

Instructions to Connect to ZOOM Meeting

Zoom (with basic services including whiteboarding and breakout rooms) is free. Also, meetings only last for 40 minutes if it is a group meeting, but can be up to 24 hours for 1:1.

1. ZOOM DOWNLOAD (suggested, but not required):

You can download Zoom App onto your device (phone, tablet, computer) from the App Store applicable to your device platform. Or you can download Zoom when prompted when trying to join a meeting, but it is best to do before your first call. Go to <https://zoom.us/> to sign-up. The account sign-up requires your DOB and an authentication process through your email, and will execute a download process. If you choose not to download the ZOOM App, you can join a meeting without a download through a browser with the URL or Meeting ID (see below).

[JOIN A MEETING](#)

[HOST A MEETING ▾](#)

[SIGN IN](#)

[SIGN UP, IT'S FREE](#)

2. ZOOM ACCOUNT THROUGH PROLITERACY

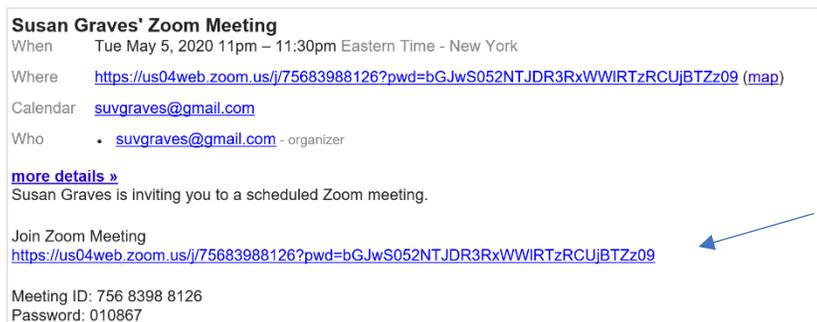
ProLiteracy's newest member benefit can help tutors provide distance learning instruction to students in an affordable way. ProLiteracy has negotiated a deeply reduced price for Zoom licenses for ProLiteracy Organizational and Individual Members. You can find details on this arrangement at <https://www.proliteracy.org/Get-Involved/Become-a-Member/Zoom-Licenses>. You will need to become a ProLiteracy Individual member using the LVVS organization ID (free). Please call the LVVS office for the LVVS Organization ID.

3. HOSTING A MEETING:

If you are the Host who is scheduling a meeting, you have options on how to set up the call. You can use your private assigned member call in number (PMI) or one assigned at time of scheduling the call. The person who scheduled the meeting (Host) will have meeting controls, including muting audio, using video, sharing documents on the screen and more. When the Host sets up the meeting, they may set it up to allow you to join before they have joined, or they may require you to wait in a "Waiting Room" and then have to admit you to the call.

4. MEETING INVITE:

The Host will send you an invite with a link to the meeting. It could be full meeting invite as shown below (for a scheduled meeting) via email or an email/text with just the Meeting ID/PW or the URL link to join the meeting. You are considered the Attendee/Participant.

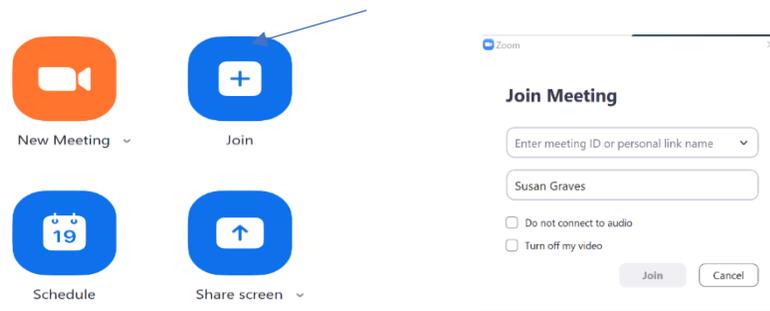


Susan Graves' Zoom Meeting
When Tue May 5, 2020 11pm – 11:30pm Eastern Time - New York
Where <https://us04web.zoom.us/j/75683988126?pwd=bGJwS052NTJDR3R3WWVIRTzRCUJBTZz09> (map)
Calendar suvgraves@gmail.com
Who • suvgraves@gmail.com - organizer
[more details »](#)
Susan Graves is inviting you to a scheduled Zoom meeting.
Join Zoom Meeting
<https://us04web.zoom.us/j/75683988126?pwd=bGJwS052NTJDR3R3WWVIRTzRCUJBTZz09>
Meeting ID: 756 8398 8126
Password: 010867

5. JOIN MEETING:

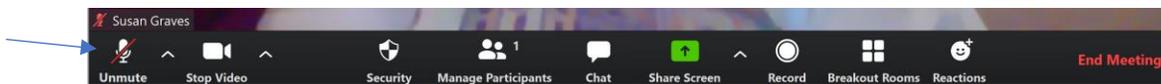
USING MEETING INVITE LINK WITH APP DOWNLOADED ON DEVICE: You can click the URL link "Join Zoom Meeting" provided by the Host just before the time when the meeting is to start. You will be put in a Zoom screen. You may have to "Open Zoom Meetings" to complete the LAUNCH of the meeting and/or, if prompted, enter the "Meeting ID and Password". Or you may be asked to "Join With Video" or "Join with Audio" which you should select.

DIRECTLY THROUGH APP DOWNLOADED ON DEVICE: Alternatively, you can open the Zoom App that you have downloaded and join a meeting by selecting “Join” on the homepage then typing in the Meeting ID and Password (if required). On a Mobile Device this is under “Meet and Chat” icon then select “Join”.



VIA WEB BROWSER (ZOOM NOT DOWNLOADED): Use the URL to launch Zoom meeting invite and ignore the request that you download the App. Instead click the highlighted text “Join from your Browser”. Alternatively, go to the Zoom website and choose “Join a Meeting” on the upper right toolbar.

- AUDIO AND VIDEO CONTROLS:** Once you are in the meeting, you have options to turn on/off your sound (mute/unmute). The sample below has the sound off and the video on. If you click on the arrow next to the Unmute/Mute icon, you will have additional options for audio settings. Similarly, you can turn your device’s camera (video) on or off. When it is off, you can see others, but they can only see your name.



- SCREEN VIEW:** You can change your view of the Participants using the speaker icon on the top right side of the screen. There is an *Active Speaker* view (showing whoever is speaking) or *Gallery* view (showing all Participants pictures). You can also make your screen full size or smaller by selecting the screen size icon (next to Speaker icon); on a phone you can minimize the screen. How you see it on your Zoom screen will depend on the device type (below is from a computer).



- PARTICIPATION ON CALL:** You can participate during the call by selecting the “Chat” icon on the toolbar and typing your comment/question in the “Chat” message box to everyone, another Participant or just the Host. Another option is to “Raise Hand” to be called upon by selecting the “Manage Participants” icon on the lower toolbar, then on the window that opens up, choose your name and select “Raise Hand”. This is under “More” on a phone.
- SHARE SCREEN:** The Host or any of the Participants can “Share” their screen by selecting the “Share” icon on the toolbar. You can use this to show documents and it has features to draw on the screen (“Whiteboard”) or mark up what you are sharing (“Annotate”).
- LEAVE MEETING:** You can leave the meeting at any time by clicking the “Leave Meeting” option at the lower right corner of the Zoom screen.

For support, you can access how to videos at: [Support.zoom.us](https://support.zoom.us)

Zoom Help Center <https://support.zoom.us/hc/en-us>

Getting Started [https://support.zoom.us/hc/en-us/categories/200101697-](https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started)

Getting-Started Tutorials [https://support.zoom.us/hc/en-us/sections/201740096-](https://support.zoom.us/hc/en-us/sections/201740096-Getting-Started-Tutorials)

Training Mobile <https://support.zoom.us/hc/en-us/sections/200305413-Mobile>