**How to Access Scheduled Meetings:**

If you have access to a computer without a microphone or speaker, you can still see what is going on during the meeting while calling in with a landline phone or other phone.  The best way to access meetings will be using devices that have a speaker, microphone and video capabilities.

- **To access by phone:** (will not be able to see video)
    - You will be emailed the information to dial in to the meeting
    - Use the Zoom phone number given
    - When prompted, put in the unique meeting ID number and then press #
    - Press # when asked for a participant ID number
    - You are now able to listen into the meeting (if the host of the meeting has started)
    - Make sure the hosts knows your phone number to be able to give you access to speak during the meeting
    - If you need to be heard, press *9 to raise your hand to be recognized
- **To access by computer:** (best option if you have a microphone and speaker capability)(You can also dial in if you do not have a microphone or speaker capability)
    - You will be emailed a link to access the meeting
    - Click "Join from the Browser".  Type in your name that will show up during the meeting.  You do not have to create an account.
        - Otherwise, you will be prompted to download and run Zoom.
        - Click the file and download the launcher and wait for the meeting to start.
            - Once the host of the meeting starts the meeting, you will be able to join.
    - You can either join by video or by Audio Conference by Computer if you have microphone capabilities.
    - You have now joined in the meeting.  All participants that join are muted when entering the meeting.  The Host will unmute you once everyone has joined.
- **To access by app on smartphone:** (best option if you do not have a microphone or speaker on your computer)
    - Download the Zoom Cloud Meetings app from your smartphone.
        - You do not have to create an account.
        - Make sure to input your name when prompted that will show up during the meeting.
    - You can join in a meeting by using the unique meeting ID number that will be emailed to you before the meeting
    - All participants that join are muted when entering the meeting.  The host will unmute all members after everyone has joined.