

Radius' Work Readiness Program - Getting Started with Zoom

Before your start date:

On a phone/tablet: Go to the Apple or Google Play Store and search for the **ZOOM Cloud Meetings** app and install on your phone.

On a computer: Go to www.zoom.us and sign up for free in the top right corner of the screen. Use an email address and create a password to use for each login.

If you don't do this ahead of time, you will be asked to download and install Zoom when you click on the link in your email invitation from Radius. This takes a few minutes.

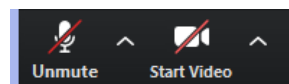
Watch for our email with the Meeting link. That's it – you are ready!

On your start date – Join a Meeting

Open your email invitation from Radius. Copy the password (or write it down). Click on the link in the email. Paste (or enter) the password when asked.

For the first meeting, Zoom will ask for access to your microphone and camera.

Check your Mic and Video



After you join, click on the mic picture in the bottom left corner of your screen (like the one above). If there is a line through the mic you are muted. The video camera is right of the mic. If there is a line through it, your video is turned off. Click on each icon once to turn it on.

Tip: Zoom uses up your phone battery so try to plug in to your charger in meetings.

Sound trouble on your computer?

- Go to the Windows icon on the bottom left hand side of your screen.
- Go into SETTINGS, Choose SYSTEM
- Then Choose SOUND
- Input MICROPHONE and Troubleshoot to find the error
- Test your microphone again

Want to learn more? Go to Zoom here:

<https://support.zoom.us/hc/en-us/categories/200101697>

or call Radius at (306) 665-0362

No camera? Join by audio only:

Joining meeting audio by phone

1. After joining a Zoom meeting, you will be prompted to join the audio automatically. If this prompt does not appear or you close out of it, click **Join Audio** in the meeting controls.



2. Click **Phone Call**.

Note: If you are subscribed to the call out add-on, you can join the meeting by having Zoom dial your phone number.



Dial: +1 669 900 6833
+1 646 876 9923
Or 877 853 5247 (Toll Free)
888 788 0099 (Toll Free)

Meeting ID: 727 288 954

Participant ID: 44

Done

3. Follow the instructions for dialing in:

- Select the country you're calling from in the flag drop-down menu.
- Call one of the numbers provided.
- Enter your meeting ID followed by #.
- Enter your participant ID followed by #.