

Downloading and Accessing Zoom Meetings for the First Time

1. To download zoom, visit the Zoom download center at: <https://zoom.us/download> and follow the download instructions.
2. Choose the proper download for your computer/device. "Zoom Client for Meetings" is the most common option. Then, follow the instructions to download and install the program on your device.
3. To join a meeting (class), click on the appropriate link in the agenda or open Zoom and enter the meeting ID.
4. Enter the password that is located on your agenda
5. Enter your full name and Department in the name section during the Zoom log in process.
6. Once you have entered your information and joined the meeting, you will enter the waiting room and will be admitted by the class facilitator.

Additional instructions for joining meetings in Zoom on various devices are available at:

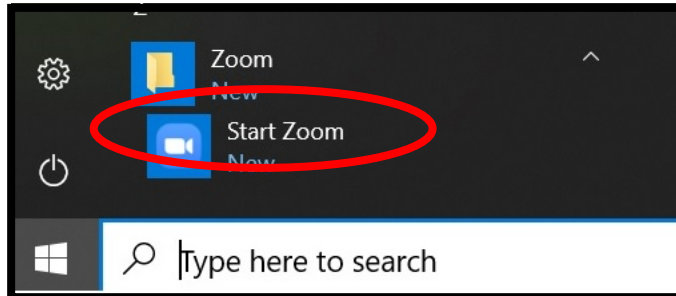
<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

If you have any questions on how to install or access Zoom please contact Dale Phillips, Special Assistant for Training & Quality Assurance at Dphillips@vfw.org.

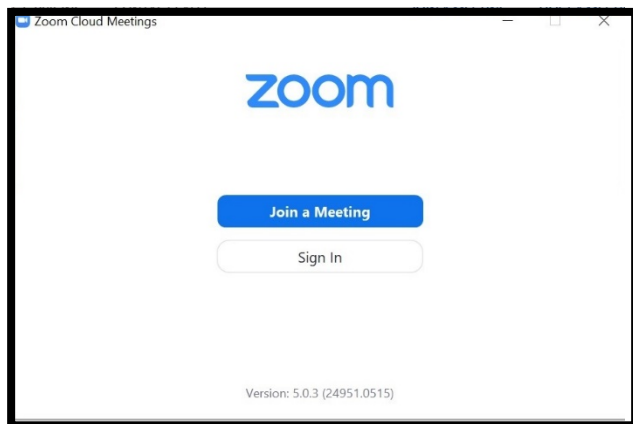


Joining a Meeting in Zoom

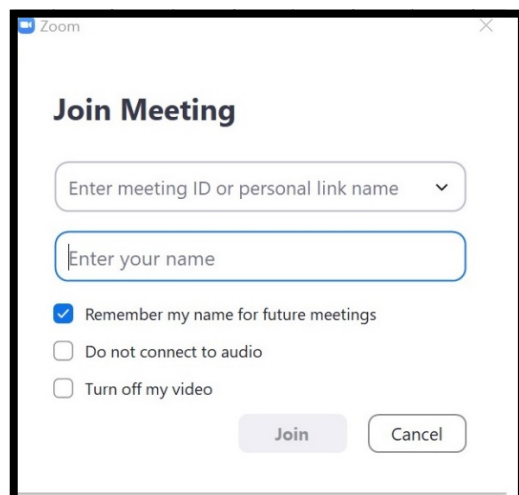
1. Click on the Start menu and scroll down to “Z” to locate and open the Zoom app.
Click “Start Zoom”



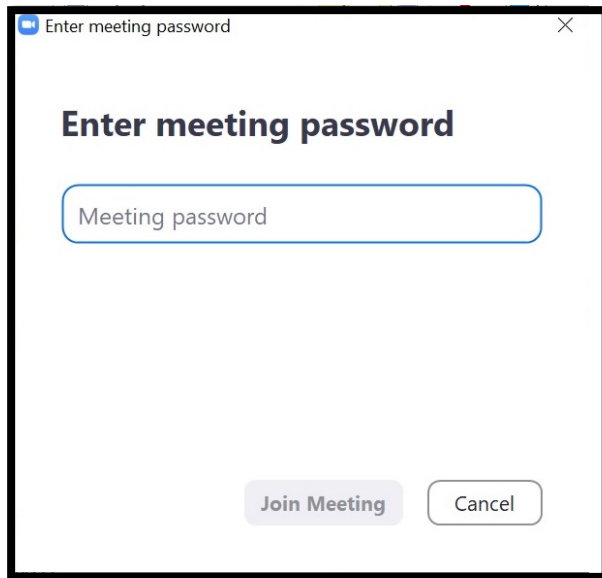
2. The Zoom Cloud Meeting box will appear. Click “Join a Meeting”



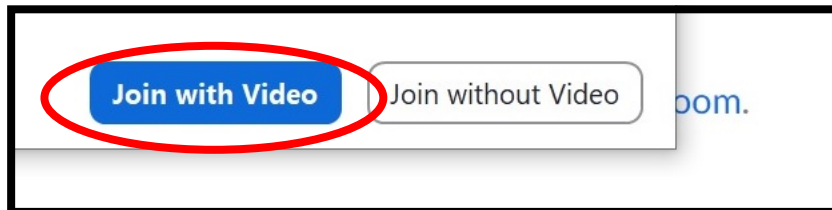
3. The Join Meeting box will appear, Enter the meeting ID from your agenda then enter your full name and Department



4. Next, you'll need to enter the password from your agenda

A screenshot of a Zoom dialog box titled "Enter meeting password". It features a text input field with the placeholder text "Meeting password". At the bottom, there are two buttons: "Join Meeting" and "Cancel".

5. The system will ask if you'd like to use video, click "Join with Video"

A screenshot showing two buttons: "Join with Video" and "Join without Video". The "Join with Video" button is highlighted with a red oval.

6. The system will ask if you'd like to join with computer audio, click "Join with Computer Audio"
You can also test your speakers and microphone by clicking "Test Speaker and Microphone".

A screenshot showing two buttons: "Join with Computer Audio" and "Test Speaker and Microphone". The "Join with Computer Audio" button is highlighted with a red oval.

7. Once you've selected the audio and video options, you will enter the waiting room and be admitted to the classroom.



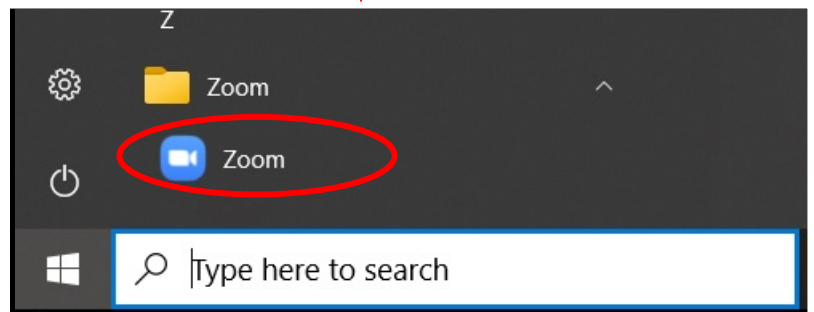
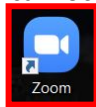
Changing Your Display Name Prior to a Zoom Meeting

For accountability and ease of operation, please ensure that your display name contains your first and last name and your Department (example: Lewis Puller, VA).

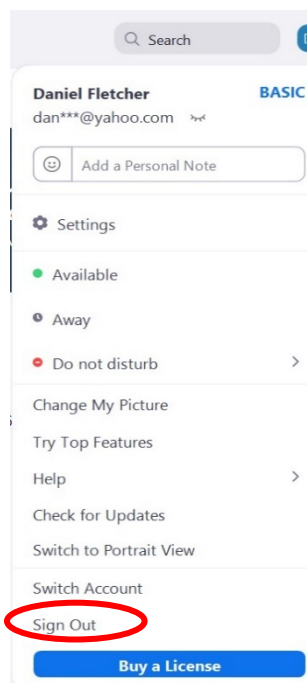
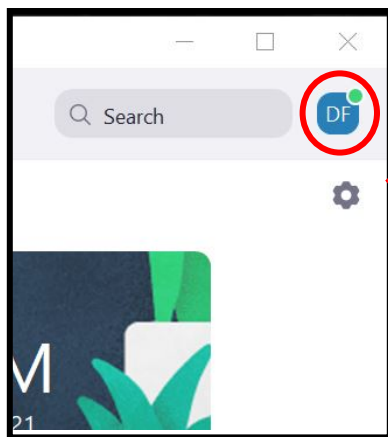
PLEASE CHANGE YOUR DISPLAY NAME PRIOR TO JOINING THE MEETING

Change Your Name via the Desktop App

If you use the Zoom desktop app, you can locate the app in the Start menu, under Zoom or by double clicking the desktop icon.

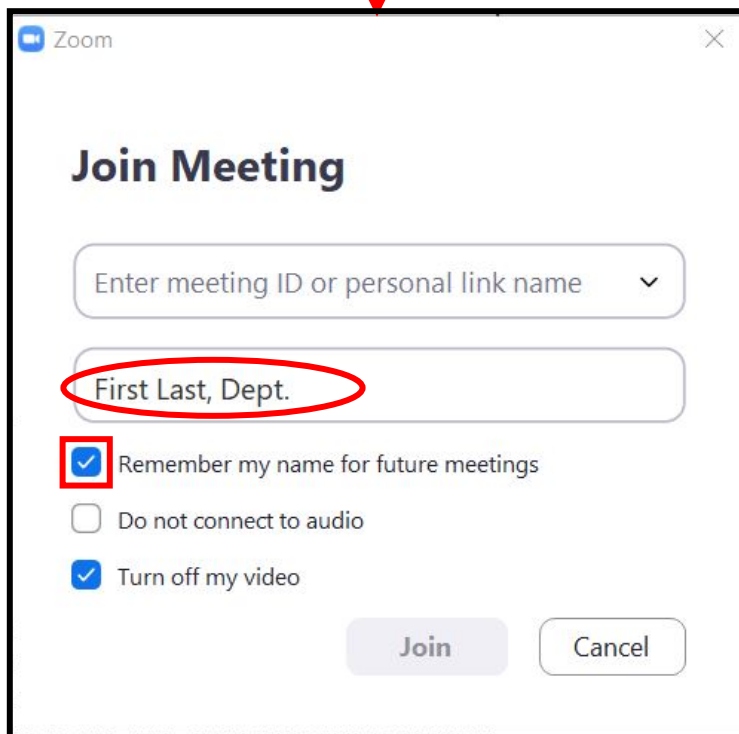
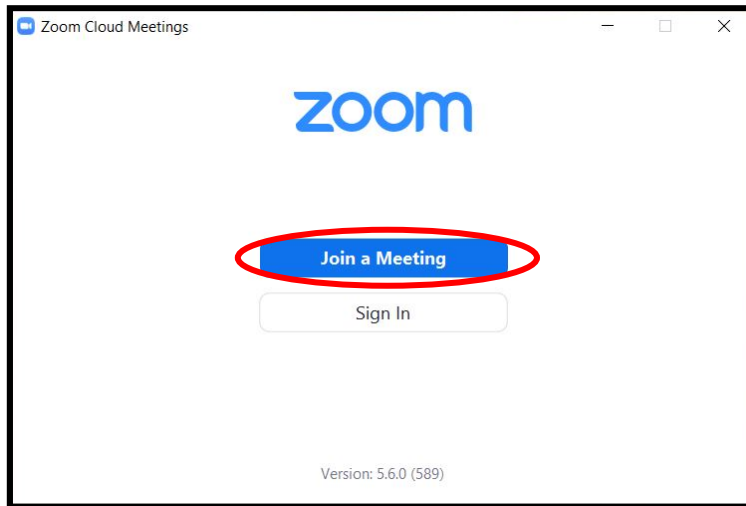


With the desktop app running, click on your "profile" icon in the upper-right corner of the "Zoom" window. In the dropdown menu that appears, select "Sign Out" toward the bottom. Do not forget to exit the app.



Launch the “Zoom” desktop app once more.

Select “Join a Meeting.” Zoom then opens the “Join Meeting” screen. Click “Join a Meeting”



After completing the above steps, you are all set. All you have to do now is type the meeting’s ID or personal link name in the upper text box and type a display name in the lower one. This name is the one displayed in the meeting. When done, click on the “Join” button to begin the session.

