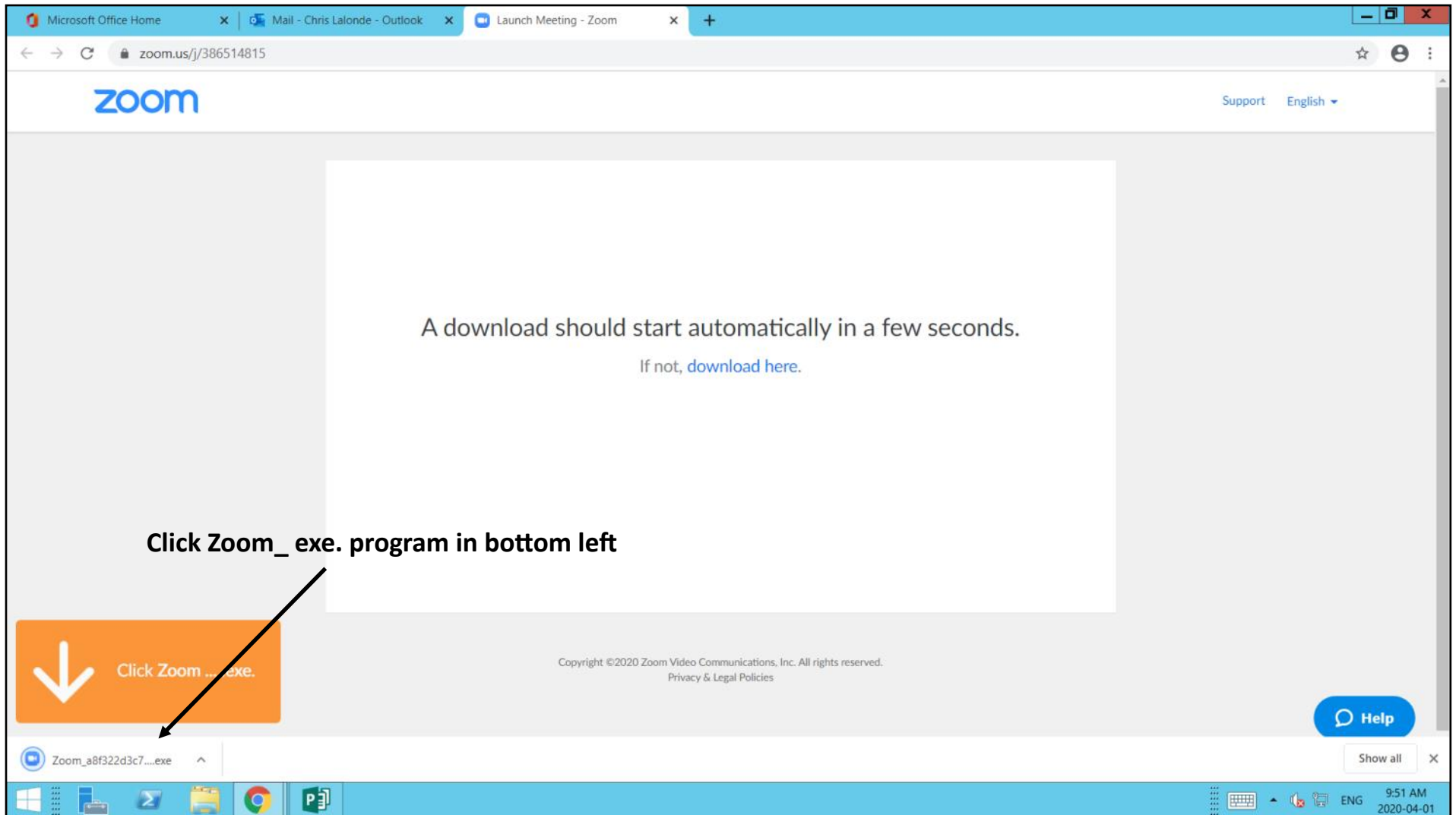
+1 778 907 2071 Canada

Meeting ID: 386 514 815

Find your local number:
<https://zoom.us/j/aysqZURh4>

Click on this link

As an alternative, there may be a number that you can call to join the meeting over the phone



Click Zoom_exe. program in bottom left

Microsoft Office Home | Mail - Chris Lalonde - Outlook | Launch Meeting - Zoom

zoom.us/j/386514815

Support English

A download is ready to be opened. It may take a few seconds.

Open File - Security Warning

Do you want to run this file?

Name: ...s\chris\Downloads\Zoom_a8f322d3c71a95a3.exe
Publisher: [Zoom Video Communications, Inc.](#)
Type: Application
From: C:\Users\chris\Downloads\Zoom_a8f322d3c71a9...

Run Cancel

☒ Always ask before opening this file

While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. [What's the risk?](#)

Click Run

Click Zoomexe.

Copyright ©2020 Zoom Video Communications, Inc. All rights reserved.
Privacy & Legal Policies

Help

9:52 AM
2020-04-01

Microsoft Office Home

Mail - Chris Lalonde - Outlook

Launch Meeting - Zoom

+

zoom.us/j/386514815

SupportEnglish

If you click on the link and open the program before the meeting, you will see this message

A download is in progress. This may take a few seconds.

The meeting is scheduled for 2020-04-30

Start: 11:30 AM

meeting with Friends of Fish Creek

Click Zoomexe.

Copyright ©2020 Zoom Video Communications, Inc. All rights reserved.
Privacy & Legal Policies

Help

Microsoft Office Home

Mail - Chris Lalonde - Outlook

Launch Meeting - Zoom

+

zoom.us/j/386514815

SupportEnglish

zoom

A download is in progress. This may take a few moments.

Your meeting will begin soon...

The Zoom client you're installing will shorten the time it takes to join a meeting

16%

Click Zoomexe.

Copyright ©2020 Zoom Video Communications, Inc. All rights reserved.

Privacy & Legal Policies

Help

Windows Taskbar

Zoom

Microsoft Word

Google Chrome

PowerPoint

Zoom

System Tray

Keyboard

Mouse

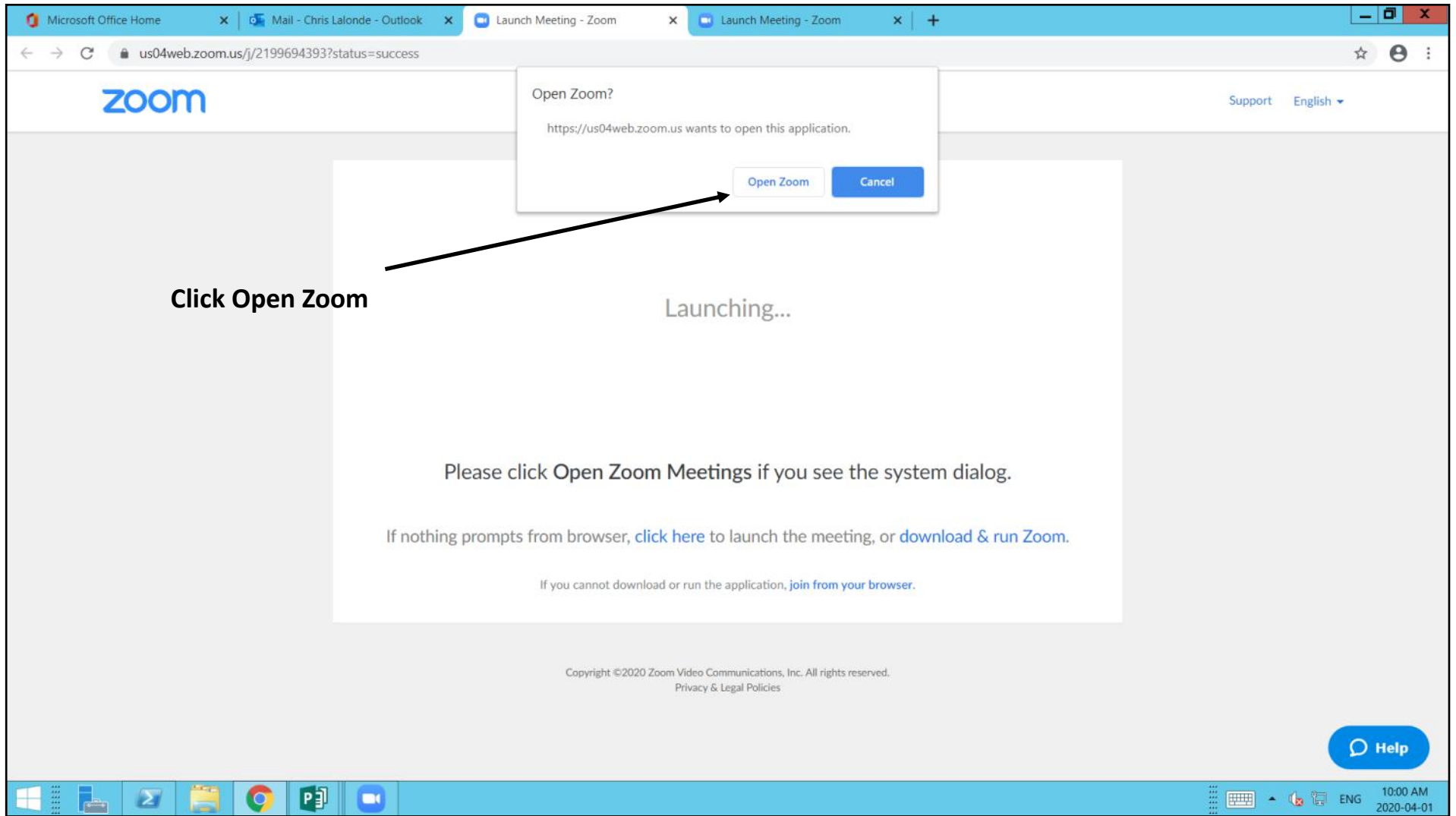
Network

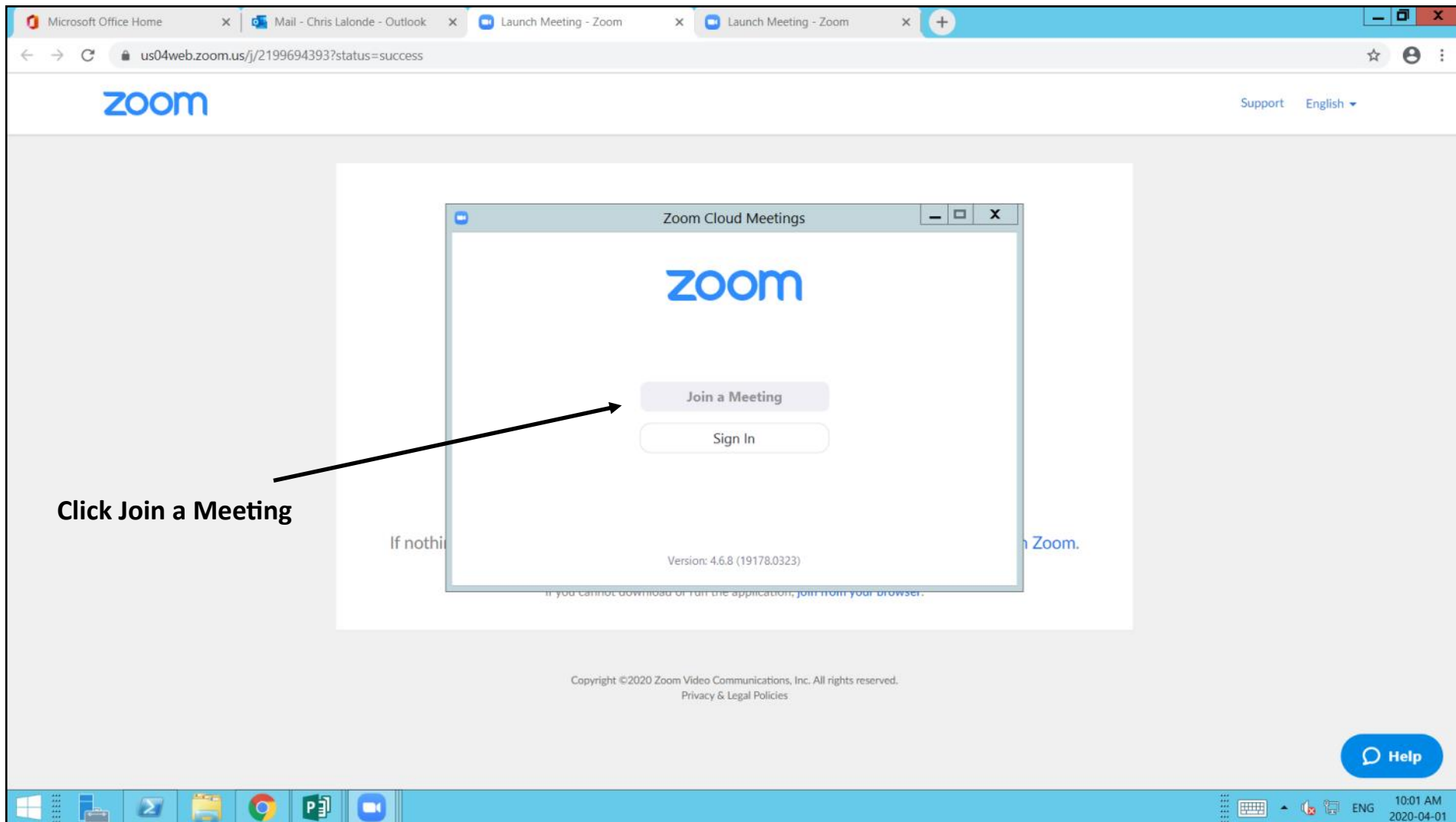
Audio

ENG

9:52 AM

2020-04-01





The screenshot shows a web browser window titled "Launch Meeting - Zoom" with the address bar displaying "us04web.zoom.us/j/606292407?status=success". The Zoom logo is in the top left, and "Support English" is in the top right. A "Join Audio" dialog box is centered, featuring a "Join with Computer Audio" button, an error message "Failed to detect your speaker. Please make sure your speaker is properly connected.", a "Test Speaker and Microphone" link, and a checkbox for "Automatically join audio by computer when joining a meeting". A black arrow points from the text "Click Join with Computer Audio" to the button. To the right of the dialog is a video thumbnail for "Chris Lalonde". At the bottom right is a "Help" button. A footer message reads: "If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#)." The Windows taskbar at the bottom shows icons for various applications and the system clock displays "2:04 PM 2020-04-01".

Launch Meeting - Zoom

us04web.zoom.us/j/606292407?status=success

Support English

Join Audio

Join with Computer Audio

Failed to detect your speaker. Please make sure your speaker is properly connected.

Test Speaker and Microphone

☐ Automatically join audio by computer when joining a meeting

Chris Lalonde

Help

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

2:04 PM 2020-04-01

***Please note that the Event organizer
can mute participants as needed**

Launch Meeting - Zoom

us04web.zoom.us/j/606292407?pwd=U0ttb1VHcDFiMEhadWpiTDR0MmVwdz09&status=success

Support English

zoom

Please wait for the host to start this meeting.

Start: 2:00 PM

My Meeting

You can check Computer sound and video

Test Computer Audio

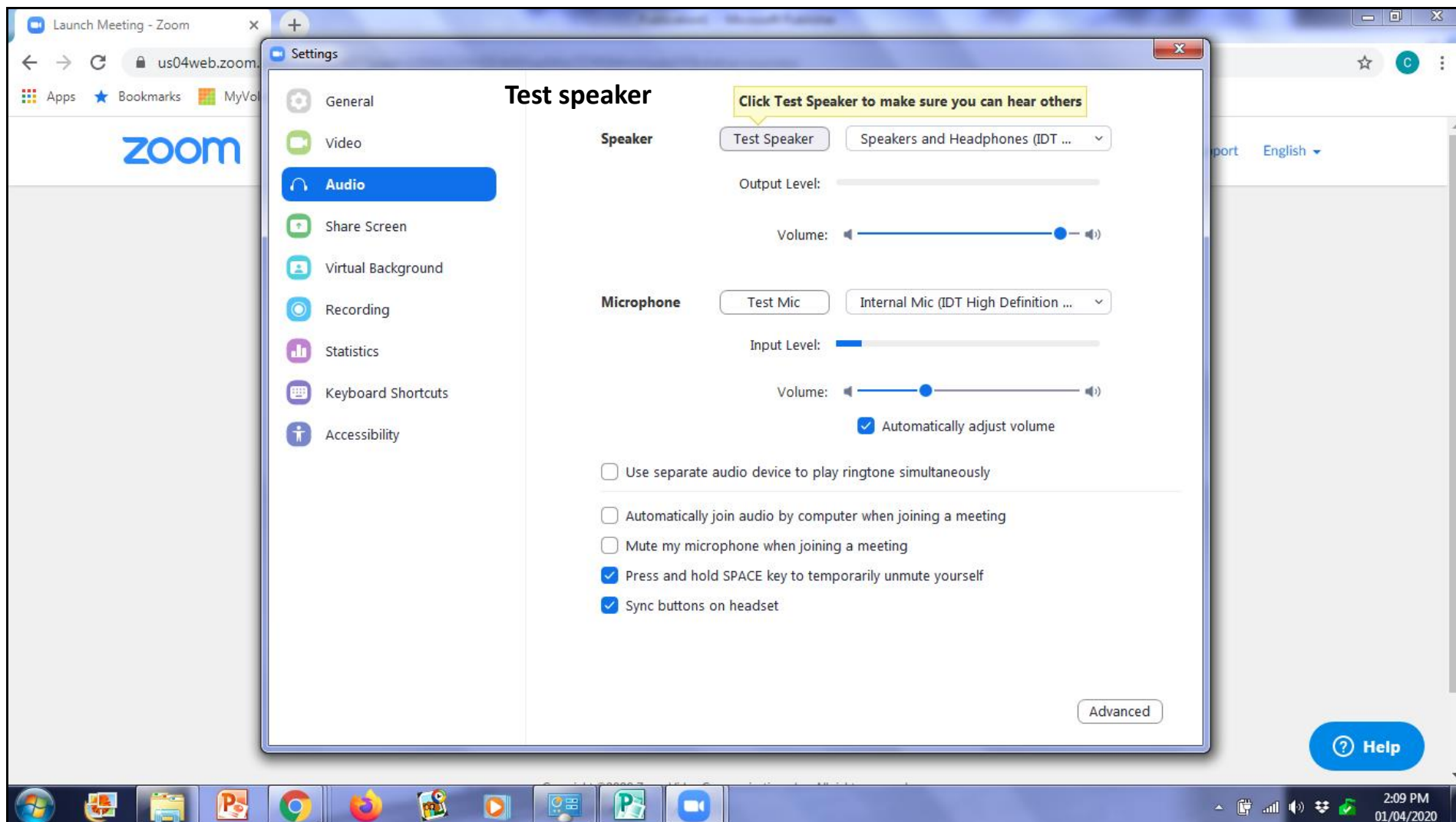
If you are the host, please [login](#) to start this meeting.

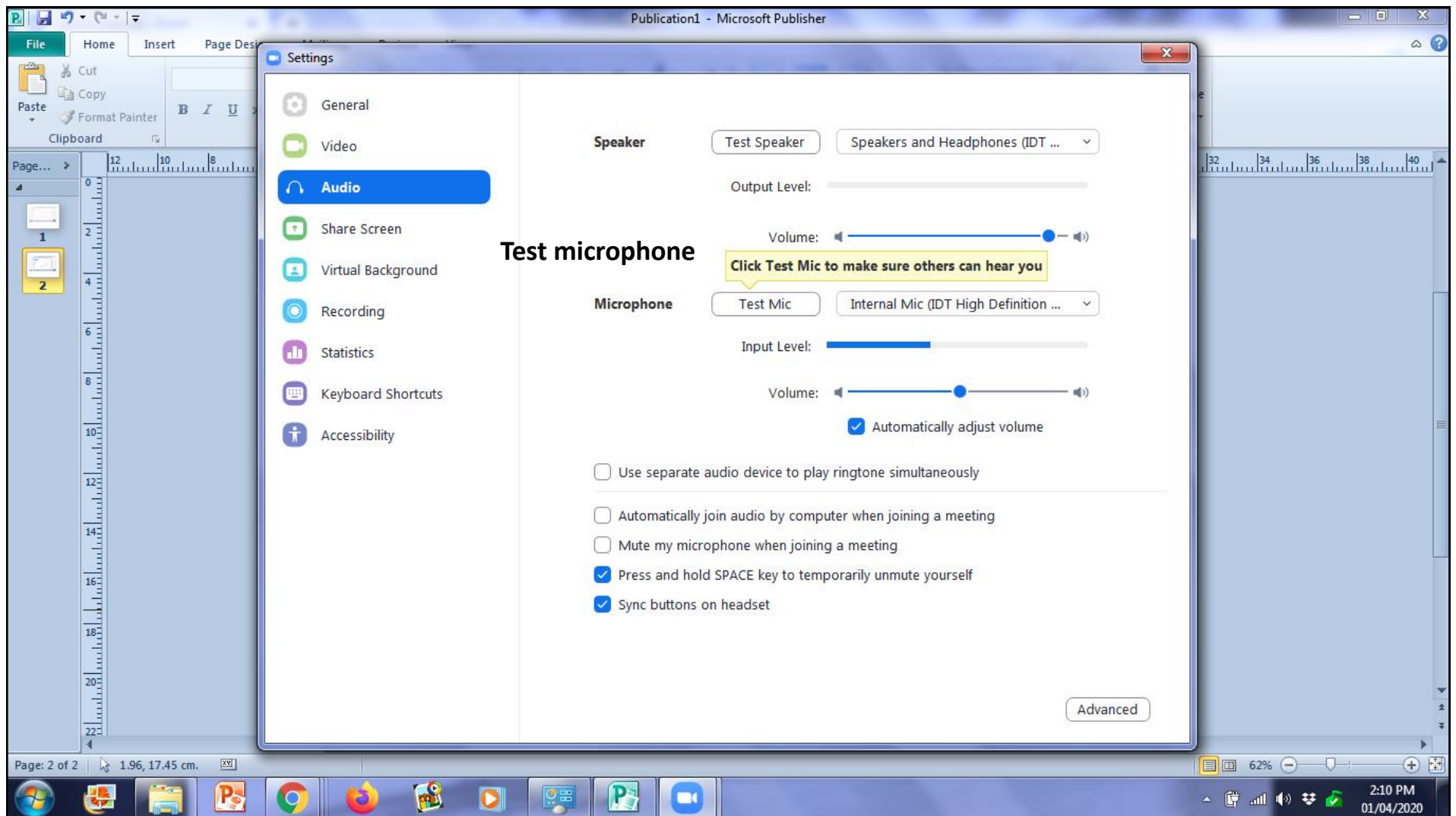
Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

Help

2:09 PM
01/04/2020





Publication1 - Microsoft Publisher

File Home Insert Page Design Mailings Review View

Cut Copy Paste Format Painter Clipboard

Page... 12 10 8 6 4 2 0 2 4 6 8 10 12 14 16 18 20 22

1 2 3

Page: 3 of 3 36.08,-0.87 cm. XV

Settings

General

Video

Audio

Share Screen

Virtual Background

Recording

Statistics

Keyboard Shortcuts

Accessibility

Test Video

Rotate 90°

Camera: HP Webcam-101

☒ 16:9 (Widescreen) ☐ Original Ratio

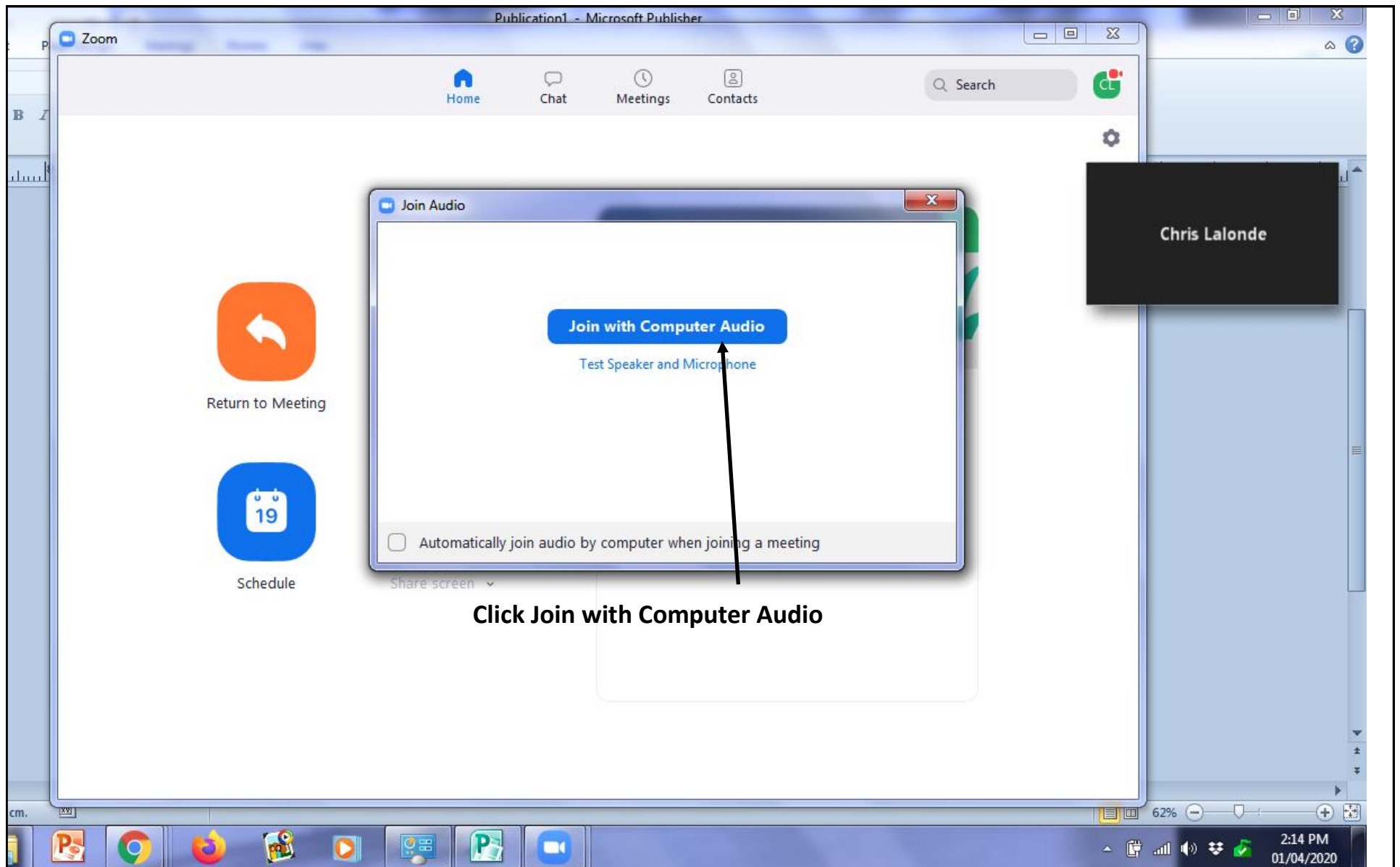
My Video: ☐ Enable HD ☒ Mirror my video ☐ Touch up my appearance

Meetings: ☒ Always display participant names on their video ☐ Turn off my video when joining meeting ☒ Always show video preview dialog when joining a video meeting

Advanced

62%

2:12 PM 01/04/2020

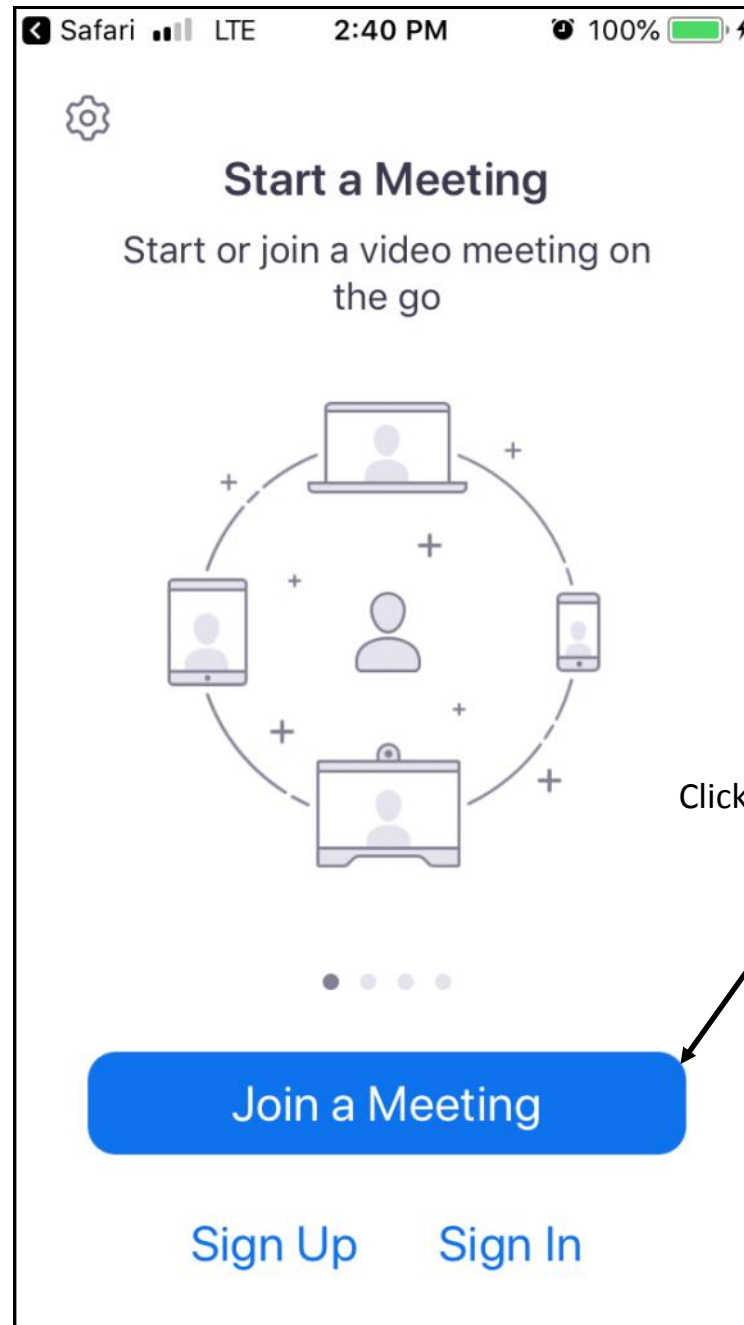
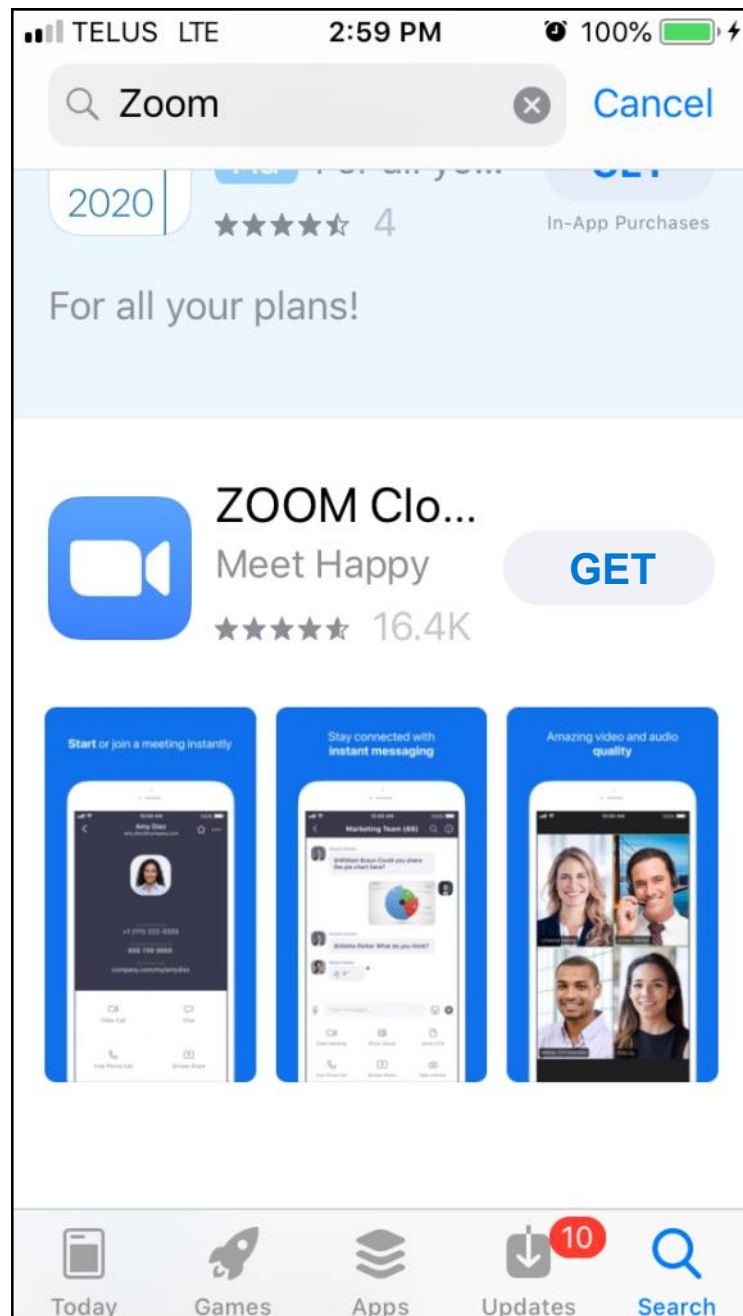




Meeting should begin

Instructions for using Zoom on Mobile Device

After opening Link in Email—Zoom will prompt you to download the app

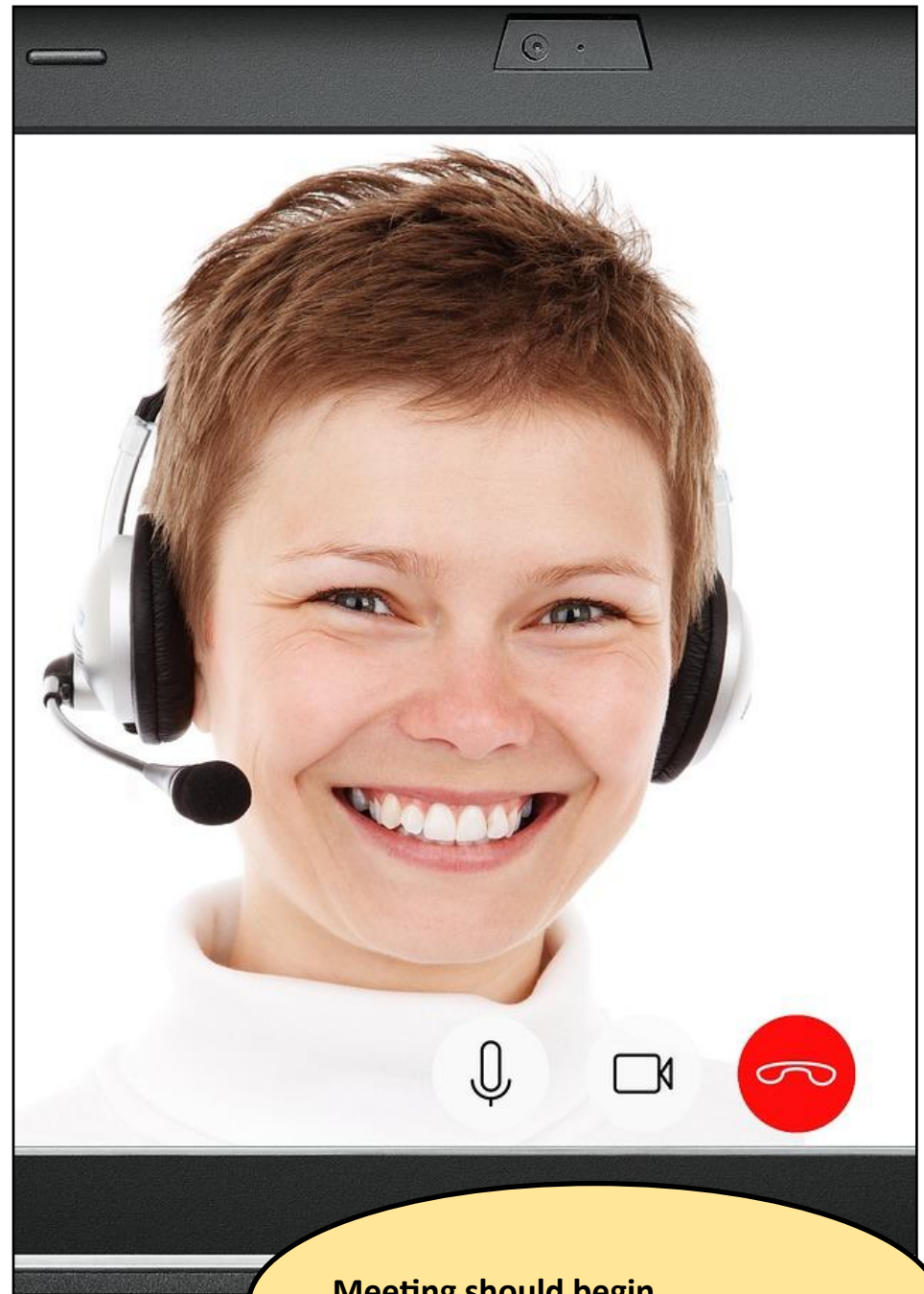


Video Preview



Join with Video

Join without Video



Meeting should begin