



LifeLong Learning welcomes you to our events on Zoom! We appreciate your patience and understanding as we navigate this new learning environment. LLL is learning, too!

Zoom APP for PC - Joining a Zoom Meeting

You will be able to use the Zoom App for other LLL events, as well as Zoom meetings with friends and family.

- **For Zoom, use your desktop or laptop.** iPads and iPhones have limited capabilities with Zoom that LLL may not be able to help you with.
- Prepare in advance of the event date - the key to success with Zoom.
- **Recommended:** New to Zoom on PC? Download Zoom App a few days prior to the LLL event.
- Test your audio and microphone at [**Zoom Audio/Microphone Test.**](#)
- If you have issues, contact LLL at [**info@lifelonglearningatpc.org**](mailto:info@lifelonglearningatpc.org)

Reminder: 1) events begin on time; 2) access the Zoom meeting at least 15 minutes prior to the meeting; 3) only registered attendees of LLL Zoom events will be admitted to the Zoom waiting room. You will be admitted to the meeting from the waiting room by the meeting host.

Windows 7/10

Instructions for downloading Zoom APP for PC - Joining a Zoom Meeting

NOTE: The Zoom APP is recommended to maximize audio and microphone.
PREPARE NOW – Download the Zoom App.

Sample LLL email invitation sent by LLL:

PC Lifelong Learning Pro License is inviting you to a scheduled Zoom meeting.

Topic: Test Zoom
Time: Aug 3, 2020 11:30 AM Arizona

Join Zoom Meeting
→ [https://zoom.us/j/930\[REDACTED\]9630?pwd=NFA0SUdIMWtLc0tESTFIREjYzR1QT09](https://zoom.us/j/930[REDACTED]9630?pwd=NFA0SUdIMWtLc0tESTFIREjYzR1QT09)

→ Meeting ID: 930 [REDACTED] 9630
Passcode: 558652
One tap mobile
+1 [REDACTED] 09128, [REDACTED] 459630#,,,,,0#,558652# US (San Jose)
+1 [REDACTED] 158782, [REDACTED] 459630#,,,,,0#,558652# US (Tacoma)

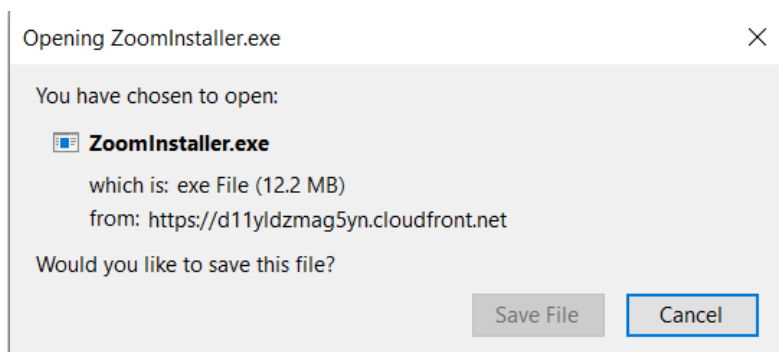
Dial by your location
+1 [REDACTED] 00 9128 US (San Jose)
+1 [REDACTED] 15 8782 US (Tacoma)
+1 [REDACTED] 48 7799 US (Houston)
+1 [REDACTED] 58 8656 US (New York)
+1 [REDACTED] 15 8592 US (Germantown)
+1 [REDACTED] 26 6799 US (Chicago)

Meeting ID: 930 [REDACTED] 9630
Passcode: 558652
Find your local number: <https://zoom.us/u/abIPrzQLKQ>

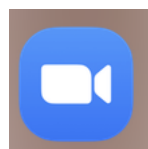
Download and Install the Zoom App:

1. Go to: <https://zoom.us/support/download>

Save file to desktop or another known location:

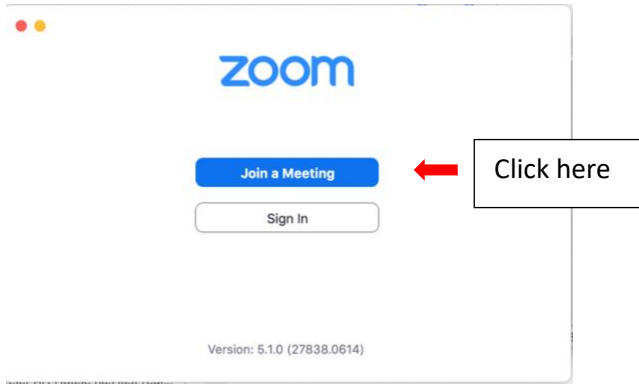


2. Double click the file to run (may require you to grant permission depending on Anti-virus/Security/Firewall settings).

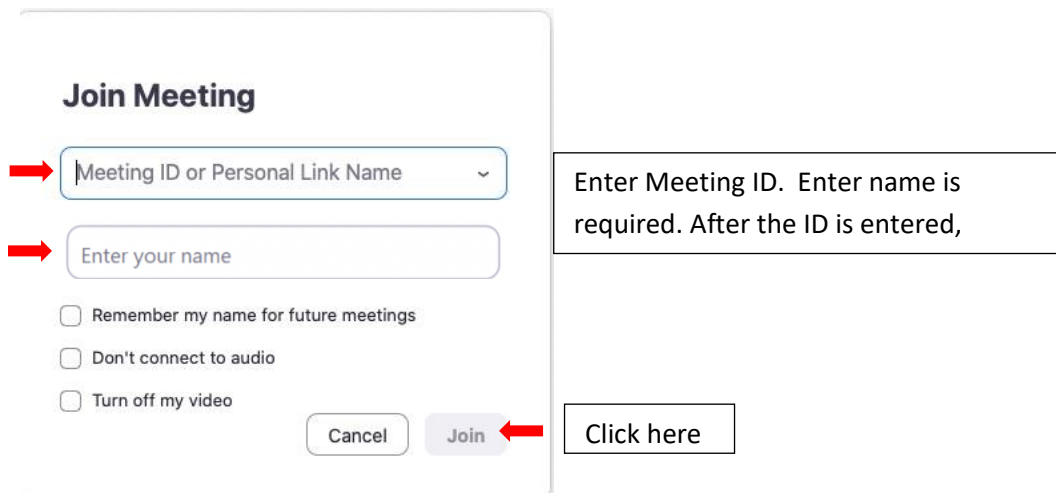


3. **Join the Event:** Click on Zoom App:

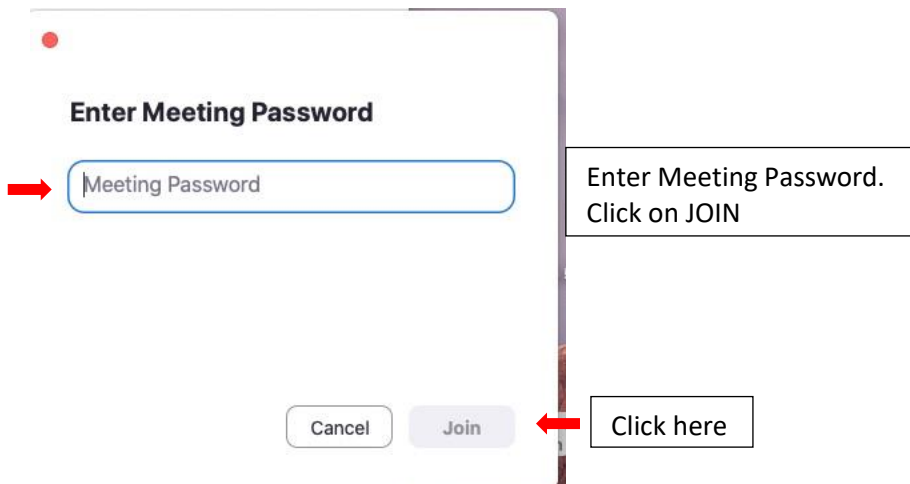
4. Click on "Join a Meeting" – without signing in



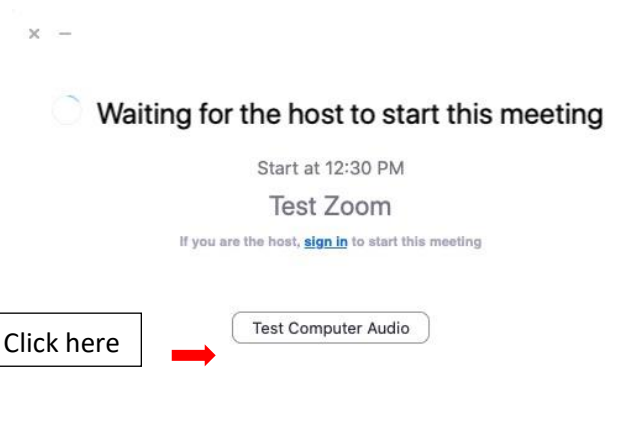
5. Enter Meeting ID found on email. Enter your name as shown on the LLL Reminder email. **First and last name must be entered**



6. Enter Meeting Password (located on LLL Zoom invitation email)



7. Waiting Room – Event host will admit attendees.

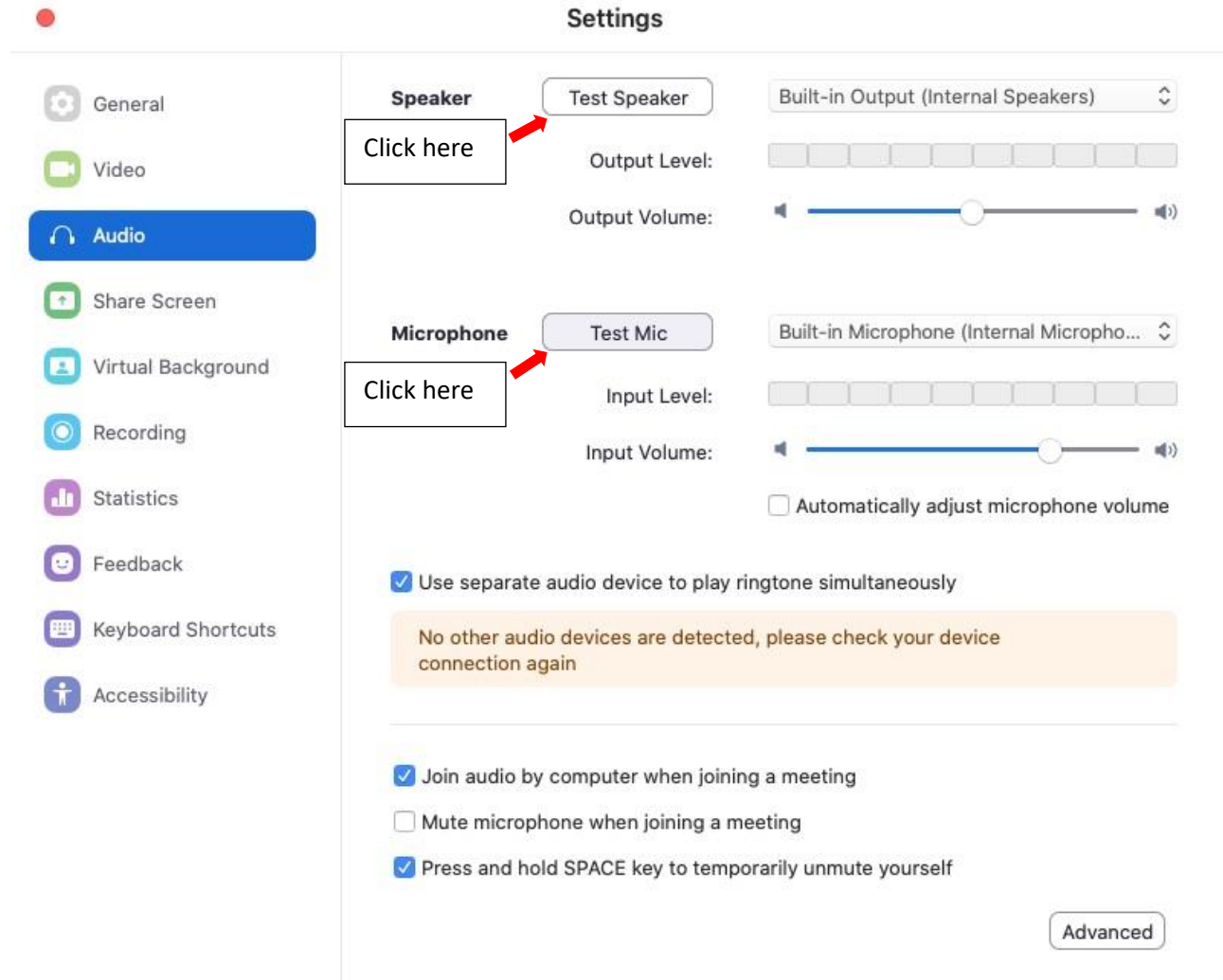


WAITING ROOM.
IMPORTANT: Before meeting is opened click on "***Test Computer Audio***".
This is to assure your Mac Audio and



View Next Page for **Audio and Microphone Test**

8. **Audio and Microphone Test** from the Zoom App. After testing Audio and Microphone may click "x" to exit from the screen to return to the Wait Room. You will be admitted to Zoom event by the Zoom host when event begins. Please wait if there is a slight delay as attendees are admitted to the event.



9. Enjoy the Zoom Experience. When you enter the Zoom room, it will be much like a television screen view, except you will see the Zoom Host and perhaps others who are attending the Zoom event. The Zoom Host will provide you with helpful hints to make your experience more enjoyable.

Below is a sample with how the Zoom Screen tool bar will look.

