

Step by Step Instructions to Participate in a Zoom Meeting

STEP 1 – Download Zoom App (if you have not done this already)

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from <https://zoom.us/download>. This link will take you to “Zoom client For Meetings” – click on DOWNLOAD to open app. This is Not a Zoom account and you do not need a Zoom account to join a meeting.
You are now set to begin.

STEP 2 – Joining a Meeting

The day of a program, go to <https://zoom.us>

On the top right of your screen **click on “Join a meeting”**

Enter Meeting ID for the program you are joining (for example Soshimsa Zen Center Monday Beginners Meditation Class Meeting ID is 847 3872 2518)

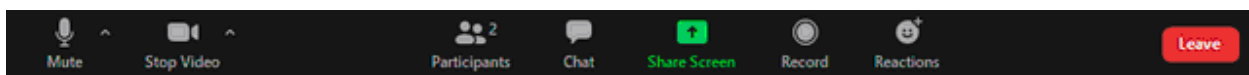
Once you enter the Meeting ID you will be prompted to **Enter Meeting Password**

We suggest that you sign in a few minutes early to address any problems that might arise.

Step 3 – Overview – When You Have Joined A Zoom Meeting

When you join a Zoom meeting hosted by Soshimsa, you are considered a Participant.

You might be prompted to **Connect with Computer Audio**. You’ll need to do this in order to hear the meeting.



Participants have access to these features: **from left to right**

To see the tool bar click on the screen

1. **Mute / Unmute:** Mute and unmute your microphone – click on this icon to unmute to talk, mute to silence your microphone. If you want to talk you would need to Unmute your microphone. However as a default **keep your microphone on MUTE.**

2. **Start Video / Stop Video:** Turns your camera on or off – this means that if you want, you can turn off video if you do not want others to see you, however you will still be able to see the program.
3. **Participants:** Lets you see who's currently in the meeting. Click on icon and a list of participants will appear on the right side of the screen.
4. **Share Screen: You will not need this to participate in a Zoom meeting.**
5. **Chat:** You can chat with the speaker or other participants. Note that the Zen Center does not monitor the chat during its meetings and your question/comment in the chat may not be seen. Click on chat icon. Chat will open at the right of the screen. Go to bottom and see – type message – write your message (ie hello everyone) and hit the enter button on your computer.
6. **Record: Attendees do not have access to this function**
7. **Leave:** You can leave the meeting at any time even while it continues for the other participants. To do so, click on LEAVE and follow prompts. If you get disconnected during the meeting you can just go ahead and log back in.

One more important feature

At the top right of your screen, you will see the words – **Gallery View or Speaker View**

- **Gallery view** – your screen will be filled with the participants at the meeting
- **Speaker view** – your screen will be filled by the person who is presenting

Click on this icon to shift from one view to another

Tutorials

Zoom has excellent learning and support, including videos

- <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
- <https://support.zoom.us/hc/en-us/articles/360029527911>
- <https://support.zoom.us/hc/en-us/categories/200101697>

Looking forward to seeing you at our next virtual program!