

How to Join a ZOOM Meeting:

You will receive an email at your AppState email address from the person holding the meeting. The email will look like this:

You are invited to a Zoom meeting now.

Join from PC, Mac, Linux, iOS or Android: <https://appstate.zoom.us/j/841764788>

Or iPhone one-tap :

US: [+16465588656](tel:+16465588656).,841764788# or [+16699006833](tel:+16699006833).,841764788#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: [+1 646 558 8656](tel:+16465588656) or [+1 669 900 6833](tel:+16699006833)

Meeting ID: 841 764 788

International numbers available: https://appstate.zoom.us/join?m=Q6TEIDAmBMzjuFjGbs8Kioj8OEH_ENCn

Or an H.323/SIP room system:

H.323:

162.255.37.11 (US West)

162.255.36.11 (US East)

221.122.88.195 (China)

115.114.131.7 (India)

213.19.144.110 (EMEA)

202.177.207.158 (Australia)

209.9.211.110 (Hong Kong)

64.211.144.160 (Brazil)

69.174.57.160 (Canada)

Meeting ID: 841 764 788

SIP: 841764788@zoomcrc.com

Click on the first link within the email.

Make sure your computer microphone is turned on. If you do not have a microphone you can also use your phone to call into the meeting audio by using one of the phone numbers within the email.

If you do not currently have Zoom installed on your machine you will be prompted to download it. Simply follow the on screen instructions.

If you already have Zoom or when you install it, the following screen will appear



Click Join a Meeting.

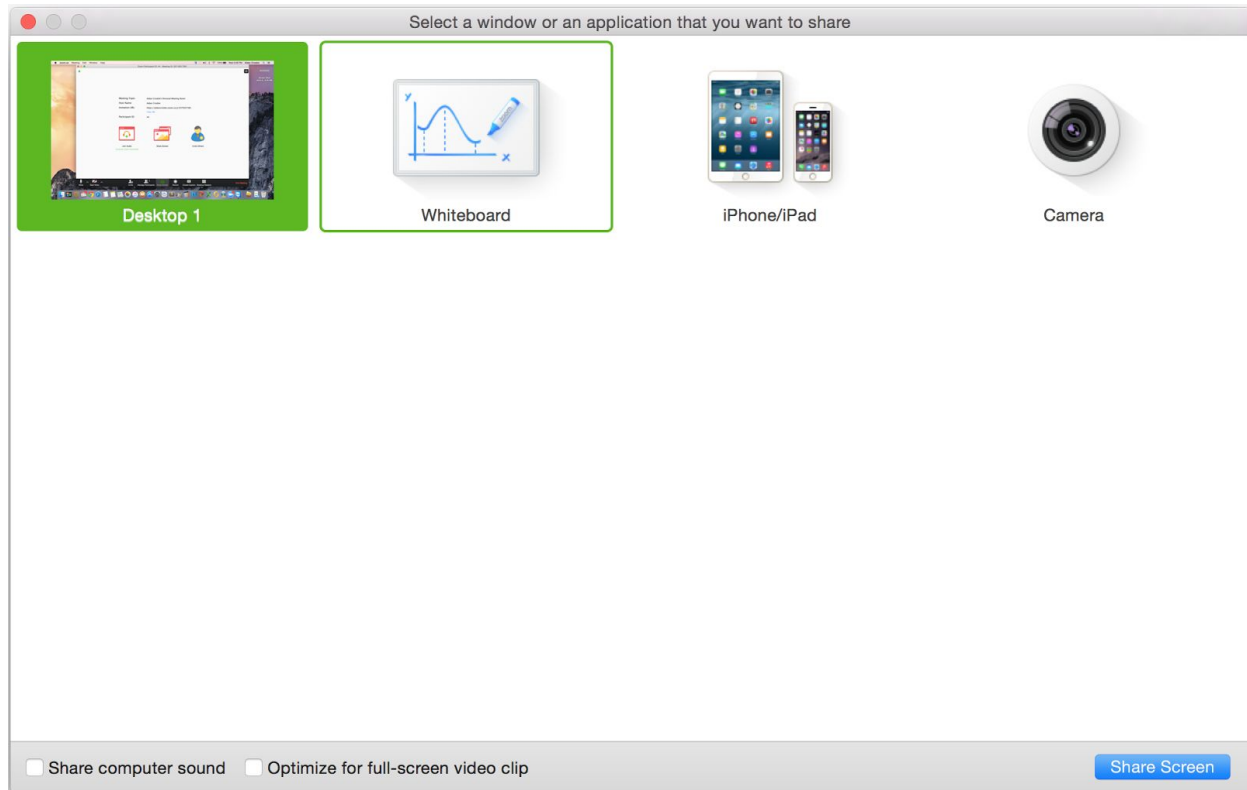
Once in a meeting you will notice several icons located at the bottom



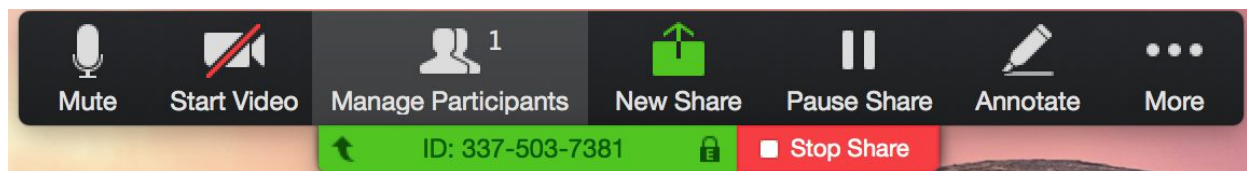
The **Mute and Start Video** options enable the microphone and webcam on your machine. This will allow the other participants in the meeting to hear and see you.

Invite and Participants allows you to add more people to the zoom meeting as well as see who is in the meeting currently.

The **share screen** option is very useful so the Aportfolio staff can see what is going on in your Aportfolio. To share your screen, **click the Share Screen button at the bottom of the page.** This will bring up a page similar to this where you can choose which screen to share:



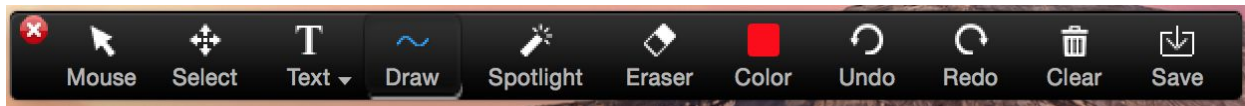
New options will now appear below your menu pane,



- Pause: Pause your current screen share
- Share a New Window: Select a new window to share (Choose another window/application to share)
- Annotate: Use screen share tools for drawing, pointer, etc ..
- Remote Control: allow participant to control your keyboard and mouse
- Mute: toggle mute/unmute for your microphone
- Stop Video: Stop/Start your in-meeting video feed

- More: In-meeting Tool bar options (in-meeting options such as - Participants, Chat, Invite, Hide video panel etc..)

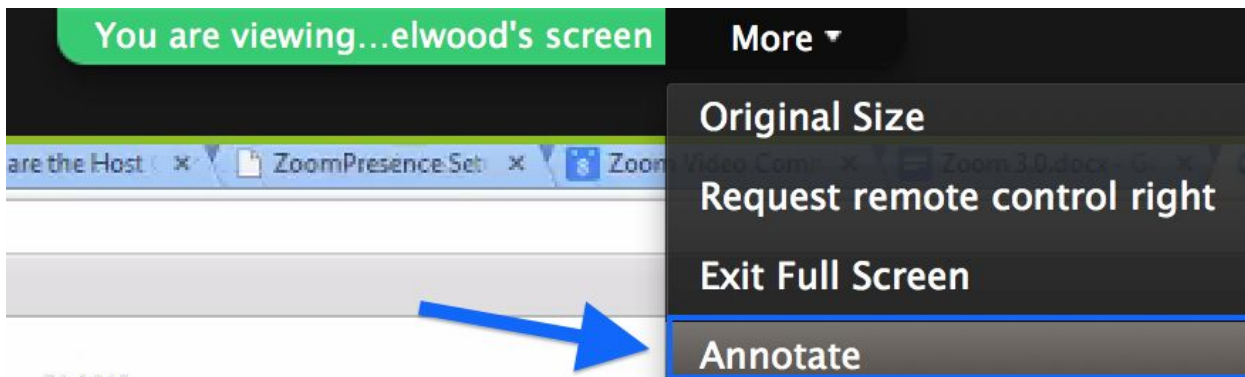
Annotate is a very useful option. By clicking on it you will see the following appear.



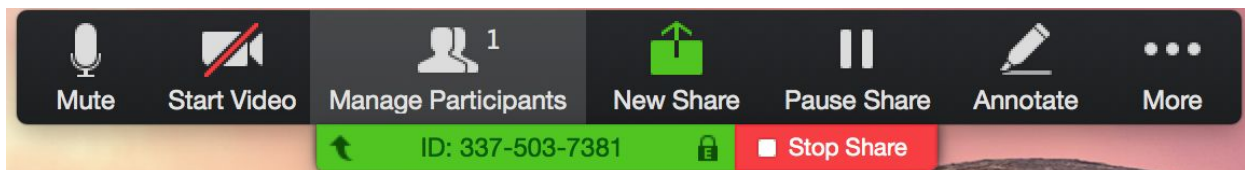
This will allow you to draw directly on the screen, create text and highlight specific issues you are having.

If you are viewing somebody else's shared screen you can also annotate on the shared screen.

You can access this in the upper menu tool bar.



To stop screen share **click on the red Stop Share** in the lower menu.



Leaving a Meeting

When your meeting has concluded and you want to leave, click End Meeting in the bottom black bar and exit out of Zoom.



Here is a link to the FAQ and troubleshooting tips on the Zoom website.

<https://support.zoom.us/hc/en-us/articles/206175806-Top-Questions>

Camera issues:

<https://support.zoom.us/hc/en-us/articles/202952568-My-Video-Camera-Isn-t-Working>

Audio Issues:

<https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio->

Talk to Support:

<https://support.zoom.us/hc/en-us/articles/201362003-Zoom-Technical-Support>

