

# Instructions for Joining a Virtual Event

## ZOOM

About Zoom:

Zoom is a free, web-conferencing software that we at SpiriTV use for its scheduled, virtual events. It requires good internet and a computer (laptop or desktop) with a headset. You will need to complete an initial download of the free Zoom software before you can join.

To download Zoom for your computer:

1. Go to <https://zoom.us/download>
2. Click Download
3. Run ZoomInstaller

You can also download the Zoom app for your mobile device if you want to join from your iPhone, Android, or iPad. Download the app [here](#).

If you have questions about installing the software or joining a meeting, watch this [simple tutorial](#).

To find your local time for any of the events, [click here](#).

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### Joining Zoom from a Computer/Mobile Device

#### Step 1

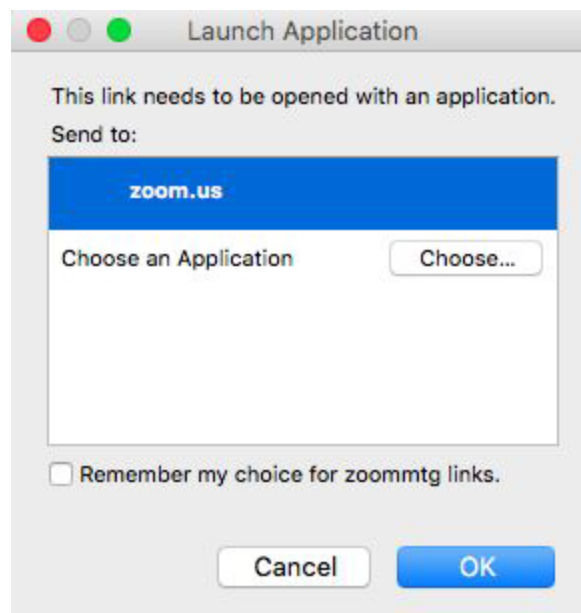
Before the meeting, close any other programs—like Skype, videos, or audios—that may play. Turn off noisy appliances and close any doors, as needed. Plug your earbuds/headphones into your computer, ready for use.

#### Step 2

Click on the meeting link to join.

#### Step 3

A box like this (below) will open on your browser. Click to highlight “zoom.us.” Click OK.

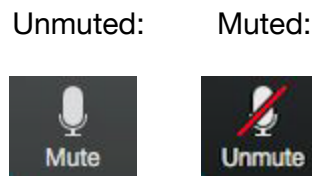


If a message appears that says, “Please wait for the host to start the meeting,” you can simply wait. As soon as the host starts the meeting, you will automatically be added.

#### **Step 4**

A small chime will sound when you enter the meeting.

Make sure your microphone is muted. The controls to mute/unmute your microphone are in the bottom left corner of the screen.



#### *Interact during the Zoom meeting:*

To ask a question or make a comment, you can type it into the meeting’s chat window by clicking the “Chat” button in the Zoom menu.

The meeting host also has the ability to mute and unmute your microphone. Follow the hosts instructions about un-muting and speaking.

If you have a webcam, the controls to turn on and off your video feed are in in the bottom left corner of the screen.