



Zoom Guide

Please call (717) 240-1944 to speak with an Activities Specialist to schedule a Zoom appointment with your loved one.

**Please use the step-by-step guide below for the technology you will be using.*

Joining Zoom by Web Browser:

**Only available on computers, smartphones and tablets must use the Zoom app*

1. Enter <https://zoom.us/> in your internet browser
2. Click **Join A Meeting** near the top right of the screen
3. Enter the Meeting ID
4. Click the **join from your browser** link
5. Type in your name and the meeting passcode if there is one and click Join
6. If your computer has a microphone and speakers, you can click Join with Computer Audio. If you do not have a microphone and speakers, you can click the Phone Call option on the audio screen and call in using the instructions below.
 - Select the country you're calling from in the drop-down menu
 - Dial one of the numbers provided.
 - Enter your meeting ID, followed by #.
 - Enter your participant ID, followed by #.
 - Enter the passcode, if prompted, followed by #.

Joining Zoom by Zoom client on Windows or Apple computers:

1. Open the Zoom client on your computer
 - a. If you do not already have the Zoom client installed, you can download it here: https://zoom.us/download#client_4meeting
2. Click Join a Meeting
3. Enter the Meeting ID and type in your name

4. Enter the meeting passcode and click Join Meeting
5. Click Join with Video
6. If your computer has a microphone and speakers, you can click Join with Computer Audio. If you do not have a microphone and speakers, you can click the Phone Call option on the audio screen and call in using the instructions below.
 - a. Select the country you're calling from in the drop-down menu
 - b. Dial one of the numbers provided.
 - c. Enter your meeting ID, followed by #.
 - d. Enter your participant ID, followed by #.
 - e. Enter the passcode, if prompted, followed by #.

Joining Zoom by iPhone or iPad:

1. If you do not already have the Zoom app installed on your device, download it from the App Store
2. Open the Zoom app and click **Join a Meeting**
3. Enter the **Meeting ID** and your **name** and **click Join**
 - a. Note: The name field will be automatically filled in with the name of your device. Please enter in your name instead.
4. If prompted, enter the **Meeting Passcode**
 - a. The Zoom app may prompt you for access to the Camera, you must click "OK" to allow this if you want to use the camera on the device in Zoom
5. Click Join with Video
 - a. The Zoom app may prompt you to access the Microphone on your device, you must click "OK" to this if you want to use the microphone on the device in Zoom
 - b. The Zoom app may prompt you to allow it to send you Notifications. You do NOT have to allow this to use the Zoom app. It is a personal preference.
6. You will be prompted to join audio for the meeting, you can use "Call using Internet Audio" which will connect you to the meeting audio using your internet connection, or you can choose "Dial in" to connect to the meeting audio by phone call.
 - a. To Dial in
 - i. Tap the phone icon next to the number you want to call.
 - ii. Tap Dial on the prompt
 - iii. Click Call on the prompt
 - iv. Wait several seconds for it to auto enter your meeting ID

- v. If prompted, allow Zoom to make and manage phone calls.
- vi. Return to your home screen and open Zoom again

Joining Zoom by Android phone or tablet:

1. If you do not already have the Zoom app installed on your device, download it from the Play Store
2. Open the Zoom app and click **Join a Meeting**
3. Enter the **Meeting ID** and your **name** and **click Join**
 - a. Note: The name field will be automatically filled in with the name of your device. Please enter in your name instead.
4. If prompted, enter the **Meeting Passcode**
 - a. You may be promoted to allow the Zoom app to take pictures and record video. You must choose "Allow" to use the camera on your device for Zoom
5. Click Join with Video
 - a. You may be prompted to allow the Zoom app to record audio, you must choose "Allow" to use the microphone on your device in Zoom
6. Click the Join Audio button. You can choose "Call Over Internet" which will connect you to the meeting audio using your internet connection, or you can choose "Dial in" to connect to the meeting audio by phone call.
 - a. To Dial in
 - i. Tap the phone icon next to the number you want to call.
 - ii. Tap Call on the prompt
 - iii. If prompted to allow Zoom to make and manage phone calls, click "Allow"
 - iv. Wait several seconds for it to auto enter your meeting ID
 - v. Return to your home screen and open Zoom again