

## Prior to the meeting on that day

- Download Zoom App if you don't have an App already installed.
- Have you got a Zoom account? If not sign up for an account.

### If Using Browser click on Sign up

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				REQUEST A DEMO AU	IS: 1.800.768.027	RESOURCES 🗸	SUPPORT
	PLANS & PRICING	CONTACT SALES	JOIN A MEETING	HOST A MEETING 👻	SIGN IN	SIGN UP, IT	'S FREE

### If using App click on Sign Up

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	Enter your email			
	Enter your password Forgot?			
	Sign In			
	Keep me signed in			
	or sign in with			
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- Make sure you have a copy of the interview schedule with Meeting ID and passcode.
- Sign in to Zoom
- $\circ$   $\;$  Check whether the device has enough charge if not connect to the charger.
- Check for Wi-Fi strength.
- Audio working? If external microphone, speaker (if no in-built audio) or headphone connected make sure the Zoom audio and video options are selected accordingly.
- Video Working? Make sure to select correct camera option



# Joining the meeting

## Option 1 – From App

1. Sign into your personal Zoom account	<ol> <li>Enter Student Name in front of your name so that the teacher can identify you and the</li> </ol>
ZOOM ~	student. Then Click <b>Join</b> .
Enter your email	Eg: Nathan Tran – Cynthia Tran
Enter your password Forgot?	5. Enter the Passcode JamesRAHS
C Keep me signed in	<ol> <li>If the below message shows up, click on Join with Computer Audio</li> </ol>
< G 0	Choose ONE of the audio conference options
SSO Google Facebook	Phone Call Computer Audio
< Back Sign Up	
2. Click on <b>Join</b> to join the meeting	Join with Computer Audio
<b>H</b> Join	Automatically join audio by computer when joining a meeting
3. Enter <b>Meeting ID</b> (provided in the email)	7. You will be waiting in a waiting room.
Zoom X	Once you enter the waiting room the
Join Meeting	teacher will be able to see that you are
Join Meeting	waiting and when they are ready, they will
Enter meeting ID or personal link name	let you in.
Enter your name	Please note you could be in the waiting room for up to 5 minutes.
Do not connect to audio	
Turn off my video	<ol> <li>Leave the meeting once the meeting is over and join the next meeting (5 minutes before the meeting starts)</li> </ol>
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### **Option 2 – From browser**

1. Go to https://zoom.us/	
	<ol><li>Enter the Passcode JamesRAHS</li></ol>
2. Click Sign in on your personal Zoom account	<ol> <li>If the below message shows up, click on Join with Computer Audio</li> </ol>
	Choose ONE of the audio conference options
3. Click on Join Meeting to join the meeting	Phone Call Computer Audio
ZOOM SOLUTIONS - PLANS & PRICING CONTACT SALES JOIN A MEETING - MY	Join with Computer Audio Test Speaker and Microphone
4. Enter <b>Meeting ID</b> (provided in the email)	
Join Meeting	Automatically join audio by computer when joining a meeting
Meeting ID or Personal Link Name Enter Meeting ID or Personal Link Name Join	8. You will be waiting in a waiting room. Once you enter the waiting room the teacher will be able to see that you are waiting and when they are ready, they will let you in.
<ol> <li>Enter Student Name in front of your name so that the teacher can identify you and the student. Then Click Join.</li> <li>Eg: Nathan Tran – Cynthia Tran</li> </ol>	<ol> <li>Leave the meeting once the meeting is over and join the next meeting (5 minutes before the meeting starts)</li> </ol>

## **Audio Setting**

Click on the **up arrow next to Mute** and select the correct audio options for both Microphone and speaker.

If you want to change audio settings, click on Audio Settings....



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# **Parent Teacher Interview**

Zoom guide for Parents

# Video Settings

Click on the **up arrow next to Start Video** and select the correct camera

If you want to change video settings, click on **Video Settings....** 

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