

WELCOME TO THE BAPTIST HEALTH FAMILY

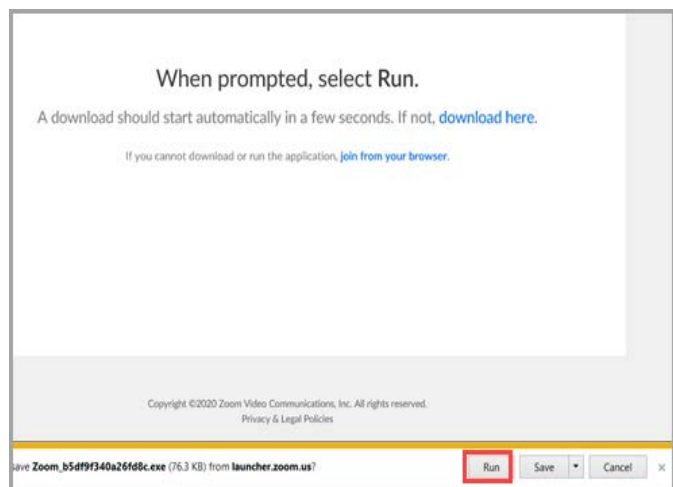
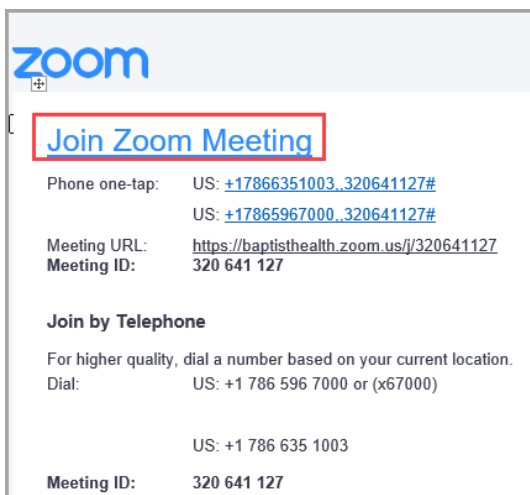
Zoom Participant Guide for Virtual Training

OVERVIEW

Zoom is a real-time web conferencing application providing a reliable cloud-based platform that is simple to use. Zoom can be downloaded and installed quickly and is available on Window and MAC. Zoom can also be launched from a web browser (Google Chrome preferred). In Google Chrome and Mozilla Firefox.

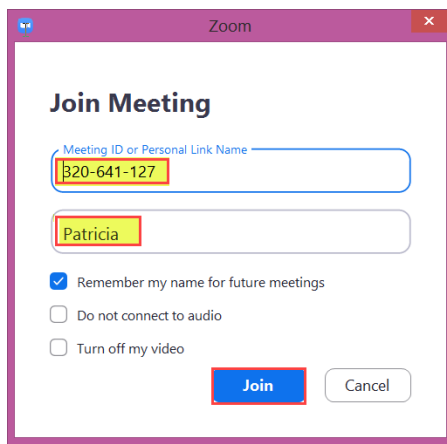
Launching and downloading Desktop App from Zoom Invite

1. Click on the [Join Zoom Meeting](#) link.
2. When prompted, select **Run** to download the Zoom app.



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- Once the zoom desktop app has downloaded, you will be prompted to enter the Meeting ID (found in the invite) and your name. Click **Join**.



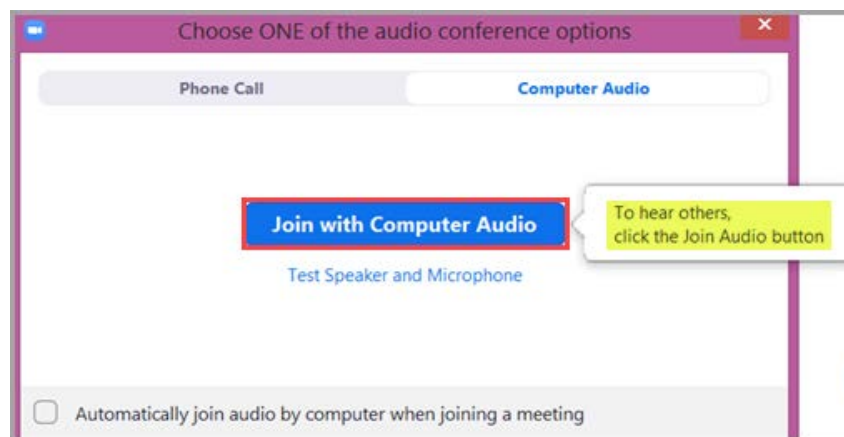
The screenshot shows the Zoom 'Join Meeting' window. It has a title bar with the Zoom logo and window controls. The main content area is titled 'Join Meeting'. There is a text input field for 'Meeting ID or Personal Link Name' containing '320-641-127'. Below it is a text input field for the name, containing 'Patricia'. There are three checkboxes: 'Remember my name for future meetings' (checked), 'Do not connect to audio' (unchecked), and 'Turn off my video' (unchecked). At the bottom are 'Join' and 'Cancel' buttons.



The screenshot shows an email invite from Zoom. The header has the Zoom logo. The main text says 'Join Zoom Meeting'. Below that are two phone numbers: 'Phone one-tap: US: +17866351003_320641127#' and 'US: +17865967000_320641127#'. There is a 'Meeting URL: https://baptisthealth.zoom.us/j/320641127' and a 'Meeting ID: 320 641 127'.

You will have the option to join by either **Computer Audio** or by **Phone Call**. Recommended and **Preferred** mode is **Computer Audio** for comfort and a hands free experience.

- Click **Join with Computer Audio**.



The screenshot shows the 'Choose ONE of the audio conference options' dialog box. It has a title bar with the Zoom logo and window controls. There are two radio buttons: 'Phone Call' and 'Computer Audio'. The 'Computer Audio' option is selected. Below the radio buttons is a large blue button labeled 'Join with Computer Audio'. Below that is a link 'Test Speaker and Microphone'. At the bottom is a checkbox labeled 'Automatically join audio by computer when joining a meeting'. A yellow callout box points to the 'Join with Computer Audio' button with the text 'To hear others, click the Join Audio button'.

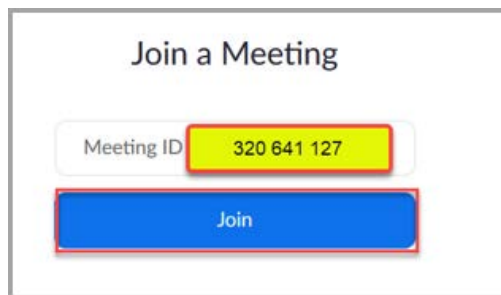
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JOINING FROM YOUR WEB BROWSER

You can also join a Zoom meeting or webinar without downloading any plug-ins or software. However, joining from a web browser that is not **Google Chrome** or **Firefox** has limited features such as being unable to use computer audio. For best functionality, launching from **Google Chrome** or **Firefox** is recommended.

Google Chrome Browser

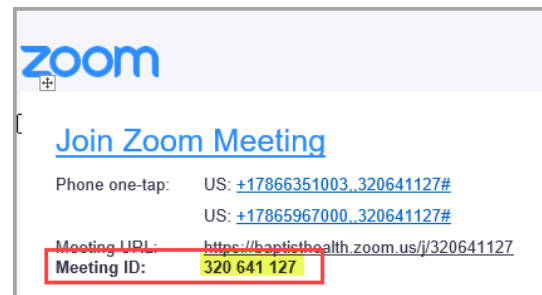
1. Open Chrome.
2. Go to join.zoom.us.
3. Enter your **Meeting ID** (found in the invite)
4. Click **Join**.



Join a Meeting

Meeting ID 320 641 127

Join



zoom

Join Zoom Meeting

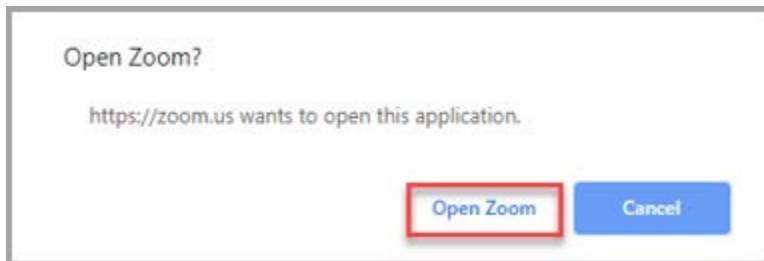
Phone one-tap: US: +17866351003_320641127#
US: +17865967000_320641127#

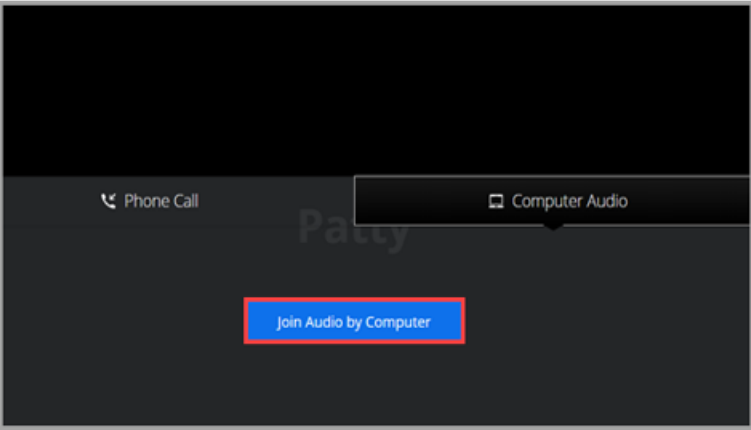
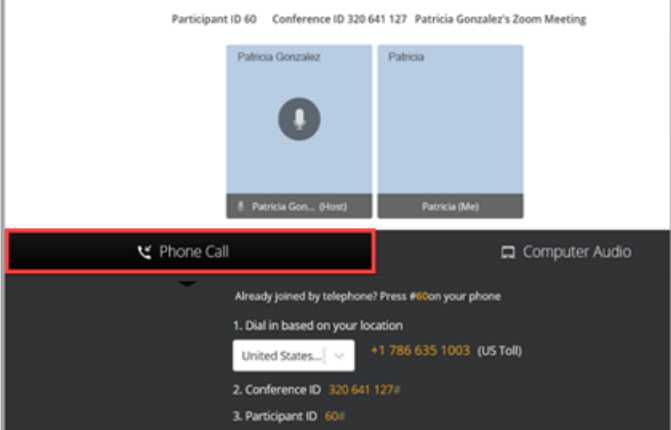
Meeting URL: <https://baptisthealth.zoom.us/j/320641127>

Meeting ID: 320 641 127

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5. Click **Open Zoom**. You need to click this option every time you try to launch Zoom from a web browser.
6. Choose **Computer Audio** (available only on **Google Chrome & Mozilla Firefox**). For Internet explorer dial via phone call.
7. If not prompted from Browser, **download and run Zoom**.

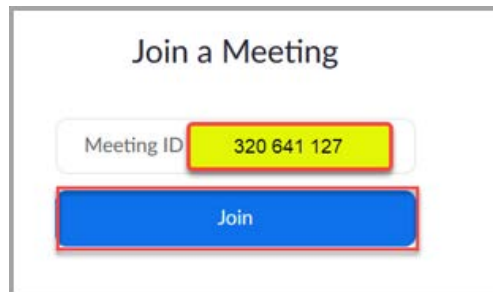


Google Chrome & Mozilla Firefox	Internet Explorer
<h3>Recommended</h3>	<h3>Phone Dial-In Only available</h3>
 <p>A screenshot of the Zoom audio options menu in Google Chrome & Mozilla Firefox. It shows "Phone Call" and "Computer Audio" options. A red box highlights the "Join Audio by Computer" button.</p>	 <p>A screenshot of the Zoom audio options menu in Internet Explorer. It shows "Phone Call" and "Computer Audio" options. A red box highlights the "Phone Call" button. Below the buttons, there is a section for dialing in by phone, including a dropdown menu for "United States...", a phone number "+1 786 635 1003 (US Toll)", and fields for "Conference ID 320 641 127#" and "Participant ID 60#".</p>

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Mozilla Firefox Browser

1. Open Firefox.
2. Go to join.zoom.us.
3. Enter your **Meeting ID** (found in the invite)
4. Click **Join**.

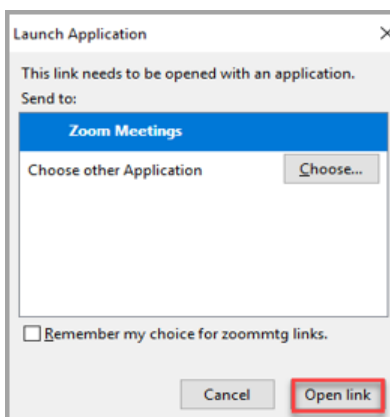


Join a Meeting

Meeting ID 320 641 127

Join

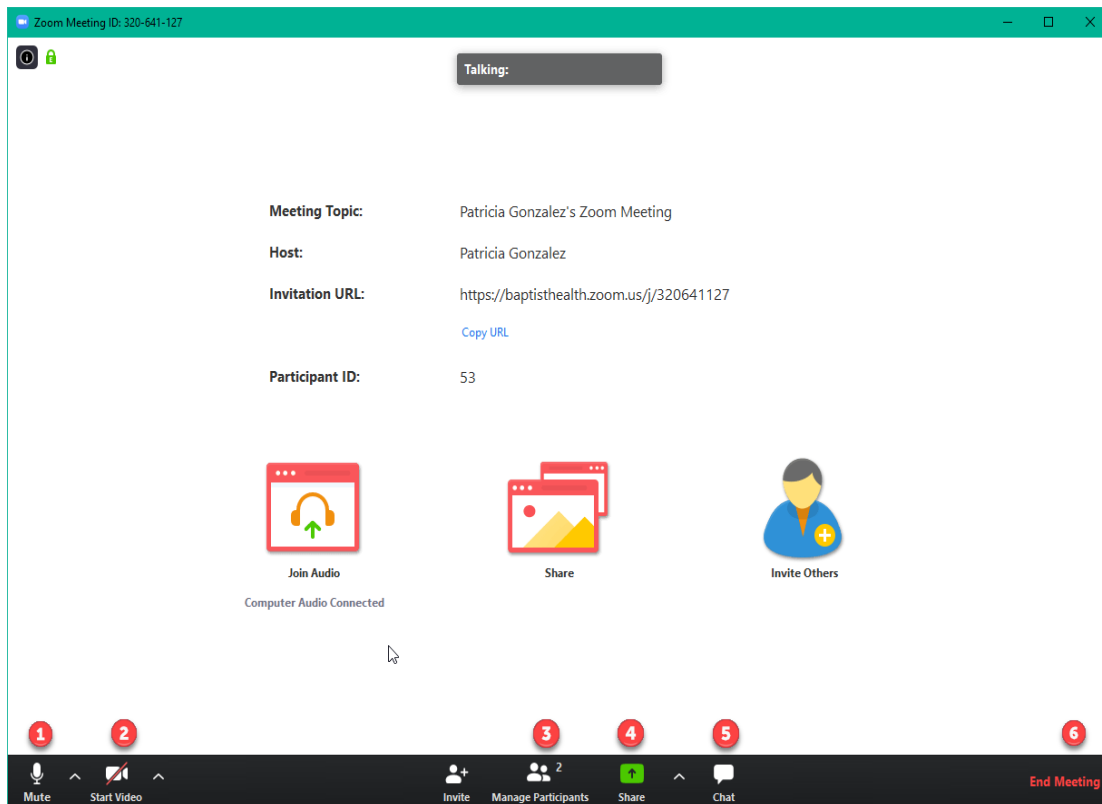
If this is your first time joining from Firefox, you may be asked to open Zoom or the Zoom installer package.



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5. Click **Open Link**.

The Zoom Participant window opens, as seen below. You are now ready for your Instructor-Led Virtual class.



1. Mute or unmute your microphone
2. Start or stop your video feed
3. Manage or view a list of meeting participants
4. Share your screen
5. Open the Chat window
6. Leave the meeting

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QUICK TIPS FOR USING ZOOM

- Do not join a meeting while in the car and driving.
- Dress in professional attire.
- Avoid having a distracting background. You can also use a simple virtual background.
- If you are using an external camera and/or microphone, be sure to plug them in before opening the Zoom application.
- We recommend using a headset if possible. Otherwise, choose an area with little or no background noise.
- Only one microphone and speaker system should be active per physical location. Otherwise, the two systems may cause a loud screeching sound or echo.
- Be sure to mute yourself when you are not speaking.
- Use the Chat feature to ask questions.

If you have any questions regarding Zoom, please email zoom@baptisthealth.net or contact the Rapid Response Center at 786-527-8977.