How to Join a KofC Zoom Meeting
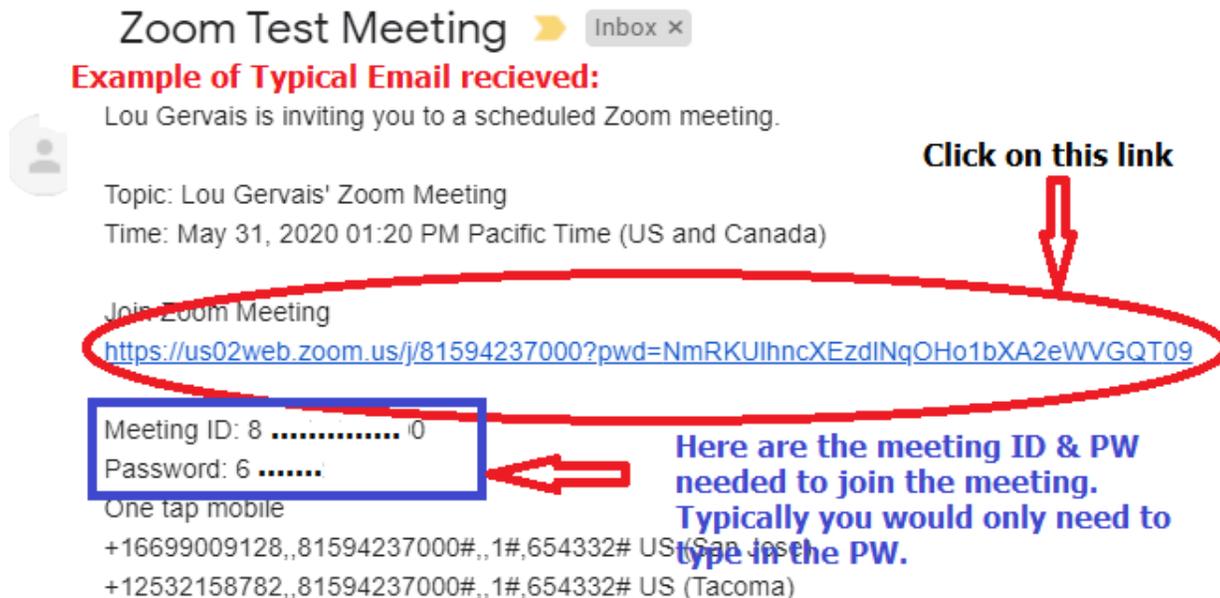
Here are the steps needed to join a Zoom meeting:

1- Open the email invitation to the meeting:

2- Here is what is typically presented once you click on that link above:
Note: This is the point where, IF THERE IS AN ZOOM APPLICAION UPDATE NEEDED, you will be prevented from going on until the update has successfully completed. This typically will launch automatically. Just follow the on screen messages presented.
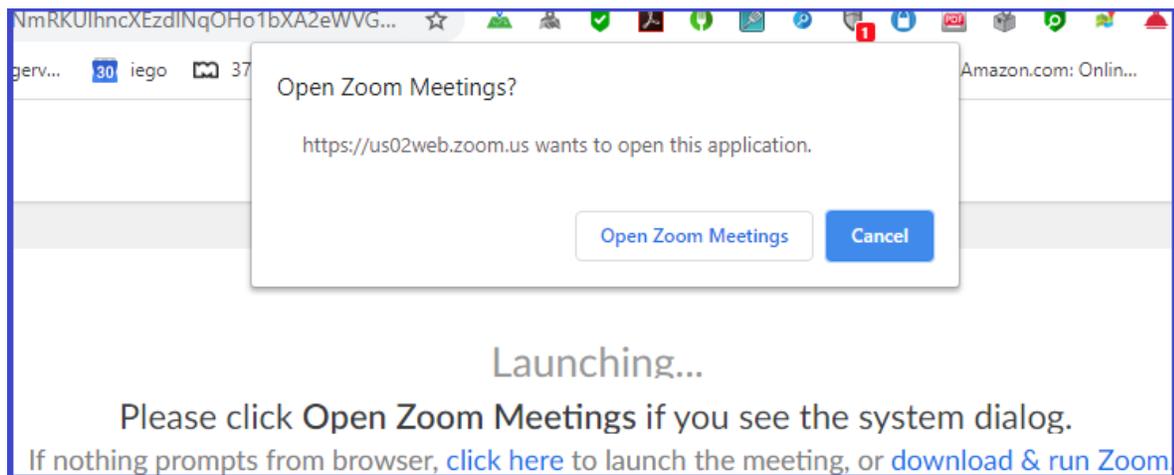
3- The next screen will display one of 2 screens depending on weather or not the meeting host has enabled the waiting room or has arrived and started the meeting. The important item to note here is at this point you will be presented with the ability to test your Speakers and Mic. Here is a typical test window that will be presented AFTER you click on the "TEST" button offered as shown in the next window:
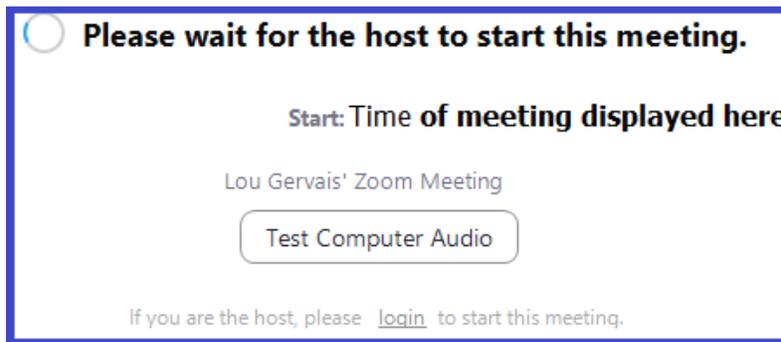
4- Clicking on the "Test" button will display the following screen:
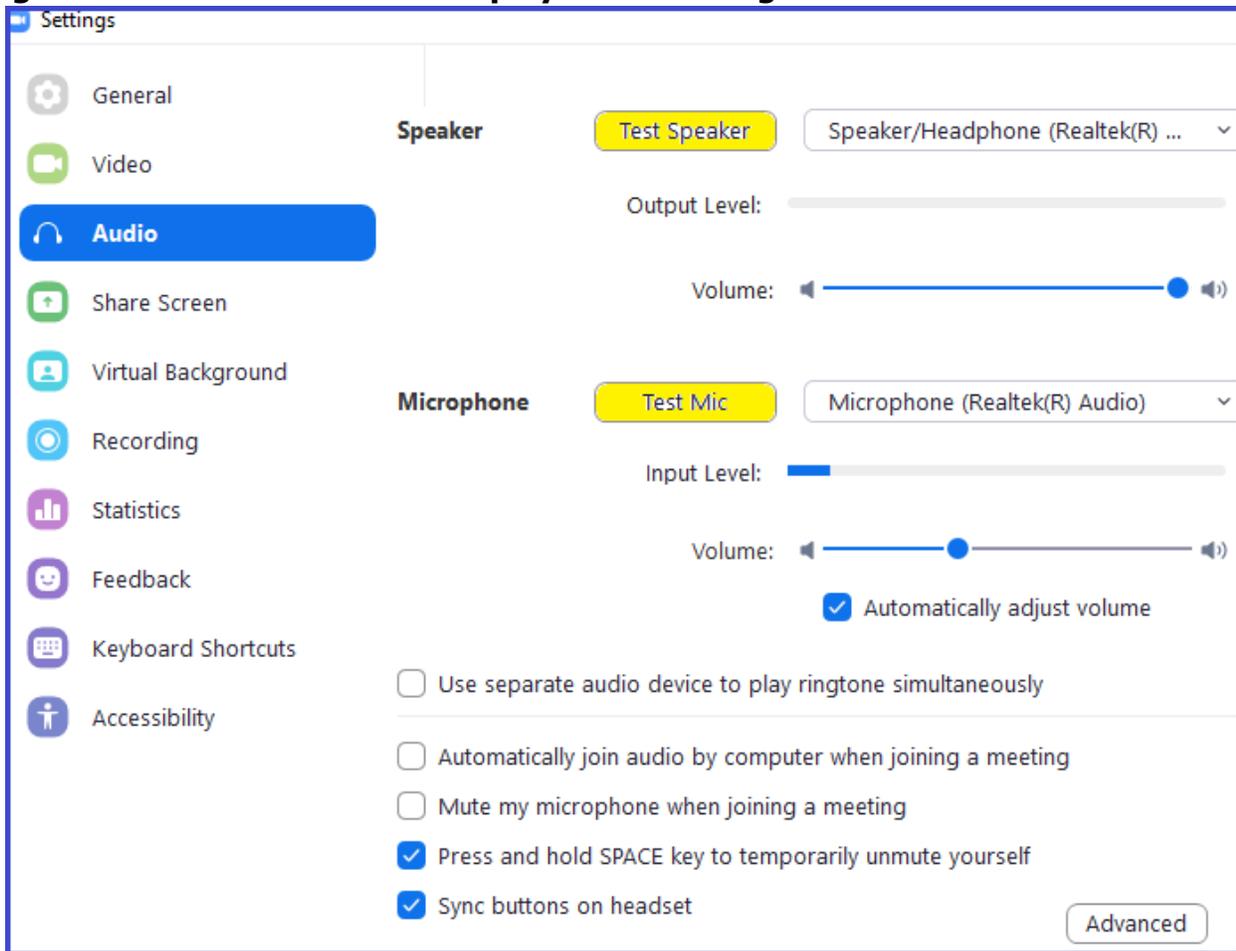
Just click on the "Test Speaker" button and then verify that you heard the audio by clicking on the "Yes" button. If you don't hear the sound, then you will need to check your device and make sure that you have the audio tuned on and speakers connected. Next is the "Test Mic" button. This will require you to speak and then click the "Done" button. If it worked, it will playback what you spoke. Again, this is where you need confirm that it worked by clicking on the "Yes" button. If you don't hear the playback, then you will need to check if your Mic was plugged in and turned on.

After these verifications you will be set to go. Simply click on the "Finished" button to confirm that all is good.

5- Here is the typical screen that Zoom will display:
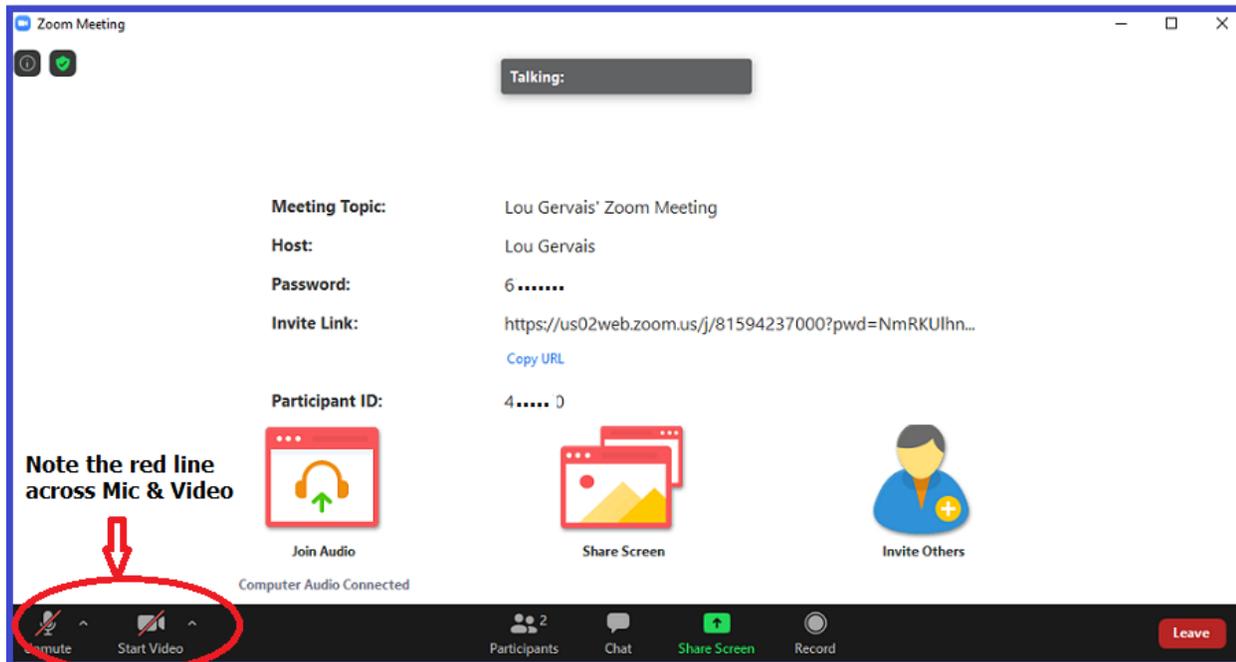
Note the small icons at the bottom left. One is for Audio and the second is for Video. If a **red** diagonal line through either of these icons indicates that it is turned off. Simply click on the icon that displays that red line and it will toggle it to its opposite state. i.e. **ON ➔ OFF and OFF ➔ ON.** After the Video is turned on you will see your image or whatever you have your Cam pointed to displayed on your screen as a thumbnail size image.

You may leave the meeting at any point by simply click on the "Leave" button located at the bottom right of that screen. Note, if you left to use another device or simply took a break, you will be able to use the same meeting credentials and join in again while the meeting is still in session.