



## Guidelines for Student Interface via Zoom Conference

### How to create an account:

1. Go to <https://zoom.us/ent?zcid=3172> and select “**SIGN UP, IT’S FREE**” or download the Zoom app onto your smartphone
2. Use your personal email to create an account and activate it once you receive the activation email
3. Create your profile

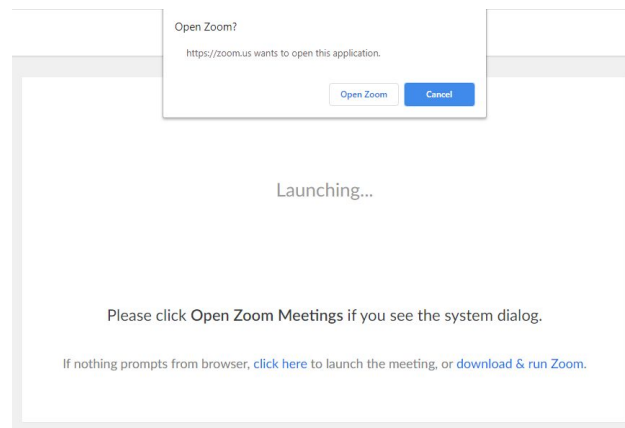
**\*You do NOT need to make an account to join a Zoom conference meeting! It is optional, even on the app.**

### How to join a conference call through the app:

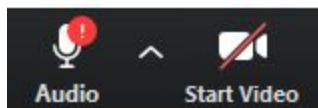
1. Find the meeting invitation that has information on the Meeting topic, time, URL address, Meeting ID, and the phone number you can dial to join the call
2. Type in the Meeting ID when you open the app and indicate how you would like to join
  - a. For example, select “**Call using internet audio**” to listen to the Meeting
3. If you sign in to your account, click “**Join**” and then type in the the Meeting ID to join
  - a. You will be prompted to select how you would like to join the call. For example, select “**Call using internet audio**” to listen to the Meeting.
4. You are able to participate in the chat group by tapping your screen and selecting “**More**” and then “**Chat**”

### How to join a Zoom call through your web browser:

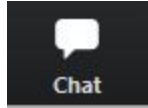
1. Find the meeting invitation that has information on the Meeting topic, time, URL address, Meeting ID, and the phone number you can dial to join the call
2. Copy the URL into your web browser. You will see the following prompt:



- a. Select “**Open Zoom**” to open the application or you can also elect to start from your browser by clicking “**click here**” and “**Cancel**” and wait for the message “**If you cannot download or run the application, start from your browser**” to open a web browser for the meeting
3. There are icons at the bottom left of the screen to control your audio and video settings



4. You are able to participate in the “**Chat**” if you do not have a microphone by clicking this icon at the bottom of the display:



**How to join a Zoom call through phone call:**

1. Find the meeting invitation that has information on the Meeting topic, time, URL address, Meeting ID, and the phone number you can dial to join the call
2. Dial the US Toll number and then enter the Meeting ID followed by # to join the Meeting