

ZOOM Instructions

To join a meeting:

(Note: If you have not already connected to and downloaded ZOOM, there will be a slight delay to do so when you enter the meeting.)

1. Go to <https://zoom.us/signup>.
2. At top right, click on **JOIN A MEETING**.
3. You will be directed to a new page. The header is "Join a Meeting". You will be asked to enter a Meeting ID or Personal Link Name in the box . Your meeting ID is a 9, 10, or 11-digit number. This number will be sent to you before we begin the Region 8 Business Assembly. You will need to join the Friday evening meeting, and then join the separate Saturday meeting.
4. Tech Web Chair will have the video feed ON so that you can see the room. You may choose to have your video feed OFF, but we would like to see your face.

HOW TO SIGN IN TO ZOOM (Create a free account – this is an optional step. You DO NOT need an account to join a meeting):

1. Go to <https://zoom.us/signup>.
2. At top right, there is a blue box **SIGN UP, IT'S FREE**. Click on that box.
3. You will be asked to enter an email address – use the one you are using for the Region 8 Recovery Convention and Business Assembly. Send me this email address.
4. Under the RESOURCES tab, click on Download Zoom Client.
 - Computers: The web browser client (Zoom Client for Meetings) will download automatically when you start or join your first Zoom meeting, and is also available for manual download. **Please** execute the manual download in advance of the meeting so that there is no delay.
 - Cell phone: Zoom Mobile Apps -- Start, join and schedule meetings; send group text, images and push-to-talk messages on mobile devices. You can get it in the APP Store or from GOOGLE Play

NOTE: Also under the RESOURCES tab, there are videos, FAQs, a ZOOM Blog and other information concerning how to use Zoom..