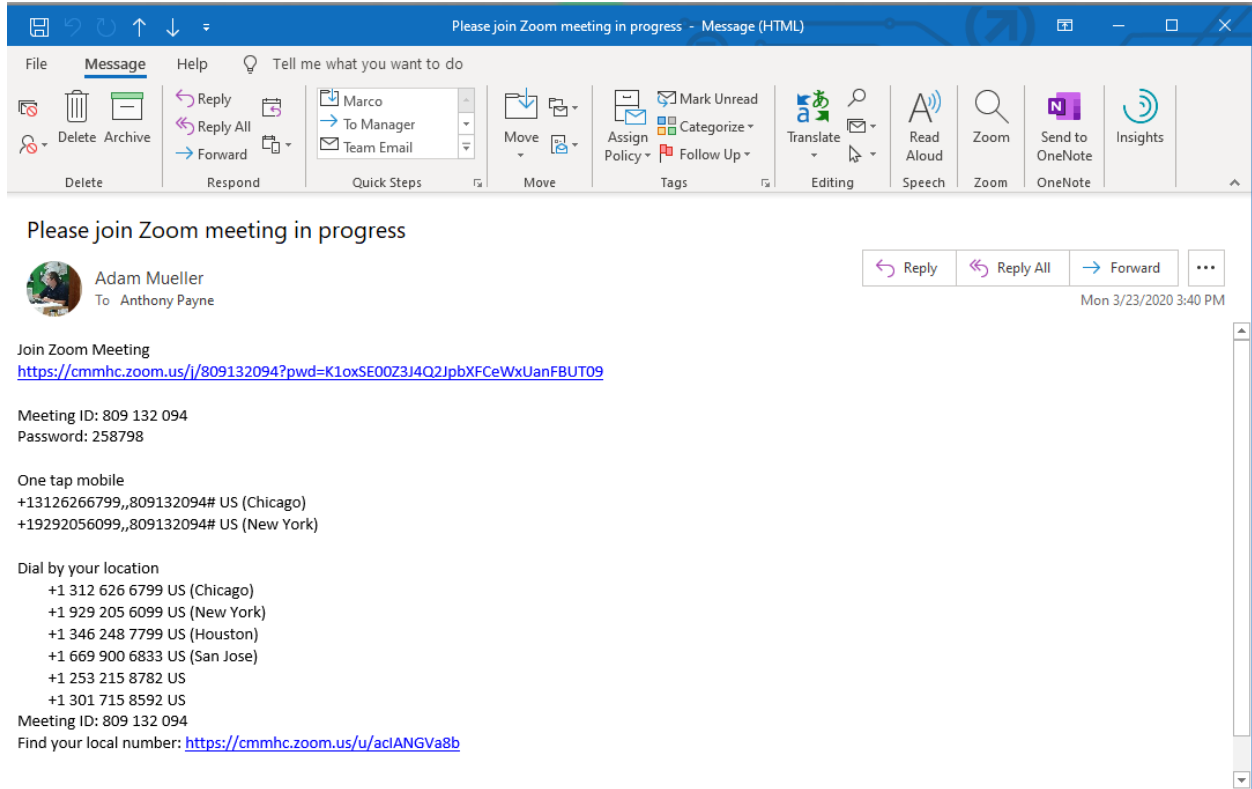



# ZOOM - Attendee

Locate the meeting invite in your e-mail. If you haven't received an invite, please contact the meeting organizer to confirm the e-mail you wish the invite to be sent to. Click on the link to "Join Zoom Meeting"



The screenshot shows an Outlook email window titled "Please join Zoom meeting in progress - Message (HTML)". The interface includes a ribbon with tabs for File, Message, and Help. The Message tab is active, showing options like Delete, Archive, Reply, Reply All, Forward, Move, Assign Policy, Mark Unread, Categorize, Follow Up, Translate, Read Aloud, Zoom, Send to OneNote, and Insights. The email content is as follows:

**Please join Zoom meeting in progress**

 Adam Mueller  
To: Anthony Payne

Mon 3/23/2020 3:40 PM

Join Zoom Meeting  
<https://cmmhc.zoom.us/j/809132094?pwd=K1oxSE00Z3J4Q2JpbXFCeWxUanFBUT09>

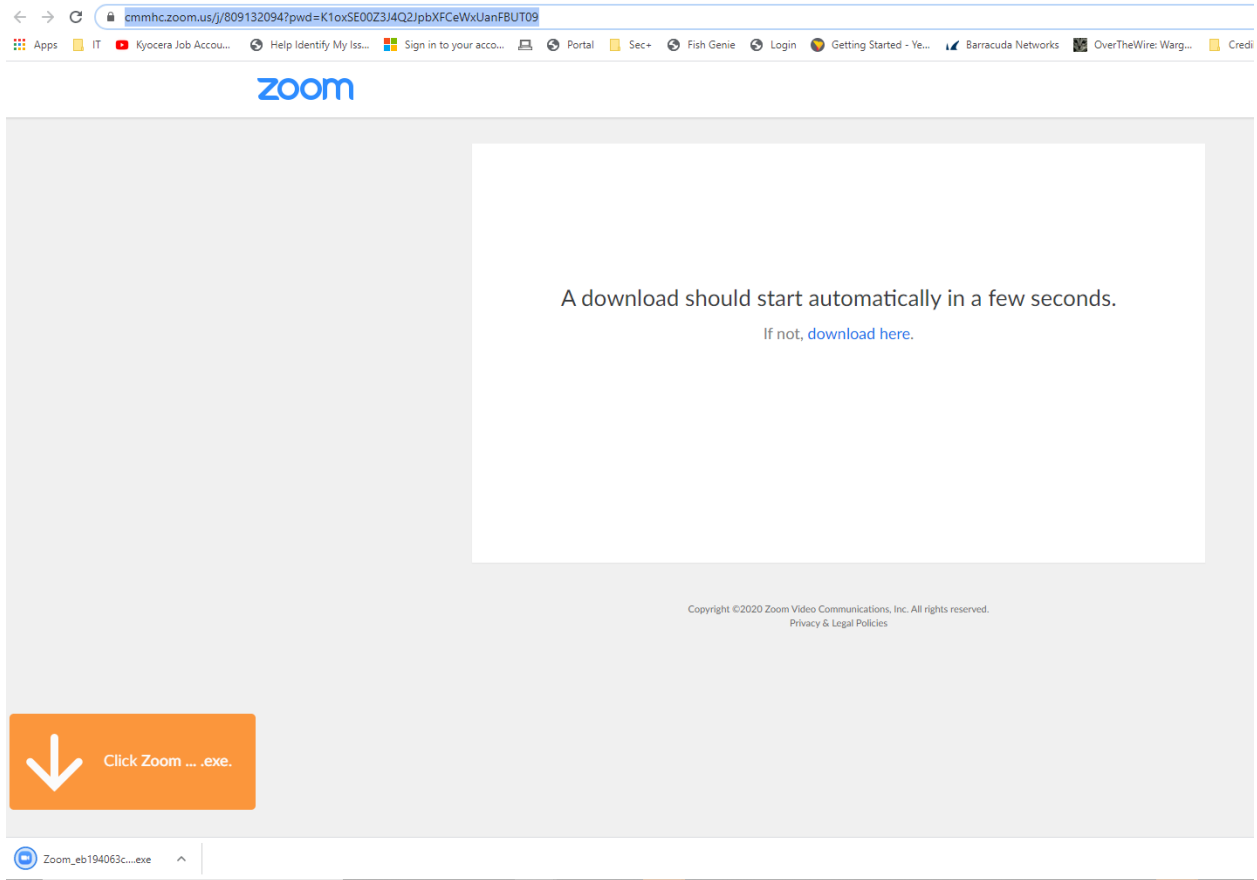
Meeting ID: 809 132 094  
Password: 258798

One tap mobile  
+13126266799,,809132094# US (Chicago)  
+19292056099,,809132094# US (New York)

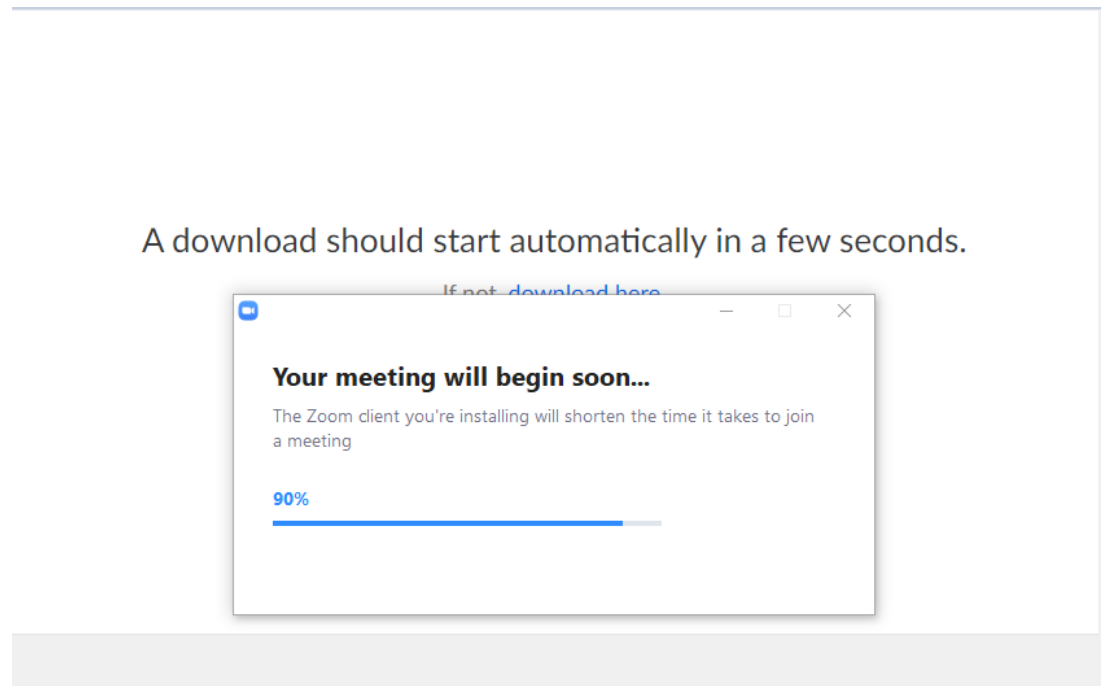
Dial by your location  
+1 312 626 6799 US (Chicago)  
+1 929 205 6099 US (New York)  
+1 346 248 7799 US (Houston)  
+1 669 900 6833 US (San Jose)  
+1 253 215 8782 US  
+1 301 715 8592 US

Meeting ID: 809 132 094  
Find your local number: <https://cmmhc.zoom.us/u/aclANGVa8b>

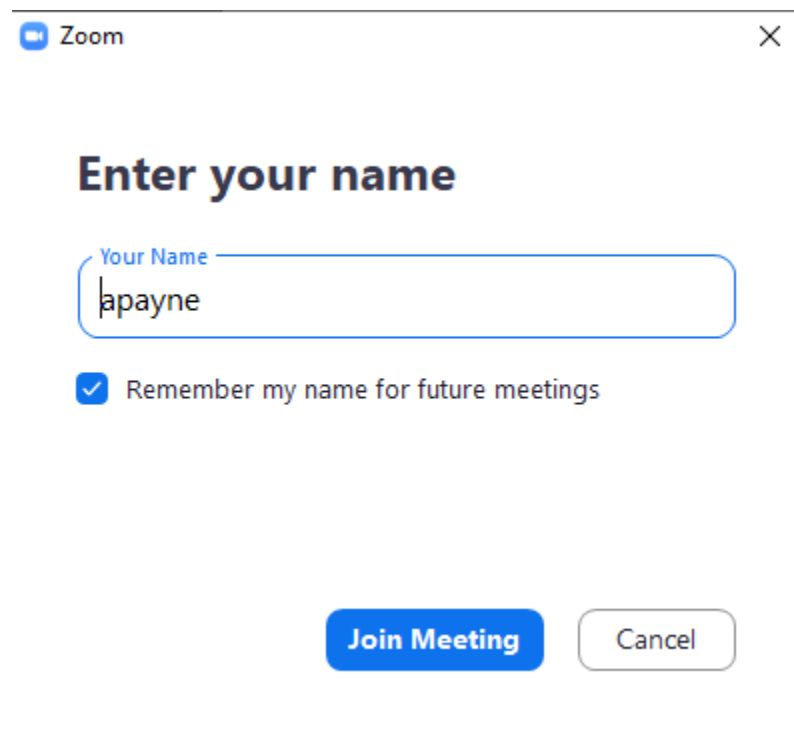
When the link opens, you will be brought to a download page. The download should start automatically. Once downloaded, open the file. In Chrome, this will be down at the bottom left of your browser window. For Firefox and Internet Explorer, it will be in the upper right.



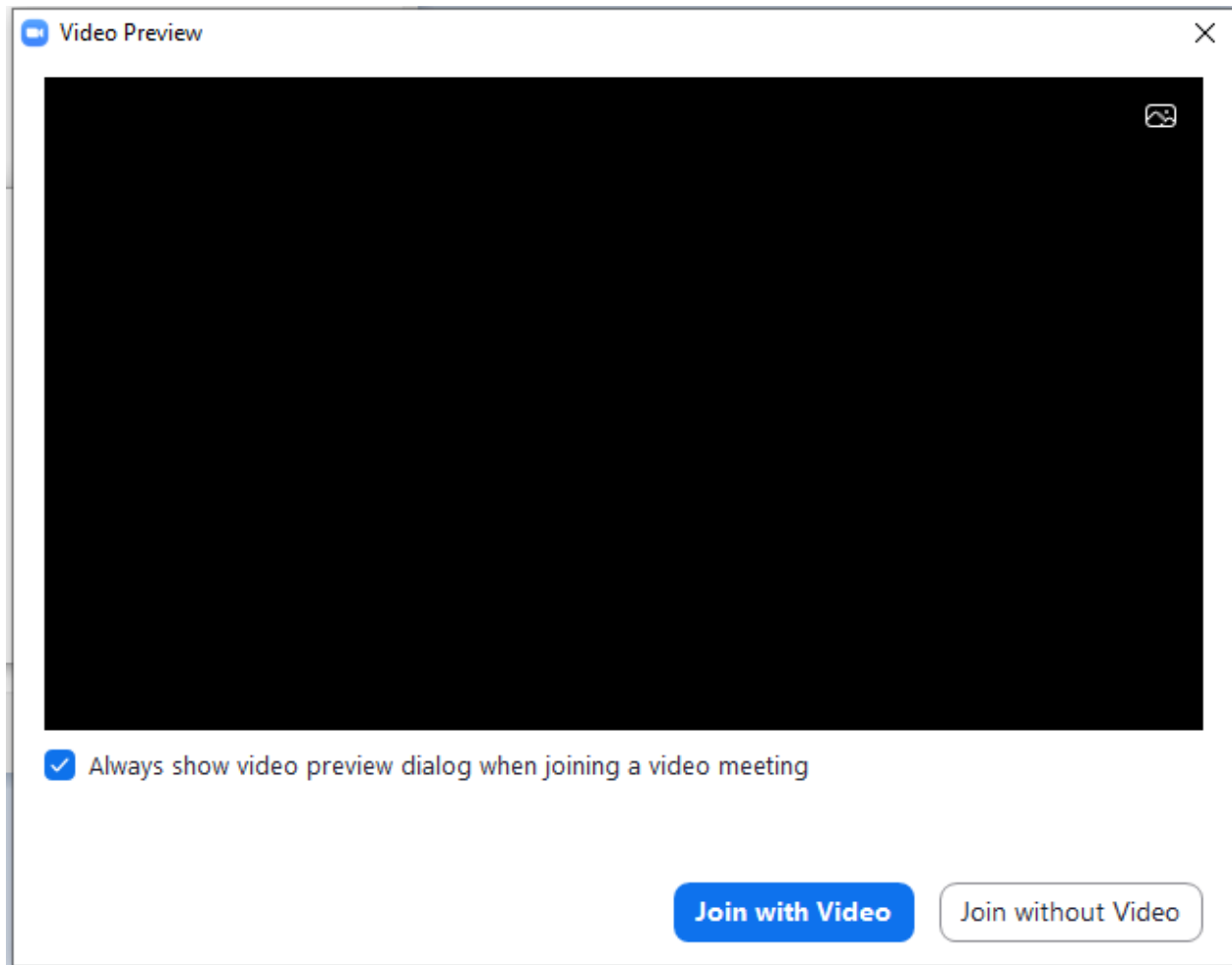
Once the file is opened, the client will install on your computer under your user profile



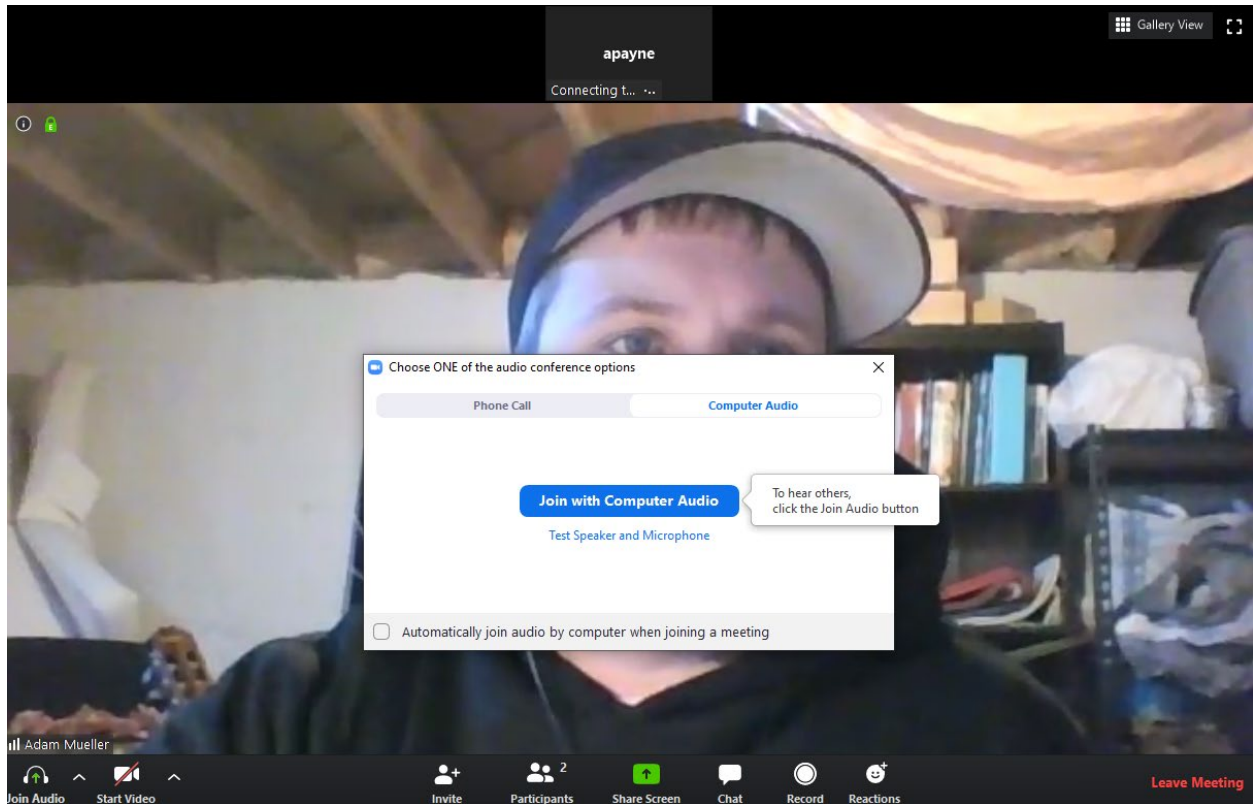
When prompted, enter a Display Name. This will be your display name for the meeting. When finished, click "Join Meeting"



Before joining, you will be prompted to either start your video immediately or join without video. Choose the appropriate selection (if you do not have a web cam or laptop, choose 'Join Without Video').



Once your video selection has been chosen, you will need to select how you want to receive audio for this presentation. Typically, you will want to select 'Join with Computer Audio' so the audio will broadcast through your computer speakers or headphones you are using.



You should now have audio and video on your meeting. To end the meeting, either close out the window and select "End Meeting for all Participants"