6. **IF YOU DO NOT HAVE** *(or Can Not Install or Do Not Want to Install)* **THE ZOOM APP**:

How to Participate via Web Browser & Phone
(or to <u>join with just audio</u> on your Phone
— just do #8 below and stop there)

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1. <u>Copy</u> the <u>web address</u> (url) which is listed below "Join Zoom Meeting" in the Meeting Invitation email you received. Or, if it is a "lit up" *(live)* link, click it and jump to step #3.

2. Paste that web address into a browser's address pane. *(Chrome is preferred because you will get audio via the internet on computers & devices with speakers, and thus not need to make a phone call.)*

3. Click "Cancel" *(or "No")* in the box with question about opening (or installing) the Zoom app.

4. Click "Join from your Browser" *(which is a webpage link).*

5. A new webpage will open and request that you enter Your Name in the box. Do so and then click the blue "Join" button.

6. If <u>using Chrome</u> or other audio-enabled browser, click blue "Join Audio by Computer" button. You are now connected to the meeting. *Jump to #10.*

7. If <u>not</u> using an audio-capable browser *(only Chrome?),* the Zoom meeting window will partially open. If you see *"Your browser does not support using the computer's Audio device",* click "Phone Call".
   - **Copy down or memorize the 9-digit "Conference ID" that is displayed. Same for your "Participant ID"** *(or don't — it turns out it's optional in 8.b below).*

8. On a phone, dial **1-408-638-0968**.
   a. When asked for Conference ID, paste or enter it *(from step 7 or the original "Meeting Invitation" email you received about the meeting).*
   b. When asked for your Participant ID, enter it and "#" *(pound sign)*. <u>Or, just enter "#"</u> *(for example, if you are joining by phone).*
   c. If you are asked to state your name, do so and then quickly enter "#".
   d. You should now be audio-connected to the meeting via your phone.

9. Click "x" at right side of Zoom window *(to far right of " Phone Call ").*

10. The Zoom window completely shows. Resize window as desired.

11. If "Start Video" & an icon with a red line through a camera show near lower left of the Zoom window, click there. If asked to Allow using your camera, click "Allow" or "Yes".

12. You are now in the meeting via audio and video (in a browser window).