Instructions for Using Zoom

If you have never used Zoom before, please follow the instructions.

Creating a Zoom Account - First create a free account.
- Go to zoom.us/signup and enter your email address
- You will receive an email from Zoom. Open the email and click "Activate Account"

Joining a Call

If you intend to participate in the call using your computer, you can either join a meeting by using your browser (such as Chrome), or you can download the Zoom app to your computer. If you intend to participate in the call using your phone, you must download the Zoom app to your phone.

Using Zoom on a Phone:
- Go to the App Store/Play Store for your phone and search for "Zoom". The app should look like this:
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  - If you have a phone that uses the Google Play Store, click here.
  - If you have a phone that uses the Apple Store, click here.
- Install the Zoom app.
- Open the app and login into your Zoom account.

Once you sign up for the webinar, you will be emailed the zoom link for the meeting.
1. At the time of the call, click on the Zoom link provided in the meeting invite. The link will open up the Zoom app on your phone and immediately join the scheduled meeting.
2. If you do not click the calendar link, you can open up the Zoom app and click "Join" in your Zoom client and enter the meeting ID which will be in the email.
3. You will be asked to enter a passcode, which will be **cultivate** (no capital letters)
4. You should automatically be taken to a page that says "Start or join a video meeting". Enter your name when prompted. Click "Continue". Give Zoom access to your video and audio (Click "Okay"). Click "Join with Video". If prompted, click "Join using Internet Audio" to allow people in the call to hear you.

Using Zoom on a Computer:
- The first time you use Zoom on your computer, follow these instructions to download the app:

- ○ Once you sign up for the webinar, you will be emailed the zoom link for the meeting.
  - ○ Before the webinar starts (you can do this anytime), click on the Zoom link provided in the meeting invite from your computer. The link will go to a page where you can download the app to your computer. Click at the bottom on the page on "download now". Once the app is downloaded to your computer, at the time of the scheduled webinar, click on the calendar invite meeting link again and it will open up the Zoom app on your computer for you. Follow the instructions on screen to join the meeting.
- If you DO NOT want to download the app to your computer, click on the calendar link or go to https://zoom.us/join and type in the meeting ID which was emailed to you. At the bottom of the webpage, then click on "Join from Your Browser".
- You will be asked to enter a passcode, which will be **cultivate** (no capital letters)
- Whether from your browser or the app, you should automatically be taken to a page that says "Start or join a video meeting". Enter your name when prompted. Click "Continue". Give Zoom access to your video and audio (Click "Okay"). Click "Join with Video". If prompted, click "Join using Internet Audio" to allow people in the call to hear you.

All webinars will be on Zoom. Webinars will be recorded, so you will have to consent on the website or app. The webinar will also have live transcription of the speakers. This is computer generated, so it will not be perfect. You can also download the transcription after the webinar if you choose.