

# HOW TO USE zoom WITH A LAPTOP

1

## GO TO ZOOM.US

On your web browser go to Zoom.us Once there, click the "JOIN A MEETING" button in the upper right corner.

2

## JOIN A MEETING

In the location that says "Meeting ID or Personal Link Name" enter the meeting ID number you received. Then click the blue "Join" button.

3

## PASSWORD

On this screen, enter the password you received in the "Meeting password" box and click blue "Join Meeting" button.

4

## PREVIEW AND MEETING

On this screen, you can preview your video. Then you will now part of the meeting. If you logged in early you will be placed in a waiting room and will join the meeting automatically when it starts.