

Dear All,

After a lot of learning and some good feedback from you all on how your finding Zoom, we have found a way to streamline the process. The new method removes the need to consistently send out new and updated meeting links.

Instead, every meeting has been assigned a meeting number. The number stays the same for any recurring meeting.

In layman's terms, instead of clicking a link, you now click Join Meeting on the Zoom webpage and then enter the meeting number.

Think of it like a phone number. The number stays the same each time you dial, and it goes to the same phone. But you can hang up and redial as many times as you like. This works just the same way, the meeting number is like the phone number, so when type it in or 'dial' it, it will take you to the meeting.

A separate document with all the meeting numbers will be emailed to you. Think of this as your phone book for Zoom meetings!

A step by step guide is below.

1) Go to the Zoom Webpage <https://zoom.us/>

Video Conferencing, Web Conferencing, Cloud Meetings, 1-on-1, and Team Meetings

Zoom

Video Conferencing, Web Conferencing, Cloud Meetings, 1-on-1, and Team Meetings

Guest

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

SOLUTIONS PLANS & PRICING CONTACT SALES

JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

How to adapt to remote working

Tools, tips, and information to help you stay connected and productive in a remote work environment

Start Working Remote

We have developed resources to help you through this challenging time. [Click here to learn more.](#)

Help

Type here to search

11:56 AM 6/04/2020 ENG

2) Click on the blue writing saying "Join a Meeting"

The screenshot shows the Zoom website on a mobile browser. The browser's address bar displays "Video Conferencing, Web Conferencing, Webinars, Cloud Meetings | zoom.us". The navigation menu at the top includes "SOLUTIONS", "PLANS & PRICING", "CONTACT SALES", "JOIN A MEETING", "HOST A MEETING", "SIGN IN", and "SIGN UP, IT'S FREE". A red arrow points to the "JOIN A MEETING" link. Below the navigation, the main content area features the heading "How to adapt to remote working" and the subtext "Tools, tips, and information to help you stay connected and productive in a remote work environment". An orange button labeled "Start Working Remote" is positioned below the subtext. A light green banner at the bottom of the page contains the text "We have developed resources to help you through this challenging time. Click here to learn more." with a red arrow pointing to the "Click here" link. The mobile interface includes a search bar at the bottom, a status bar with the time "11:56 AM" and date "6/04/2020", and various system icons.

3) A new page will open up, with a white box above a blue button saying "Join". Type the 9 digit meeting number into the white box.

Join a Meeting

111 111 111

Join

TYPE NUMBER HERE

Join a meeting from an H.323/SIP room system

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

SOLUTIONS PLANS & PRICING CONTACT SALES

About Download Sales Support

Type here to search

Help

11:57 AM 6/04/2020 ENG

4) Then click the blue button that says "Join"

The screenshot shows the Zoom website's 'Join a Meeting' page. At the top, the Zoom logo is on the left, and navigation links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', 'SIGN UP, IT'S FREE', 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT' are on the right. The main content area features the heading 'Join a Meeting' above a text input field containing '111 111 111' and a prominent blue 'Join' button. A large red arrow points directly to the 'Join' button. Below the button, there is a link that reads 'CLICK HERE' with the text 'Join a meeting from an H.323/SIP room system' underneath it. The bottom of the page contains a dark navigation bar with links for 'About', 'Download', 'Sales', 'Support', and 'Help', along with system icons for Windows, search, and taskbar.

5) At this point a loading screen will pop up. You do not need to do anything. The screen should show for less than a minute.

The screenshot shows a web browser window with the address bar containing the URL `zoom.us/j/9075948894?status=success`. The Zoom logo is visible in the top left. A dialog box is open in the center, asking "Open Zoom?" and providing the URL `https://zoom.us` with "Open Zoom" and "Cancel" buttons. The main content area displays "Launching..." and instructions: "Please click Open Zoom Meetings if you see the system dialog. If nothing prompts from browser, click here to launch the meeting, or download & run Zoom." The bottom of the screen shows a Windows taskbar with search bars, task icons, and a system tray with a Zoom icon, date, and time.

6) Now click the white button that says "Open Zoom"

7) A box with your face in it should now appear on screen. Click the blue button that says "Join with Video"

The screenshot shows a web browser window with the Zoom logo and a URL: zoom.us/j/209544701?status=success. The browser's address bar shows "Launch Meeting - Zoom" and "Guest". The Zoom logo is visible in the top left corner. A "Support English" dropdown menu is located in the top right corner. A "Video Preview" dialog box is centered on the screen, featuring a video feed of a woman with long brown hair. The dialog box contains a checked checkbox labeled "Always show video preview dialog when joining a video meeting" and two buttons: "Join with Video" (highlighted in blue) and "Join without Video". A "Close" button is in the top right corner of the dialog box. Below the dialog box, the text "If nothing" is partially visible. At the bottom of the browser window, there is a copyright notice: "Copyright © 2020 Zoom Video Communications, Inc. All rights reserved. Privacy & Legal Policies". The Windows taskbar is visible at the bottom, showing the Start button, search bar, and several application icons. The system tray in the bottom right corner shows the time as 12:06 PM on 6/04/2020, along with icons for network, volume, and other system functions.

