Family Video/Audio Conferencing 📹

Background:

Zoom is a web-based conferencing tool. It allows you to participate in conferences using a telephone, laptop/desktop, or tablet/smartphone. Conferences can be face-to-face through the use of a web camera or audio only using a standard telephone. The center that your family member is located within will send you an email with all of the details to join the conference. In order to participate in a video conference, you will need to follow the steps below. If you are only planning to join the conference using a telephone, please skip to page 2.

Best Practices:

We **highly recommend** that you read through the best practices below **before** the scheduled date/time of your conference. This will help you determine the best way to join and participate in the conference. We want to ensure that you have the best experience during your conference with your family member.

- Determine how you would like to participate in the conference: audio only or video.
- If you are planning to join a video conference, you must have the following:
  - Access to a webcam, tablet (such as an iPad), or smartphone device that has a connected and functioning camera.
  - Stable access to an Internet connection and/or Wifi if accessing from a tablet/smartphone device.
  - Functional computer or device audio - speakers and microphone
    - We highly suggest testing your audio prior to joining the conference
- We suggest clicking on the meeting link **prior to the start date/time of your meeting** for setup purposes. Doing this will not impact the originally scheduled meeting.

Join the conference from a desktop:

1. Open the email you received from the center with your conference details.
2. Within the email, **click on the link** under *Join Zoom Meeting.*
3. You may be prompted to install the Zoom app. If so, click **Cancel**.
4. You will see a "Launching…" page with a link that states "If you cannot download or run the application, join from your browser." **Click on the join from your browser link**. **Note:** This may vary based on computer and/or browser.
5. You will be redirected to join the meeting. **Enter your name** in the name field and **click the Join** button.
6. The meeting will open. If prompted to select an audio connection, please select as appropriate based on your computer settings.
7. When the meeting is finished, click **Leave Meeting** located in the lower right corner of your screen.

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Join the conference from an iPad/iPhone:

Note: You will need to install the Zoom app on your device and will need a valid Apple ID in order to install the app.

1. Go to the **App store** and **search for Zoom (Zoom Cloud meetings).**
2. Tap **Get** and then **Install**. The Zoom app will be installed on your device and allow you to access the meeting link from your device.
3. Using your device, **open the email** you received from the center with your conference details.
4. Within the email, **tap on the link** under *Join Zoom Meeting.*
5. The Zoom app will open and the meeting can occur. When the meeting has finished, **tap Leave Meeting**.

Participating from a Telephone:

1. **Open the email** you received from the center with your conference details.
2. **Dial the number** listed under the "Dial by your location" section.
3. Enter the **Meeting ID** and press **#**.
4. If you are asked to enter a Participant ID, just press **#** to continue.
5. You will be joined to the audio conference. When finished, simply hang up the phone.

Support:

- Please visit **https://support.zoom.us/hc/en-us**