

Linked Data Users Group

Virtual ZOOM Meetings

How to participate:

- Visit <https://zoom.us/download> and install Zoom Client for Meetings
- When it is time for the meeting, launch the meeting URL (see above)
- In the box, type your name so other attendees, Andrea, and the MCLS host know who you are
- Click the Join button
- In the Audio Options popup, select either Computer Audio or Phone Call
 - If using Computer Audio:
 - Click the blue “Test Computer Mic & Speakers” link
 - In the Test Computer Audio window, select your desired audio input/output devices
 - Use the Test Speaker and Test Mic buttons to confirm everything works
 - Close the Test Computer Audio window
 - Click the green Join Audio Conference by Computer button
 - **Or** if using Phone Call:
 - Dial either of the two phone numbers shown
 - When prompted, enter your Meeting ID and Participant ID
 - At bottom of window, click the Participants and Chat icons so you can interact with attendees
- Hover your mouse inside the Zoom window to make control icons appear
- At bottom of window, click the Participants and Chat icons so you can interact with attendees

Not able to access a computer, but want to hear the meeting?

You can simply call in on the phone like a conference call:

- Dial 1-408-638-0968
- When prompted, enter your Meeting ID (You can skip the Participant ID)

Things to be aware of during the chats:

- You can choose to participate with or without your webcam on, so you can just watch the video, or be seen by other participants.
- You will be automatically muted on entry to help avoid audio feedback. You are welcome to unmute yourself and speak at any time.
- Feel free to use the chat box to ask your questions, or unmute yourself and ask the question aloud.
- The button to control audio is in the lower left hand of the screen.

To exit Zoom: Move your cursor anywhere inside the Zoom window. This reveals the meeting control icons. Click the Leave Meeting link in lower right of Zoom window and hang up phone.

Trouble connecting? Contact MCLS at 800-530-9019.