

Don't be afraid to try one of our ZOOM meetings.... Here is a step by step guide on how to log on.

## To join a ZOOM meeting by computer

- 1. Open your invitation in your e mail and click "Join"
- 2. If this is the first time you're joining a meeting, your computer will attempt to download the desktop app. You can do this, or you can click on "Join from your browser." This will open in your preferred web browser (such as Internet Explorer, Chrome, etc)
- 3. Enter your name and email address and click "Next"
- 4. Choose how you want to hear the webinar:
  - Select "Use computer for audio". This will allow you to listen through headphones or through your computer speakers and watch on your computer.
- 5. Your microphone will be muted by the webinar host so nobody will hear you. You will not be seen either.
- 6. We have set up the meeting so that all the attendee's video cameras are turned off. You will be able to see the Doctor and his slides but other attendees and the Doctor will not be able to see you.

## If you do not have a computer you can join by phone

- 1. Click "Join meeting." To join a meeting by phone (audio only):
- 2. Open your meeting invitation, and dial one of the numbers listed under "Join by phone"
- 3. Enter the meeting code found on the invitation, when prompted. Once you're connected, you'll be able to hear the speaker. Your phone will be muted upon joining the meeting; however, please mute your line anyway by clicking the button that looks like a microphone. If you are on a landline, press the "mute" button