## DOWNLOAD ZOOM AT
## WWW.ZOOM.US/DOWNLOAD

ULC is utilizing Zoom, a video conferencing software, to allow our small groups to meet virtually face-to-face. ULC has a paid Zoom account which allows us to create meetings that are not limited in the number of participants or time. Zoom is free for you to use and you don't need an account to join a meeting. It is helpful for you to download the Zoom app to your computer, tablet, or smartphone if you want to participate using video. Zoom also allows you to dial in via telephone without needing to download the app (however, you will not be able to use the video option).

## JOIN A MEETING

Each Zoom meeting provided by ULC has its own unique meeting ID number. This number is necessary for both video and telephone access. This information will be provided to you. If you're in a small group (or a Zoom meeting that is not public), you will receive this information from the person leading (in Zoom terms, hosting) your meeting. Here is a sample Zoom meeting invite link:

University Lutheran is inviting you to a scheduled Zoom meeting.
Topic: Communications Meeting
Time: Jul 28, 2020 02:00 PM Eastern Time (US and Canada)
Join Zoom Meeting.  https://us02web.zoom.us/j/81761469592
Meeting ID: 817 6146 9592.  Click on the link to join the ZOOM meeting.

## ACCESSING ZOOM
## BY COMPUTER, TABLET, OR SMARTPHONE

To access a Zoom event using a computer, tablet, or smartphone, utilize the following directions. For telephone-only access, please scroll down.

Click on the hyperlink provided by email or through the event listing. A pop-up should appear asking you to allow the installed Zoom app to connect you. Click allow or open link and follow the prompts.

If your computer doesn't have a built-in microphone or camera, Zoom will identify these issues and allow you to test. If you don't have a microphone, it will prompt you to join the audio by phone and provide all the necessary phone and ID numbers. You will be able to participate in the audio while seeing folks on your screen. If you don't have a camera, participants will not be able to view you.

## ACCESSING ZOOM BY TELEPHONE

The phone number information is provided under "Dial by your location" in either the event or email. Call that number from your phone and you will be prompted to enter the meeting ID number (also provided in the event or email).

Note: If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.