

Zoom Webinar Instructions

Now a statewide mandate, communities across Western Colorado are adhering to strict physical distancing measures put in place to protect the health and well-being of as many community members as possible. But this doesn't mean we can't stay connected! As we move our offline actions online, at least for the time being, Zoom is a useful tool that allows individuals to connect virtually. If you are a first time user to Zoom on your computer, here are some easy first time set up instructions.

*** If you plan to join the webinar by phone only, you will not need to follow these instructions***

First time users should set-up zoom at least ten minutes in advance of the Webinar start time

1. Click on the Zoom link provided to you

<https://zoom.us/j/9567962079>

2. If joining from a mobile device

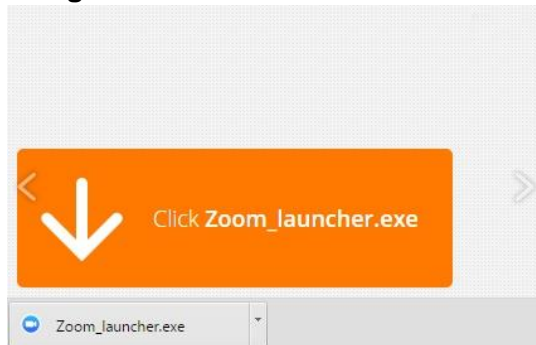
If you are joining from a mobile device (Android smartphone/tablet, Apple iPhone/iPad) then it will simply prompt you to download the Zoom Cloud Meetings app from the App/Play Store.

3. If joining from a computer

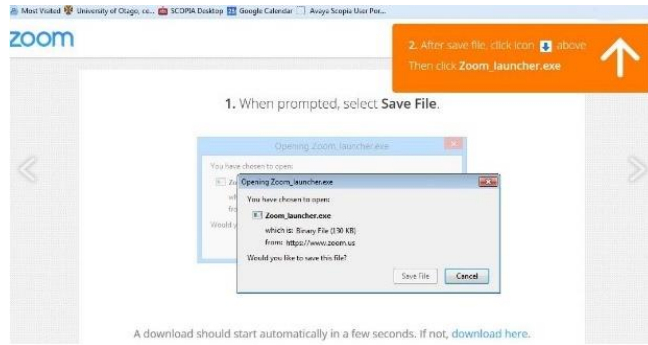
When entering a Zoom meeting for the first time from a computer you will need to download the application file. This process is easy to complete on all commonly used browsers.

Click 'Save File' and follow the instruction in the orange box.

Google Chrome



Mozilla Firefox



4. If an 'Application Launcher' or 'External Protocol Request' box appears, check the 'Remember my choice' option box and then click OK

5. Before entering the webinar you will be asked to enter your email address – this information is not shared with anyone other than the Webinar host, and will not be shared with candidates.

6. Joining Audio

You will be asked if you want to join the meeting **by phone** or using **computer audio**. If joining by phone only, you can call the following numbers to join. +1 669 900 9128 / +1 346 248 7799 and use Meeting ID: 956 796 2079

7. Once you've entered the meeting you can enable your webcam by clicking the camera icon, and chat with attendees by audio or using the text chat function.