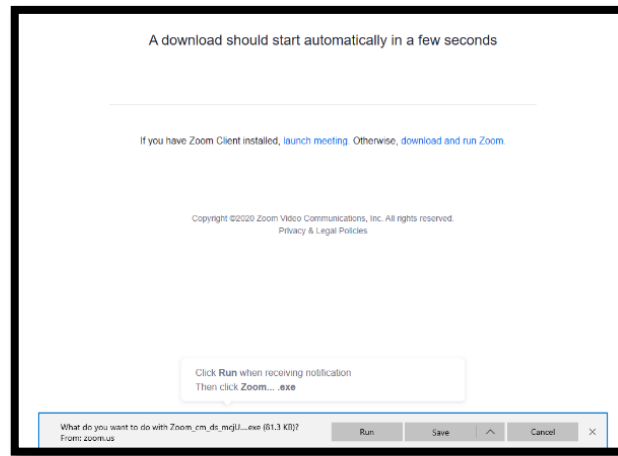


## How to use Zoom

Follow the link in your email to be sent directly to the Zoom meeting.

You should receive a message at the bottom of the screen that asks you to “Run” “Save” or “Cancel.”

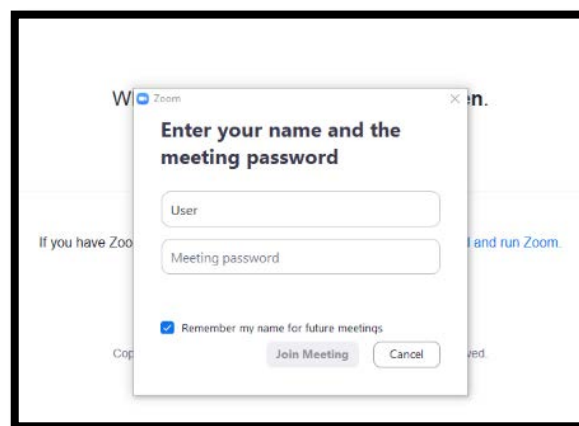
Click “Run” to download the Zoom application to your computer.



If you don't see this message, click on “download and run Zoom” to download the application to your computer. Then click “run” when the download message pops up at the bottom of your screen.

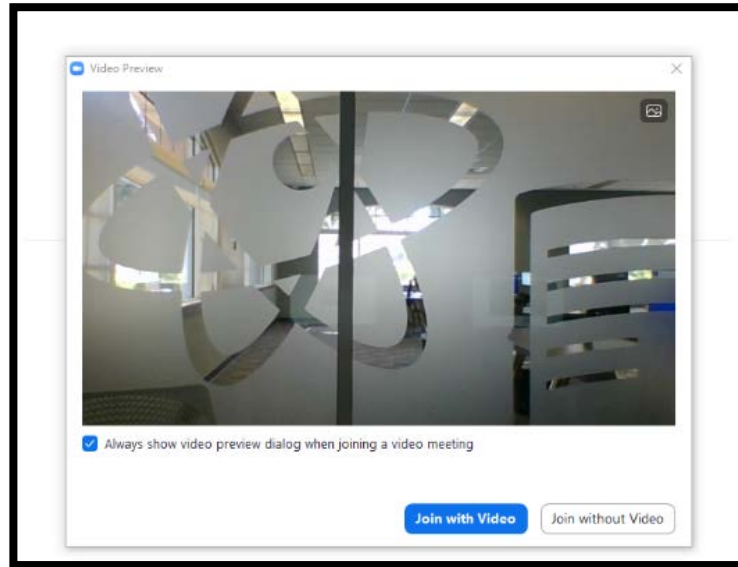
[Click here to learn how to run Zoom from your browser without downloading the application.](#)

When Zoom has finished downloading, you'll get a pop up that will ask you to enter your name and the meeting password.



Click “Join Meeting” after entering the information.

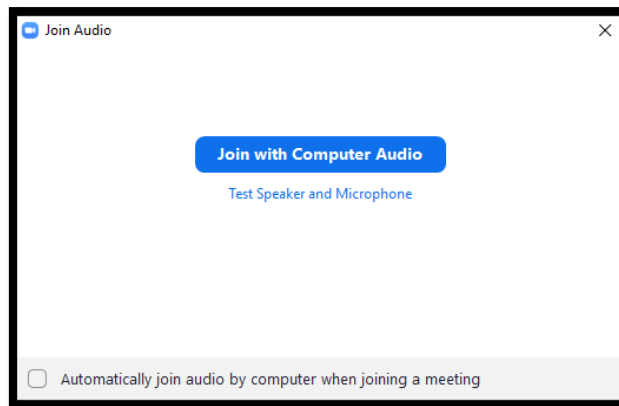
Once you've hit join, there should be a pop up that asks if you want to join the meeting with or without video.



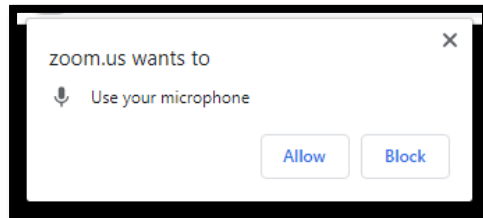
Click on your preferred method.

*A chat box will still be available for questions if you choose not to use video.*

You'll then get a prompt that gives you the option to test your speaker and microphone before joining with computer audio.

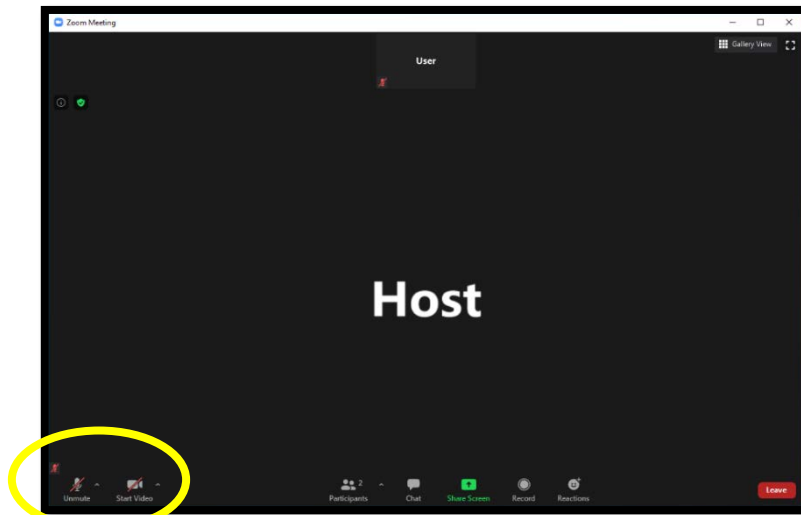


You'll get a small popup that asks you to allow or block the use of your computer's microphone. Click allow to use the microphone.

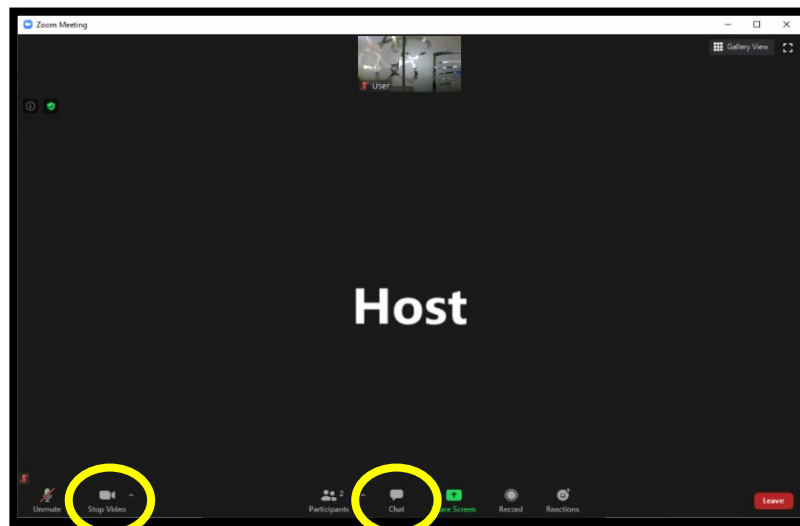


*If you don't to use your microphone to ask questions, the chat option is always available. The host will mute everyone during the meeting and unmute participants during Q & A.*

Once you're in the meeting, you'll see the host's screen (or username if their video is turned off). You'll see your own video feed at the top of the screen.

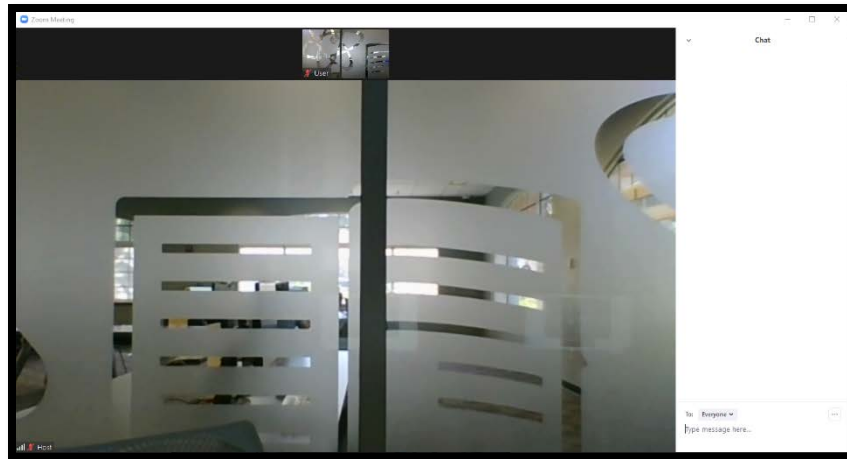


At the bottom left you can start or stop your video. Muting and unmuting will be controlled by the host.

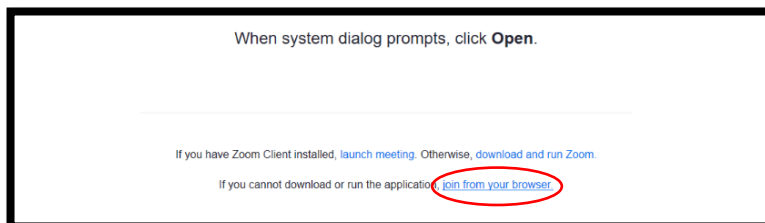


If you choose to have video, you will see the option at the bottom left to "stop video" and you'll see yourself at the top of the screen along with other participants in the meeting.

Clicking "chat" at the bottom of the screen will bring up the chat box. You can ask questions here at any time and the host or the host's helper will respond to you.



If you prefer to not download the Zoom app, click on “join from your browser”  
*Zoom is only supported on Google Chrome, Chromium (Windows) Edge, Mozilla Firefox and Apple Safari browsers. It is not supported on Internet Explorer.*



Type in your name, select “I’m not a robot” and click “join” to continue.

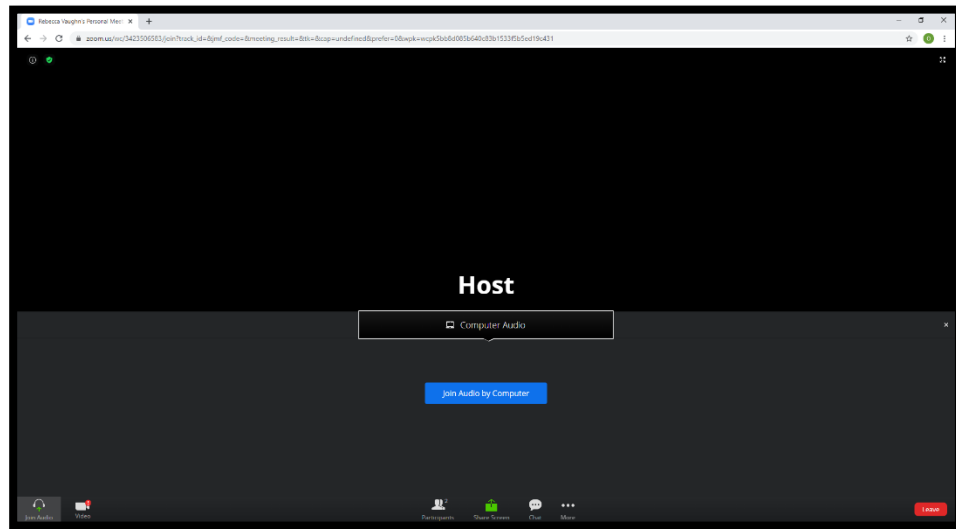
A screenshot of the "Join a Meeting" form. It has a title "Join a Meeting". Below it is a text input field labeled "Your Name". Underneath is a reCAPTCHA widget with the text "I'm not a robot" and a checkbox. To the right of the checkbox is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". Below the reCAPTCHA is a blue "Join" button. At the bottom, there is a small disclaimer: "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply."

*\*You may have to answer the captcha questions before proceeding.*

Type in the meeting password (whplhelp) and click “join”.

A screenshot of the "Join a Meeting" form. It has a title "Join a Meeting". Below it is a text input field labeled "Meeting Password". Below the field is a blue "Join" button.

This is what your screen will look like. You'll have the same functionality as users who downloaded the app.



[Click here to see the basic functions of Zoom.](#)