

Guideline for Using Zoom Technology

Source: Information contained in this document
obtained from [Zoom Video Tutorials – Zoom Help Center](#)

Purpose

This guideline is intended to provide step-by-step procedures to participate in NHCSB District Updates using Zoom Technology. As you scroll through the document, detailed instructions are provided using one of the following methods: telephone, messaging, emails. You will find information for different web browsers (*Chrome, Safari, Microsoft Edge or Internet Explorer, Mozilla FireFox*).

WHO NEEDS THIS INFORMATION?

Parents/Guardians of NHCSB scholars in grades: **6th, 7th, 8th, 9th, 10th, 11th (Rise and Early College)** planning to participate in *District Updates* hosted by Omari Walker, Executive Director and Principal.

WHAT DO I NEED TO PARTICIPATE IN ZOOM VIDEO STREAMING?

- Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting found in the meeting invite
- If you are joining via telephone, you will need the teleconferencing number provided in the invite
- Before joining a Zoom meeting on a computer (i.e. chromebook, laptop) or mobile device, you can download the app from Zoom's [Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a join link.
- You can also [join a test meeting](#) to familiarize yourself with Zoom.

HOW DO I USE ZOOM TECHNOLOGY?

Telephone

On your phone, dial the [teleconferencing number provided in your invite](#).

Enter the meeting ID number when prompted using your dialpad.

Note: If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.

Messaging

If you are online, with the Zoom desktop client or mobile app, others will have the ability to send you a meeting request via instant message. You will receive an incoming message notification displaying who is calling along with a ringtone. Select **Accept** to join the meeting with the person who is calling you.



Email

Click the join link in your email or calendar invitation.

An example of a Zoom email meeting invitation:

You are invited to a scheduled Zoom meeting.

Topic: Zoom Tutorial

Time: Mar 27, 2020 05:00 PM Pacific Time (US and Canada)

Join Zoom Meeting from PC, MAC, Linux, IOS or Android

[https:// \(click on web address given\)](#)

Meeting ID: 111 111 111 *(used for training purposes only)*

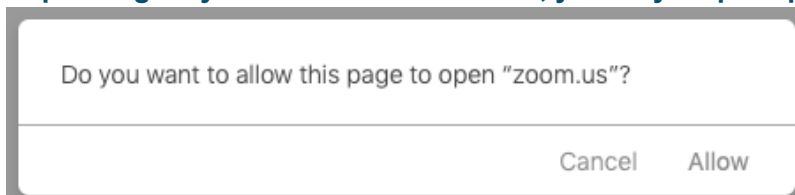
Or iPhone one-tap:

US +(number will be listed) or +(number will be listed)

Or Telephone:

Dial (for high quality, dial a number based on your current location):

Depending on your default web browser, you may be prompted to open Zoom.



Recommended Actions:

1. When you are prompted to open Zoom, please click **Allow**
2. You will then be prompted to give Zoom permission to use your microphone (please allow)
3. Please also allow access to your computer's camera, if one is available

WEB BROWSERS

Google Chrome



1. Open Chrome.
2. Go to join.zoom.us.
3. Enter your **meeting ID** provided by the host/organizer.

Join a Meeting

Your meeting ID is a 9, 10, or 11-digit number

Join

[Join a meeting from an H.323/SIP room system](#)

4. **Click Join.**
 - **If this is your first time joining from Google Chrome, you will be asked to open the Zoom client to join the meeting.**
 - **You can check Always open these types of links in the associated app to skip this step in the future.**
 - **Click Open Zoom Meetings (PC) or Open zoom.us (Mac).**

Open Zoom?

https://zoom.us wants to open this application.

Safari

1. Open Safari.
2. Go to join.zoom.us.
3. Enter your **meeting ID** provided by the host/organizer.

Join a Meeting

Your meeting ID is a 9, 10, or 11-digit number

Join

Join a meeting from an H.323/SIP room system

4. Click **Join**.
5. When asked if you want to open zoom.us, click **Allow**.

Do you want to allow this page to open "zoom.us"?

Cancel Allow

Microsoft Edge or Internet Explorer

1. Open Edge or Internet Explorer.
2. Go to join.zoom.us.
3. Enter your **meeting ID** provided by the host/organizer.

Join a Meeting

Your meeting ID is a 9, 10, or 11-digit number

Join

Join a meeting from an H.323/SIP room system

4. Click **Join**.

Mozilla Firefox

1. Open Firefox.
2. Go to join.zoom.us.
3. Enter your **meeting ID** provided by the host/organizer.

Join a Meeting

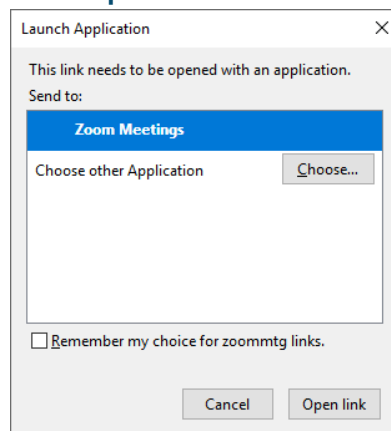
Meeting ID or Personal Link Name

Your meeting ID is a 9, 10, or 11-digit number

Join

[Join a meeting from an H.323/SIP room system](#)

4. Click Join.
 - If this is your first time joining from Firefox, you may be asked to open Zoom or the Zoom installer package.
 - To skip this step in the future, check Remember my choice for zoommtg links.
 - Click Open Link.



For more information, please go to Zoom website: [Zoom Video Tutorials – Zoom Help Center](#)