

ZOOM Meeting Instructions

PRIOR TO CLASS:

Access the meeting link 15 to 30 minutes before class is due to begin to prepare your device.

The image below shows a meeting link **SIMILAR TO** the one you will see in your email invitation. Click the link, **Join Zoom Meeting** to launch Zoom.

NOTE: If logging in from a mobile device such as a phone or tablet, you will likely be directed to download the Zoom app from your app store.

Edna Sexton is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting Click this link.

→ <https://zoom.us/j/571818557>

Meeting ID: 571 818 557

One tap mobile

+19292056099,,571818557# US (New York)

+13126266799,,571818557# US (Chicago)

Dial by your location

- +1 929 205 6099 US (New York)
- +1 312 626 6799 US (Chicago)
- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US
- +1 301 715 8592 US
- +1 346 248 7799 US (Houston)

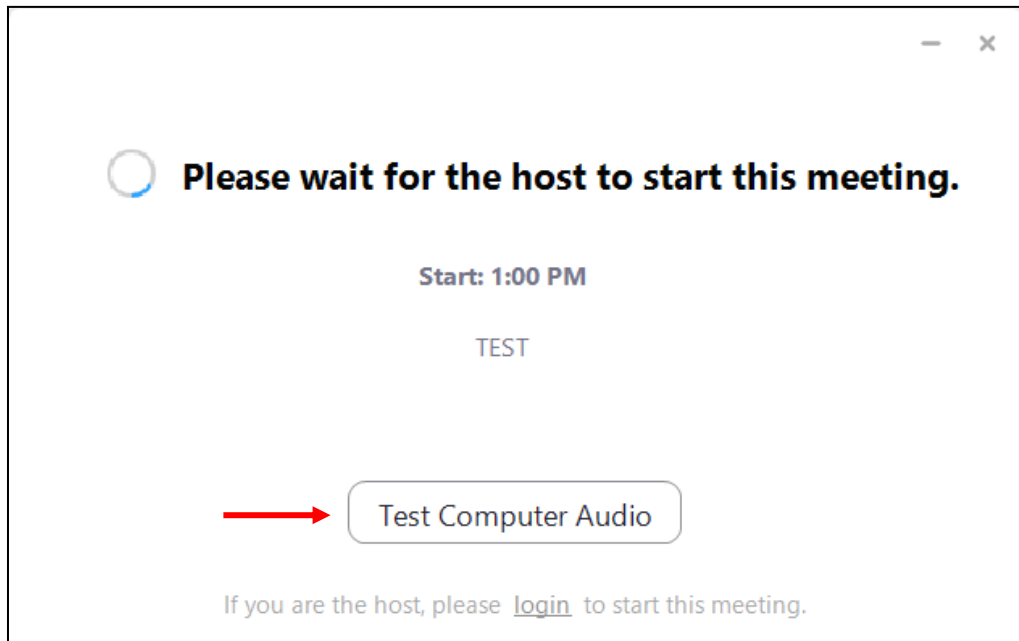
Meeting ID: 571 818 557

Find your local number: <https://zoom.us/u/ac1pHtpYBK>

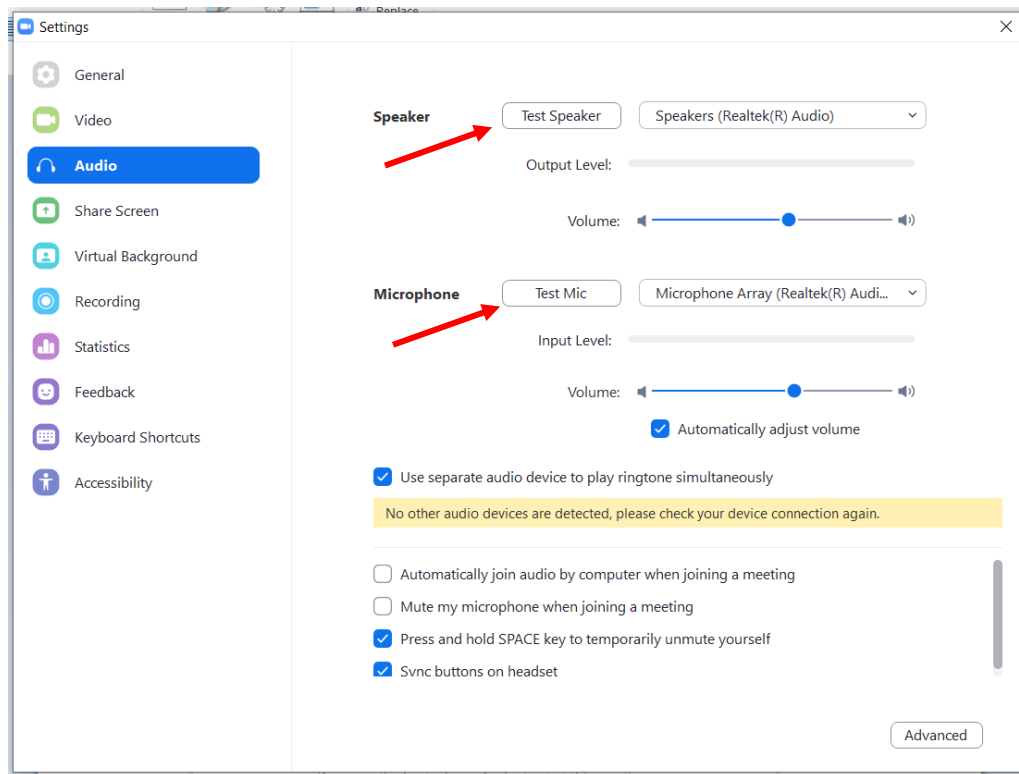
Click **Open Zoom** (top arrow). If nothing happens, click the alternate link below (bottom arrow).

The screenshot shows a web browser window with the Zoom URL. A system dialog box titled "Open Zoom?" is displayed, asking "https://zoom.us wants to open this application." with "Open Zoom" and "Cancel" buttons. A red arrow points to the "Open Zoom" button. Below the dialog, the page says "Launching...". At the bottom, there is a text instruction: "Please click Open Zoom Meetings if you see the system dialog." and "If nothing prompts from browser, click here to launch the meeting, or download & run Zoom." A red arrow points to the "click here" link.

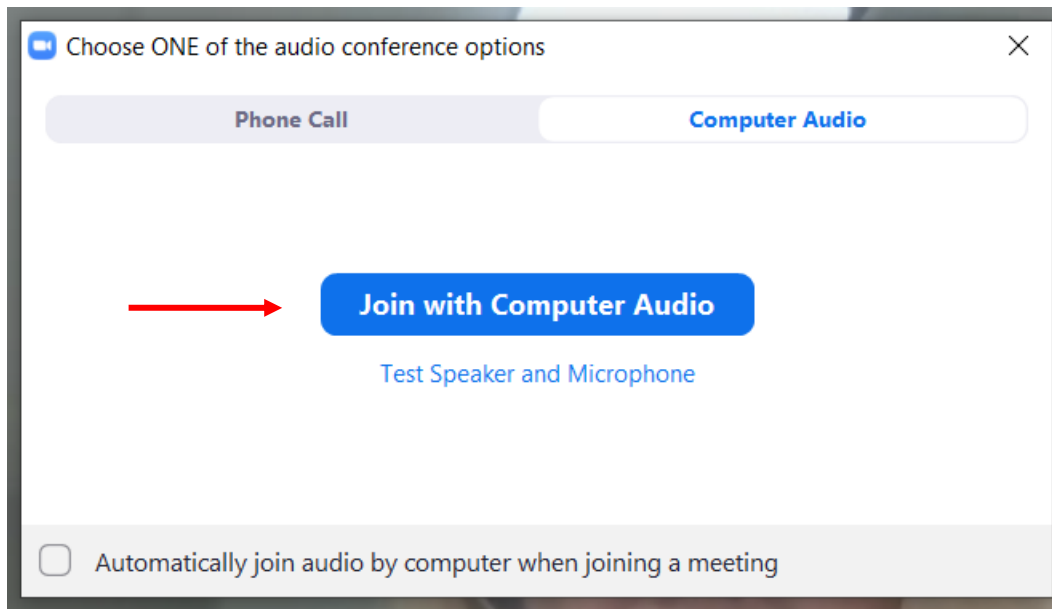
When you see this screen, you are in the Zoom waiting room. Please test your system by clicking **Test Computer Audio**.



The default view is the Audio tab. Test both your speaker and microphone as shown below



If directed by the Instructor, you may need to Click the **Video** tab and ensure you can see yourself. At this point, you should be all ready and waiting for the Instructor/Host to open the meeting. Once the meeting is opened, you should see the following screen. Click **Join with Computer Audio**.



Once you are in the meeting, everyone will be muted to minimize distractions from background noise. **To unmute yourself click Alt-A.**

Take a few minutes to explore the interface:

Top right corner, choose **Speaker View**

Click **Chat**. Note the dropdown that defaults to "Everyone".

- You will be asked to check in with the **Moderator** by typing in your real estate license number via chat.
- Questions will also be taken via chat to the **Moderator**.