



ENGLEWOOD  
HEALTH

# Zoom Instructions

| Topic  | Page  |
|--|-------|
| What a Zoom Email Invite looks like                                    | 3     |
| How to download Zoom (for computers/laptops)                           | 4-8   |
| How to download the Zoom App for cell phones/mobile devices            | 9     |
| How to open a Zoom Email Invite on a computer/laptop                   | 10-12 |
| How to open a Zoom Email Invite on a cell phone/mobile device          | 13    |
| How to Enter a Meeting ID (On a computer/laptop)                       | 14-15 |
| How to Enter a Meeting ID (on a cell phone/mobile device)              | 16    |
| How to Enter a Passcode (on a desktop/laptop)                          | 17-18 |
| How to Enter a Passcode (on a cell phone/mobile device)                | 19    |
| How to Turn On Sound Before a Meeting                                  | 20    |
| How to Turn On Your Video Before a Meeting                             | 21    |
| How to Call-In (ONLY IF YOU DO NOT HAVE A MICROPHONE ON YOUR COMPUTER) | 22-23 |
| How to use your Zoom Screen during a meeting                           | 24    |
| How to leave a meeting   | 25    |

# What a Zoom Email Invite Looks Like

Join Zoom Meeting  
<https://ehmchealth.zoom.us/j/9798> ← 1. Link to open a meeting

Meeting ID: 979 8709 3625 ← 2. Meeting ID to enter meeting  
Passcode: 125271 ← 3. Passcode for meeting

Dial by your location  
+1 646 558 8656 US (New York) ← 4. Number to dial-in ONLY  
IF YOUR COMPUTER DOES NOT HAVE A MICROPHONE

Meeting ID: 979 8709 3625  
Passcode: 125271

# How to Download Zoom

# How to Download Zoom on a Computer/Laptop:

**You do not need to make a Zoom account to open a meeting!**

Join Zoom Meeting

<https://ehmchealth.zoom.us/j/9798>

Meeting ID: 979 8709 3625

Passcode: 125271

Dial by your location

+1 646 558 8656 US (New York)

Meeting ID: 979 8709 3625

Passcode: 125271

1. Click the link under “Join Zoom Meeting”
2. You will be told to download Zoom, but you **DO NOT** need to make an account


# What the Download Screen Will Look Like

1. Click “Download and run Zoom”
2. The download link at the bottom will appear – Click it

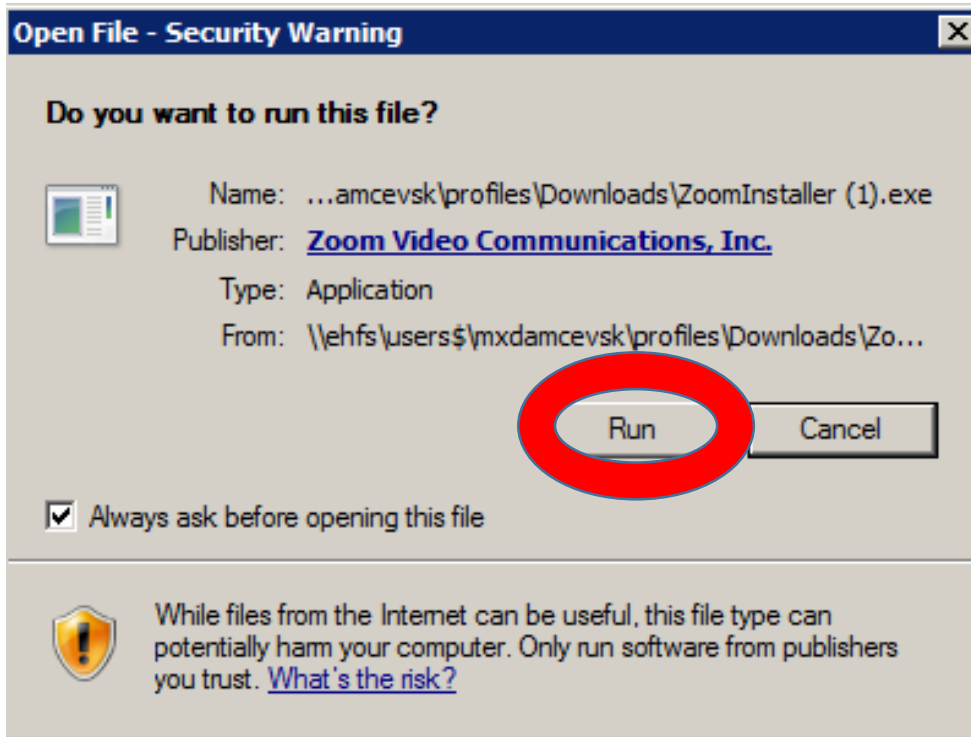
When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#)

Copyright ©2020 Zoom Video Communications, Inc. All rights reserved.

 ZoomInstaller (1).exe

# Download Zoom to Computer (Continued)

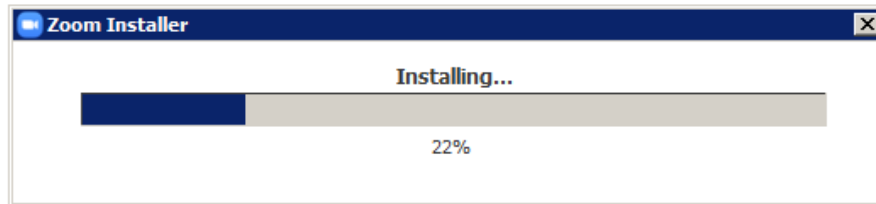


Click the “Zoom installer” prompt  
- This box will appear:

1. Click “Run”
2. This will download Zoom

# Download Zoom to Computer (Continued)

*Need someone else to schedule your meetings? Here's how.*



Connect with Us



1. After clicking “Run”, the Zoom download will start
2. Zoom is now downloaded and the zoom meeting will open

**NOTE: If the meeting does not open right away, close out of the Zoom webpage, go to the Zoom email link again, and click the link to reopen the meeting  
- YOU WILL NOT NEED TO DOWNLOAD ZOOM AGAIN**



# How to Download Zoom to a Mobile Device/Phone:

You will need to download the Zoom App:



1. Search Zoom in the App store (it will look like the icon to the left)
2. Download Zoom to your mobile device (it is free!)

# How to Open a Zoom Link

IF ZOOM IS ALREADY INSTALLED

# How to Open Zoom Link on a Desktop

## Join Zoom Meeting

<https://ehmchealth.zoom.us/j/9798>

Meeting ID: 979 8709 3625

Passcode: 125271

Dial by your location

+1 646 558 8656 US (New York)

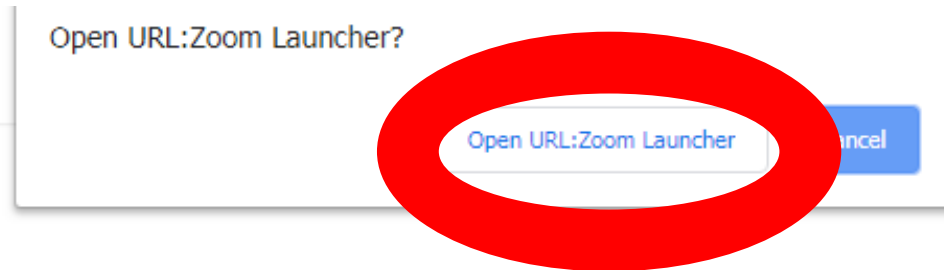
Meeting ID: 979 8709 3625

Passcode: 125271

1. Click the link in the email invite to open the meeting

# How to Open Zoom on a Desktop/Laptop

2. Click “Open Zoom Launcher”
  - This will open the Zoom meeting automatically



When system dialog prompts, click **Open Zoom Meetings**.

# How to Open a Zoom Link on a Mobile Device/Phone

## Join Zoom Meeting

<https://ehmchealth.zoom.us/j/9798> 

Meeting ID: 979 8709 3625

Passcode: 125271

Dial by your location

+1 646 558 8656 US (New York)

Meeting ID: 979 8709 3625

Passcode: 125271

1. Click the link in the email invite to open the meeting
2. If a pop-up appears asking if you want to open the Zoom App, click **yes**
3. The Zoom app will open the meeting

# Entering a Meeting ID

ONLY IF ASKED FOR ONE

# Enter a Meeting ID on Desktop/Laptop

Join Zoom Meeting  
https://ehmchealth.zoom.us/j/9798

**Meeting ID: 979 8709 3625**  
Passcode: 125271

Dial by your location  
+1 646 558 8656 US (New York)  
Meeting ID: 979 8709 3625  
Passcode: 125271

1. If you are asked for a Meeting ID, you will find it in the email invite **here**
2. Enter the 11-digit # into the box and click "Join"

Join a Meeting

Meeting ID or Personal Link Name

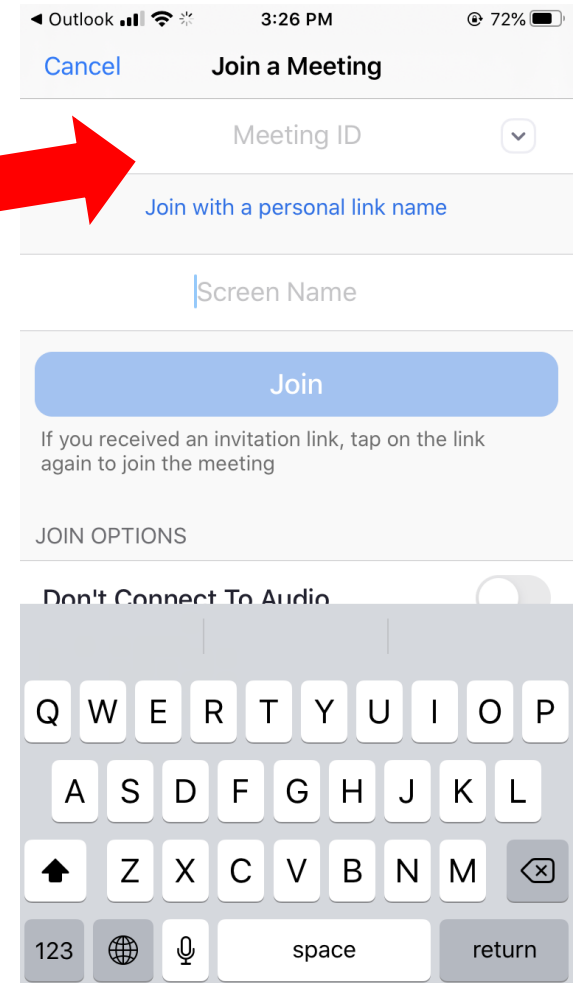
Join

# Enter a Meeting ID on a Cell Phone/Mobile Device

Join Zoom Meeting  
<https://ehmchealth.zoom.us/j/9798>

**Meeting ID: 979 8709 3625**  
Passcode: 125271

1. Enter the 11-digit Meeting ID number from the email invite
2. Type your name (This is how your name will show during the Zoom meeting)
3. Click “Join”





# Entering a Passcode

ONLY IF ASKED FOR ONE

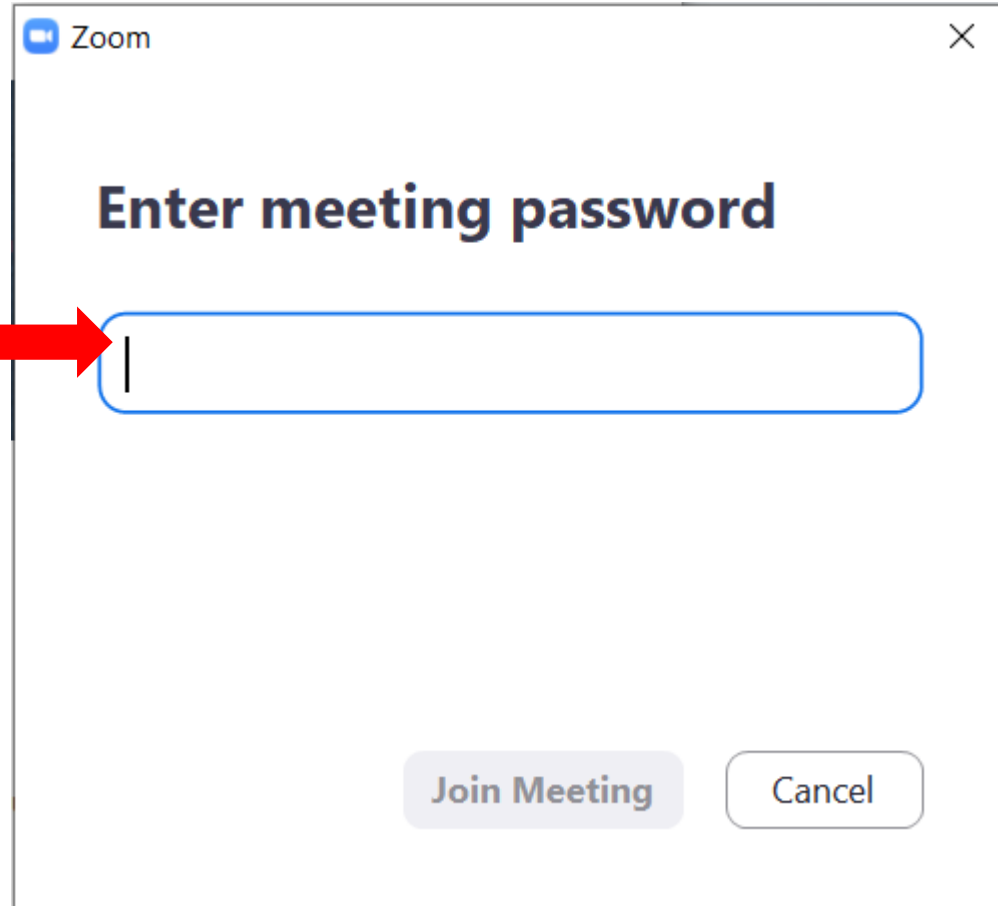
# Entering a Passcode on a Computer/Laptop

Join Zoom Meeting  
<https://ehmchealth.zoom.us/j/9798>

Meeting ID: 979 8709 3625

Passcode: 125271

1. If told to enter the passcode, find it in the Zoom Email Invite as shown above
2. Type the passcode into the box
3. Click “Join Meeting”



Zoom

Enter meeting password

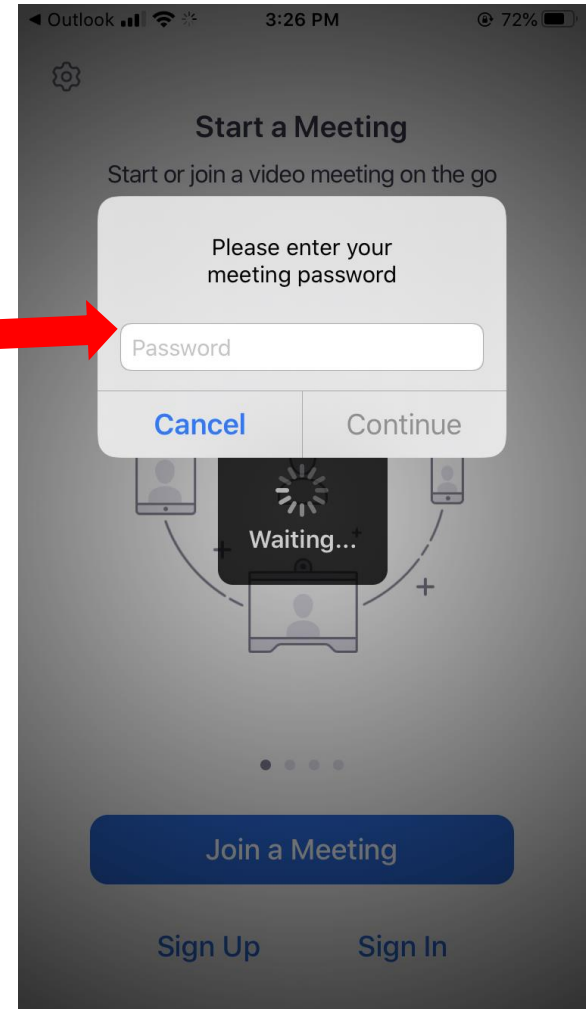
Join Meeting Cancel

# Entering a Passcode on a Cell Phone/Mobile Device

Join Zoom Meeting  
<https://ehmchealth.zoom.us/j/9798>

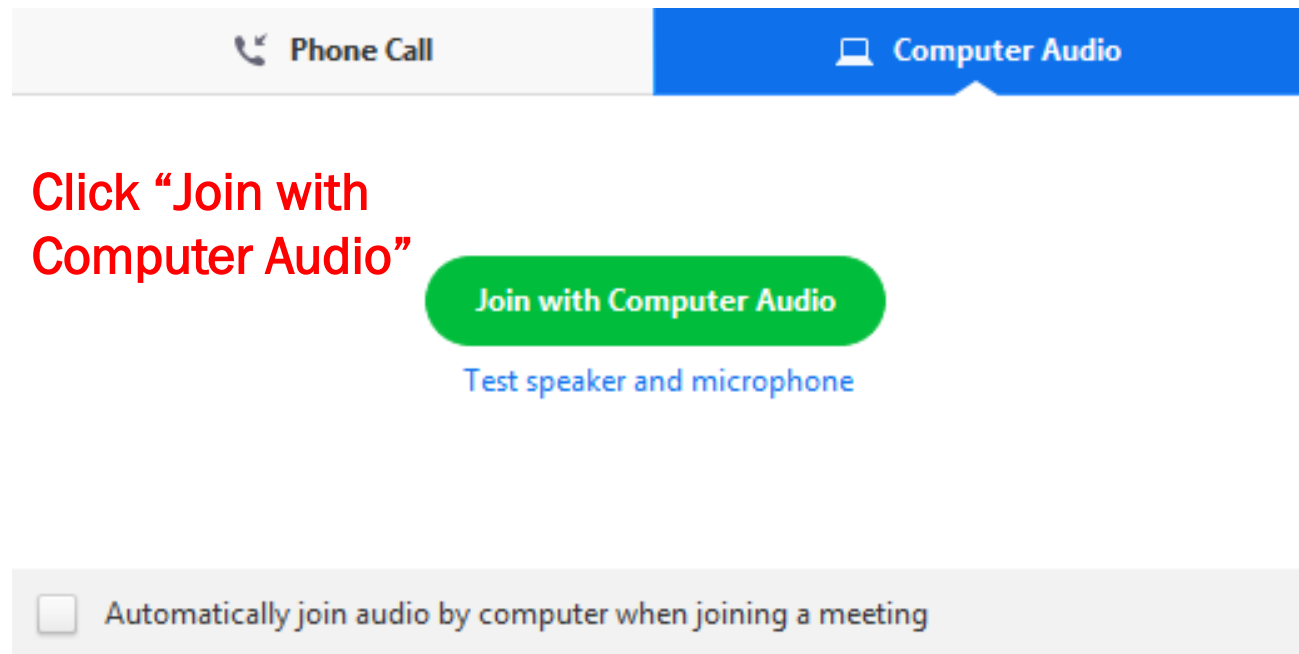
Meeting ID: 979 8709 3625  
Passcode: 125271

1. After entering the Meeting ID, you may be prompted for a passcode
2. It is found under the Meeting ID in the Zoom Email Invite
3. It may be a series of numbers or a word
4. Enter it in the box
5. Click “Join meeting”



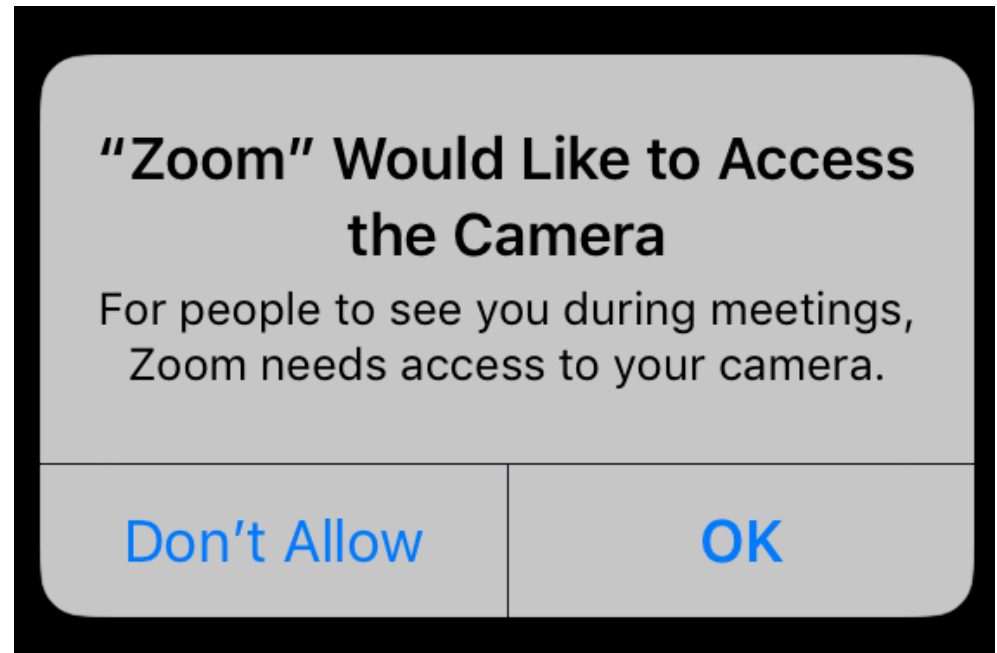
# Zoom Settings: Sound

1. To make sure you can hear others and others can hear you, click **“Join with computer audio”** when the pop-up appears



# Zoom Settings: Video

1. When joining a Zoom meeting, Zoom will ask to use your camera
2. Click “OK”
3. This will allow others to see you in the meeting



# Calling-In

ONLY IF YOUR COMPUTER DOES NOT HAVE A MICROPHONE

# Call-In

## ONLY IF YOUR COMPUTER DOES NOT HAVE A MICROPHONE

- In the Zoom email invite, there will be a number to “dial-in”

Join Zoom Meeting

<https://ehmchealth.zoom.us/j/9798>

Meeting ID: 979 8709 3625

Passcode: 125271

Dial by your location



+1 646 558 8656 US (New York)

Meeting ID: 979 8709 3625

Passcode: 125271

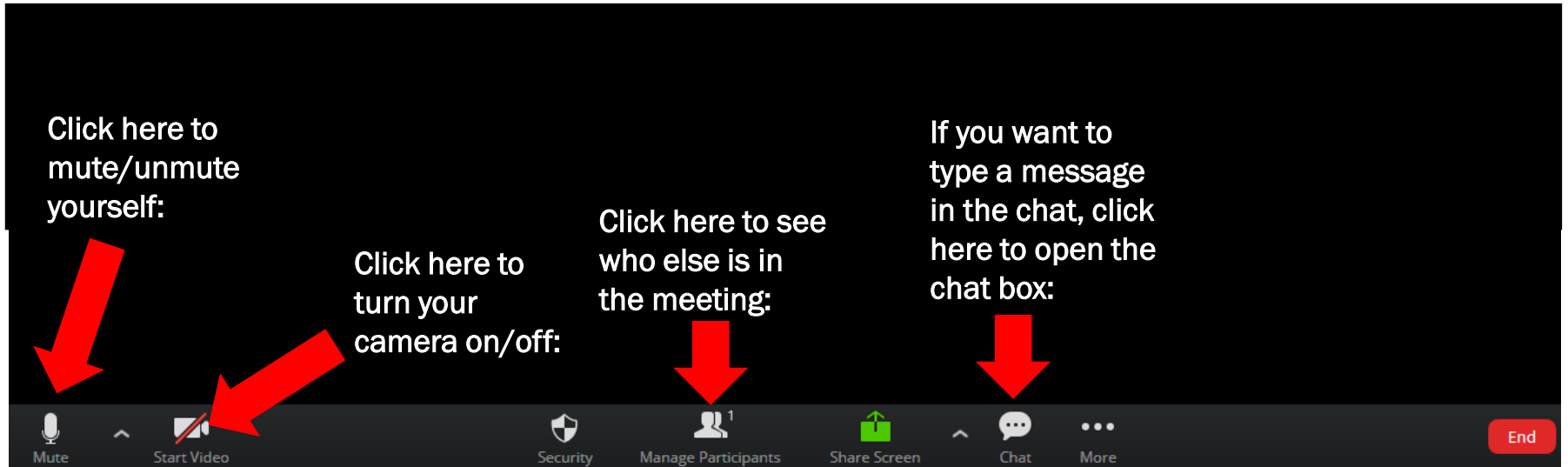
**Step 1:** Dial the number

**Step 2:** You will be told to enter Meeting ID – type the # using the phone keyboard

**Step 3:** Type the passcode by typing phone keyboard

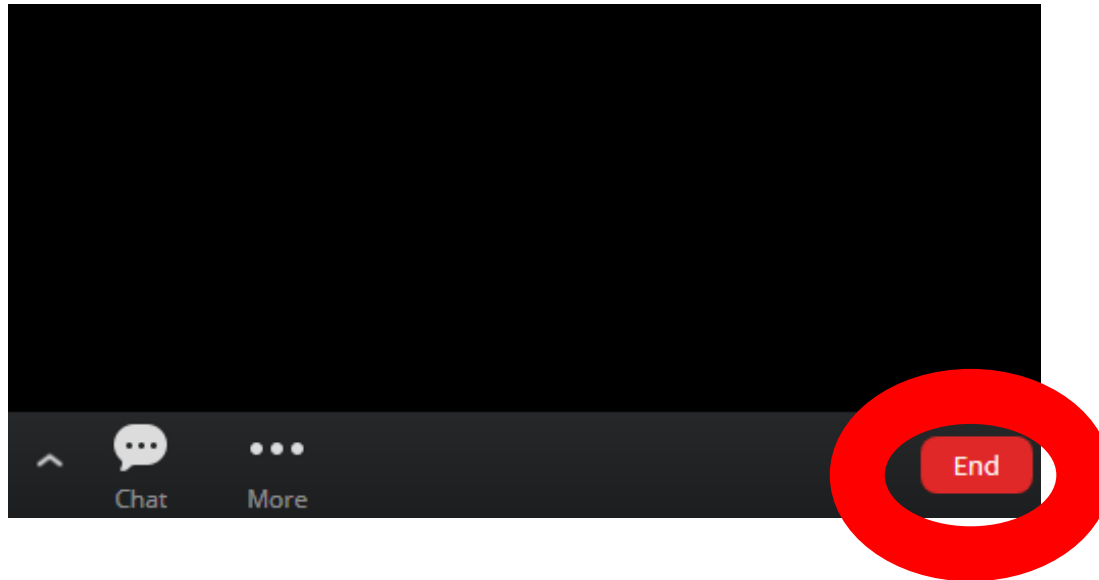
# How to Use Your Zoom Screen

1. How to mute/unmute yourself
2. How to turn your camera on/off
3. How to see other participants in the meeting
4. How to use the chat





# How to Leave a Meeting



1. At the bottom right-hand corner, there is a button that says “End”
2. Click “End”
3. Zoom will ask “Are you sure you want to leave the meeting?”
4. Click “Yes” to leave the meeting

For More Help:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting> – Help with joining a meeting

<https://support.zoom.us/hc/en-us/sections/200305593-Troubleshooting>  
- General Zoom Help