

ZOOM GUIDE

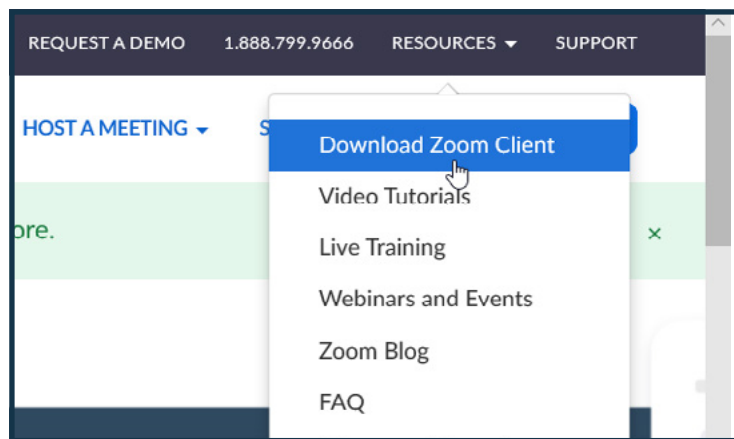
For the person who likes to plan ahead

#1

Anytime in the days leading up to the meeting, go to <https://zoom.us/>.

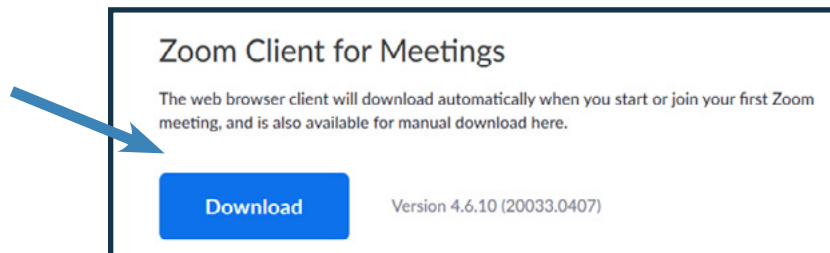
#2

On the top right hover your mouse over the "Resources" label. Select the first choice in the dropdown menu "Download Zoom Client".



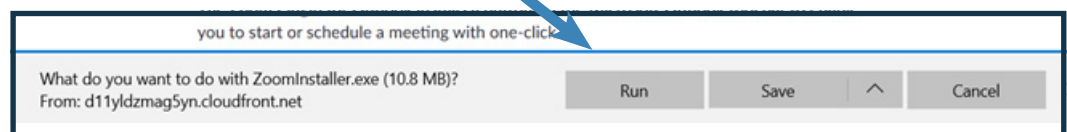
#3

The first choice is titled "Zoom Client for Meetings". Click the large blue "Download" button underneath it.



#4

A new box should appear in the bottom of your screen. Click on the "Run" option to install Zoom.



#5

Zoom will install itself and bring up the Zoom Starting Box. You can close out until you are ready to join a meeting.

#6

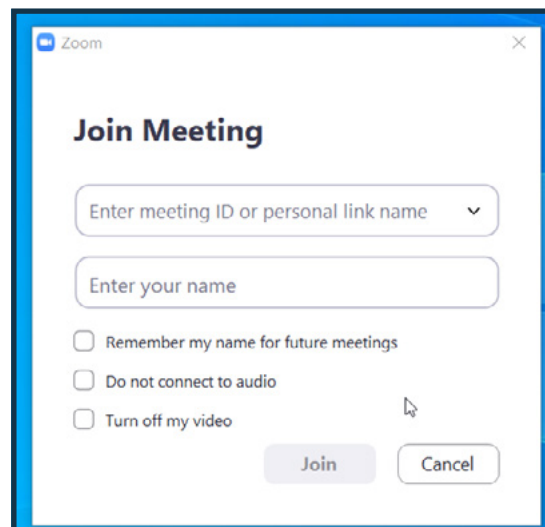
When it is time to join the Board Meeting, you can select the Zoom icon to reopen the Zoom Starting Box.

#7

Select "Join a Meeting".

#8

Copy the provided meeting link and paste in the first box. If you are not familiar with copy/paste here is a [quick tutorial](#).



#9

Click "Join" and enter the Board Meeting! You will automatically enter the waiting room. The meeting moderator will admit you from the waiting room at the meeting start time.