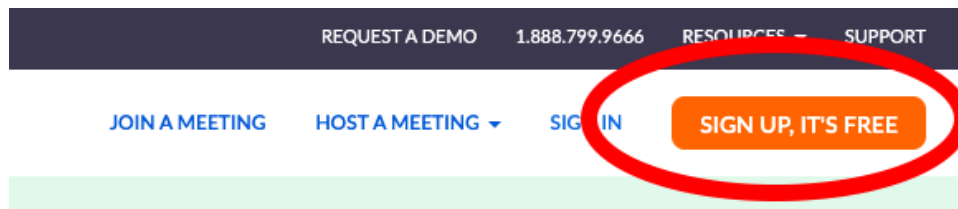


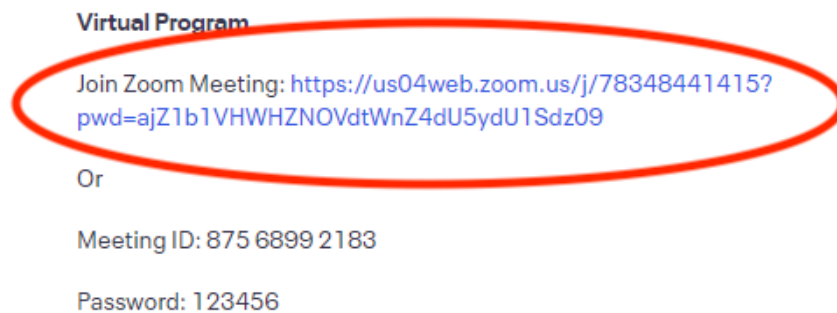
Zoom is a free online video conferencing program that VPL uses to host virtual programs. Meetings are hosted by library staff and participants can join after receiving a link or Meeting ID. The following instructions will show you how to join a Zoom program as a participant on your desktop and your mobile device.

How to join a VPL Zoom program on your Desktop:

1. Go to www.zoom.us. If you do not have a Zoom account, sign up for one by clicking the *Sign Up, It's Free* button and following the prompts.



2. One way to access a virtual Zoom program is by clicking the *Join Zoom Meeting* link provided to you.



Clicking this link will open a new tab. If the program is recurring, you will be asked to select a date and to register your information. You will then be provided with a link to access the program. If the program is not recurring, no registration is required.

Topic Live Book Club

Description VPL's biweekly virtual book club

Time Please choose only one meeting to attend.
Jul 16, 2020 07:00 PM
Time shows in Eastern Time (US and Canada)

Click the drop-down menu to select a date

First Name*

Last Name*

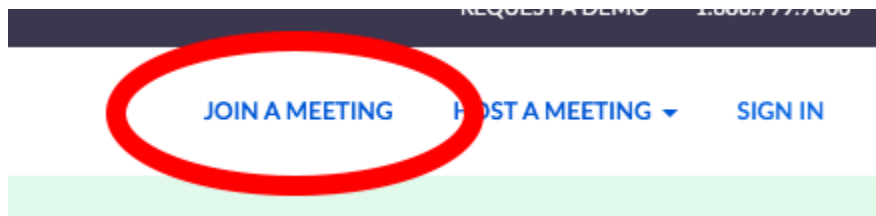
Email Address*

Confirm Email Address*

* Required information

Register

- Another way to join a Zoom program is by clicking *Join a Meeting* on the Zoom homepage. You will need the **Meeting ID** and **Password** provided to you by VPL.



Virtual Program

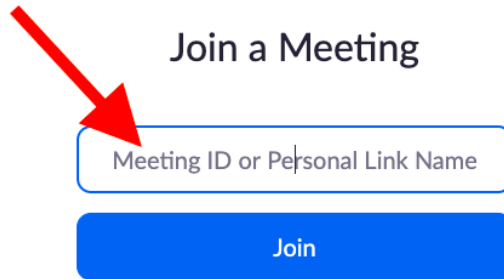
Join Zoom Meeting: <https://us04web.zoom.us/j/78348441415?pwd=ajZ1b1VHWHZNOVdtWnZ4dU5ydU1Sdz09>

Or

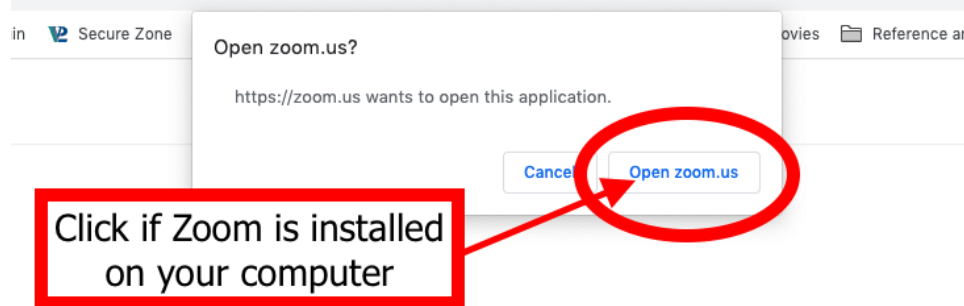
Meeting ID: 875 6899 2183

Password: 123456

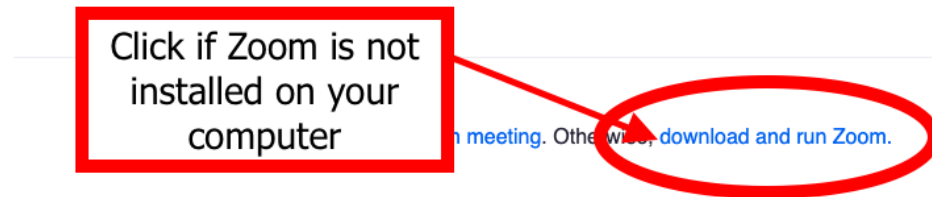
4. Enter the Meeting ID when prompted and click *Join*.



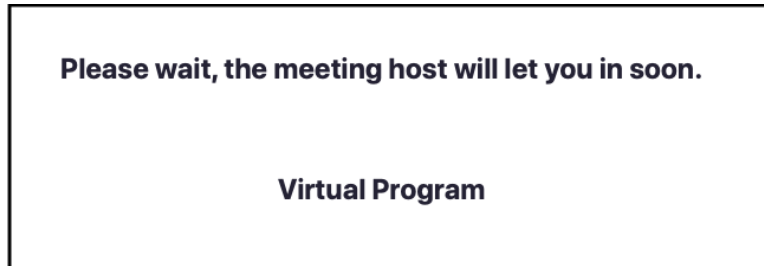
5. Both ways of accessing the Zoom program will prompt you to open the Zoom software by clicking *Open zoom.us*. If the software is not already installed on your computer, click *Download and run Zoom*.



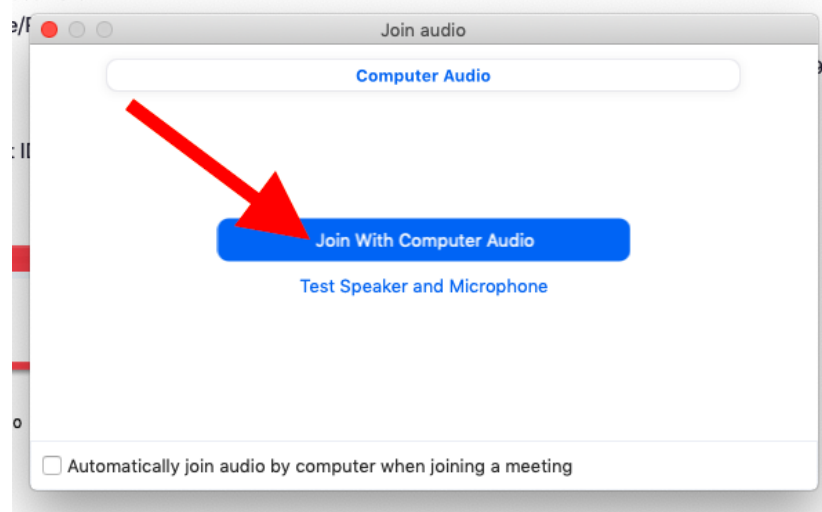
When system dialog prompts, click **Open zoom.us**.



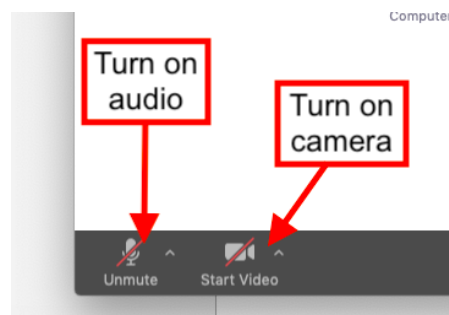
6. Enter the provided **Password**, if prompted, and click *Join*. If the program has not started, Zoom will not allow you to join yet. If the program has started, you may be placed in a virtual Waiting Room. The host will admit each participant.



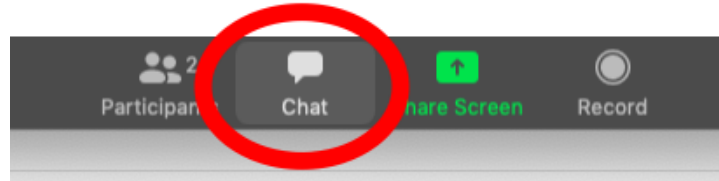
7. Zoom requires access to your computer's audio and microphone (if plugged in). When prompted, select *Join with Computer Audio*.



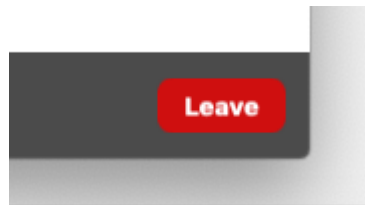
8. Most Zoom hosts will automatically mute your audio and turn off your camera when you join a program. If you would like to unmute yourself or turn on your camera, click *Unmute* and *Start Video* on the bottom-left of the Zoom screen.



- Zoom also has a Chat feature which allows you to type messages to program participants. Click the **Chat** button at the bottom of the screen to open a chat box.

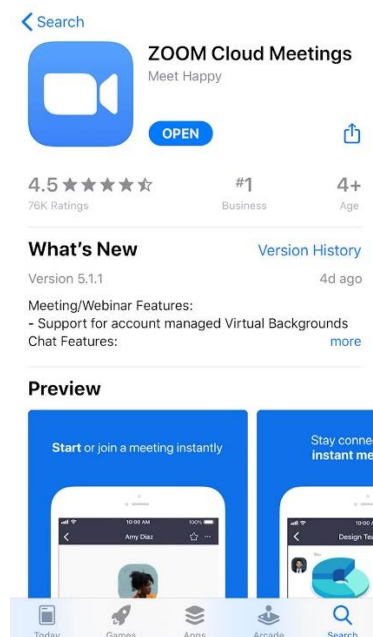


- To leave a program, click the *Leave* button in the bottom-right corner of the screen. Then select *Leave Meeting*.



How to join a VPL Zoom program on your Mobile Device:

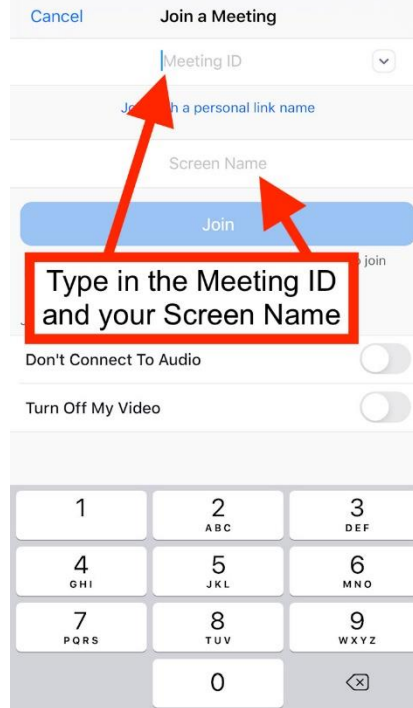
- Download the **Zoom** app from your device's App Store or Play Store. Open the app once download is complete.



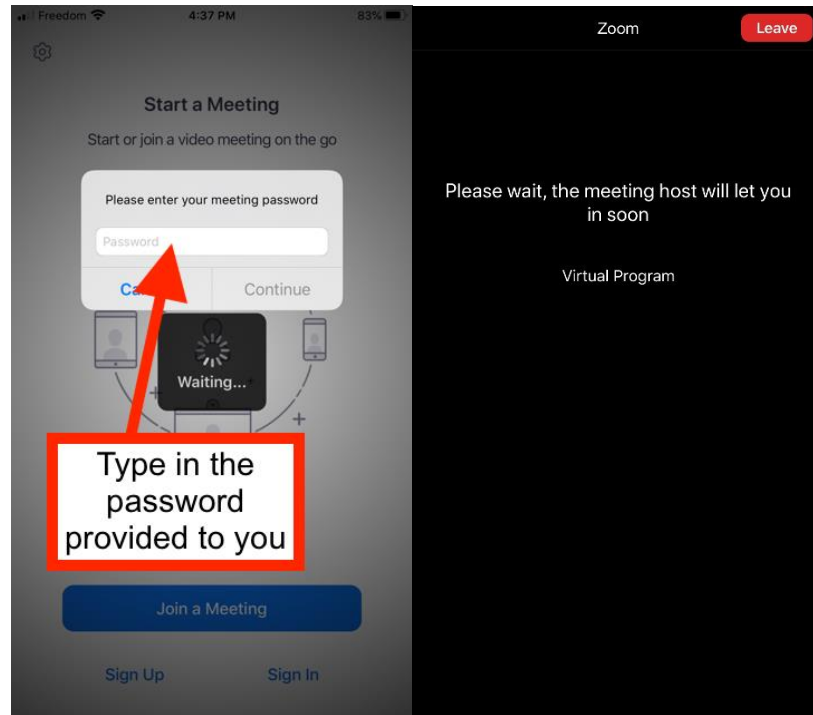
2. Tap *Join a Meeting*. You will need the **Meeting ID** and **Password** provided to you by VPL.



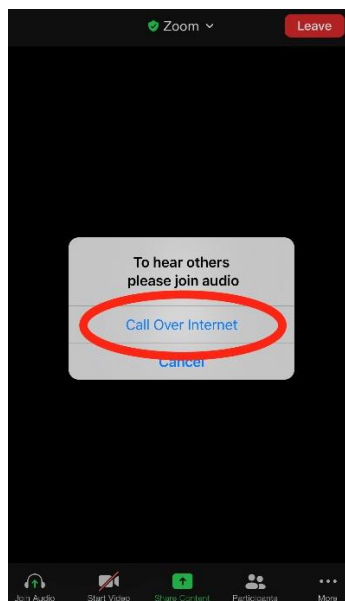
3. Type in the **Meeting ID** and your desired **Screen Name**. You also have options for audio and video, though these may be set for you by the program host. Then tap *Join*.



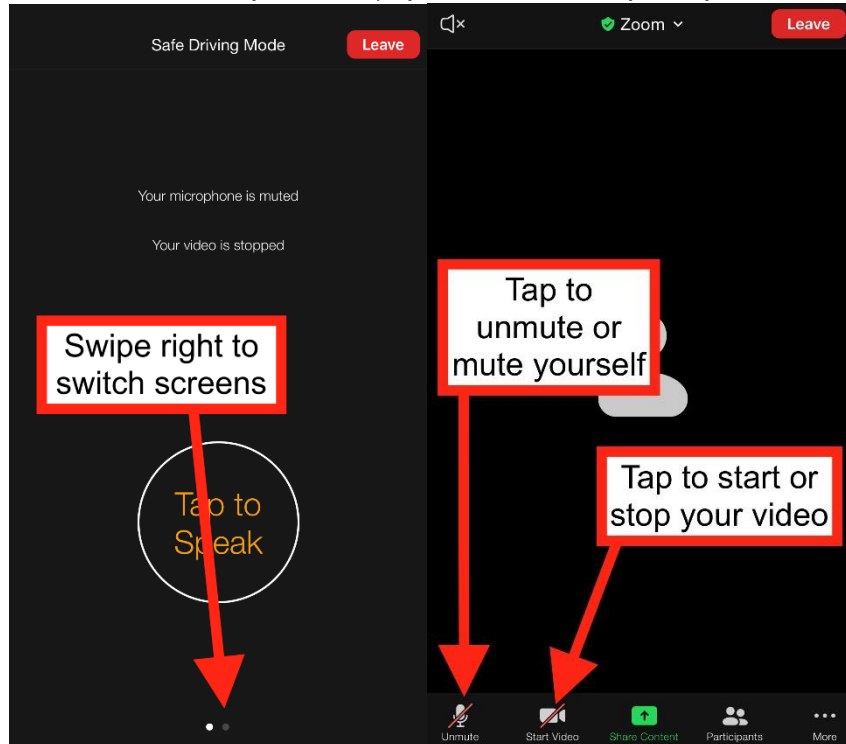
4. Type in the **Password** provided to you and tap *Continue*. You may be placed in a virtual Waiting Room. The host will admit each participant.



5. To hear audio from the program participants, select **Call Over Internet** when prompted.



6. Most Zoom hosts will automatically mute your audio and turn off your camera when you join a program. Swipe right to the second screen in order to *Unmute/Mute* your audio, or to *Start Video/Stop Video* (tap the screen to pull up the bottom menu).*



**Zoom requires access to your microphone and camera. You may be prompted to allow access through your mobile device settings.*

7. To leave a meeting, tap the *Leave* button in the top-right corner. Then tap *Leave Meeting*.

