




Zoom User Guide

1. Downloading Zoom to your computer.....Page 1
2. Joining a Zoom meeting via computer.....Page 4
3. Navigating Zoom.....Page 7
4. Joining a Zoom meeting via phone.....Page 8

Downloading Zoom

Steps you can take prior to the meeting

1. To download Zoom, click on the link you received in your coaching invitation

Event Name: LIFE XT Fund. Intro Session

Location: <https://zoom.us/j/918577227>

You can join this meeting from your computer, tablet, or smartphone.

You can also dial in using your phone.

US: +1 669 900 6833, +1 646 558 8656

Meeting ID: 918-577-227

Find your local number: <https://zoom.us/u/arZyTnE2>

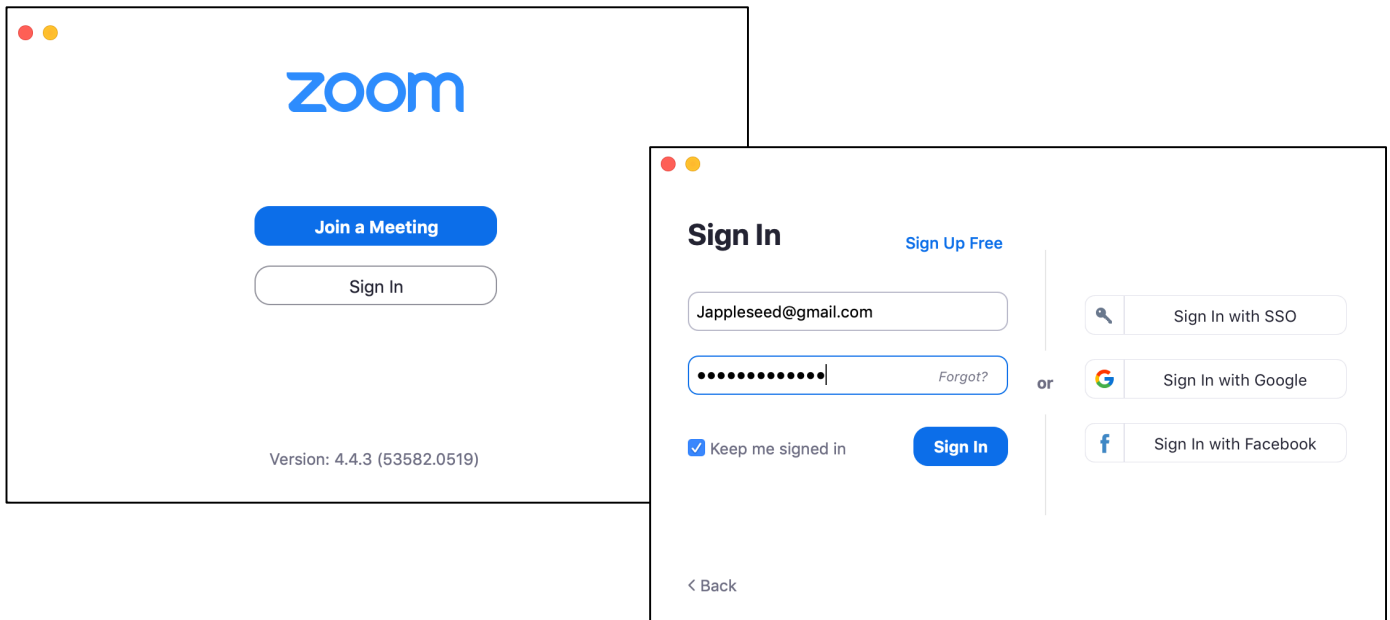
2. By clicking on the link you will be redirected to the Zoom website where you will be prompted to download Zoom. Follow the on-screen prompts to install Zoom on your computer.

Click **zoomusLauncher.zip**.

Then double click **zoomusLauncher** to join the meeting.

If nothing prompts from browser, [try again](#).

3. Once installed on your computer, open the Zoom application and sign in.



NOTE: Make sure to log in using the same email you used to schedule the session

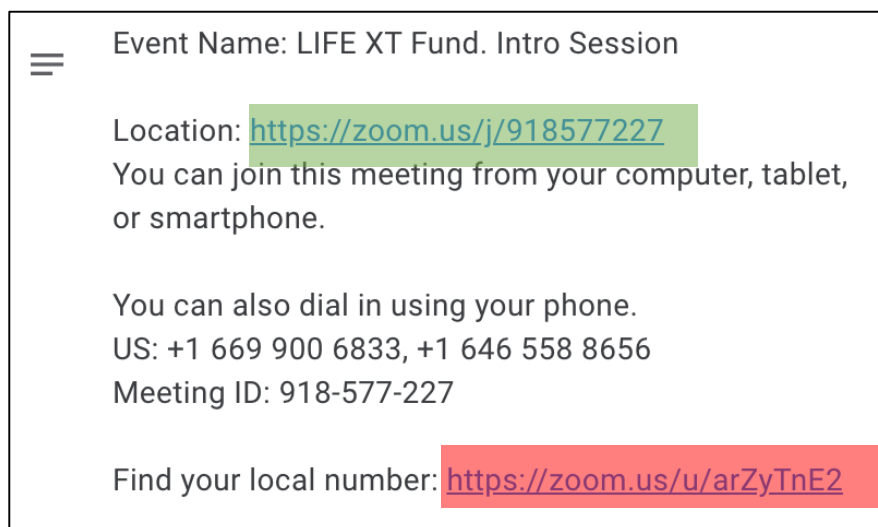
Congratulations! You have downloaded Zoom and are now ready to join meetings with your coach.

Joining a Zoom Meeting

Via Computer

Option 1: Click the link provided in your meeting invite

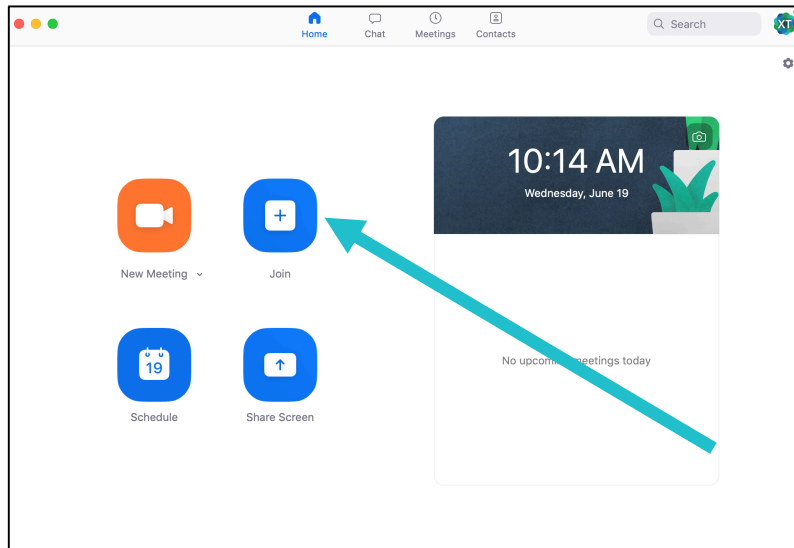
1. In order to join a meeting with your coach, click the link highlighted in green that you received in your meeting invitation. This will take you directly to the meeting.



NOTE: The red highlighted link will not take you to your meeting. Instead, it will take you to the zoom website that provides information for calling into zoom using your phone number

Option 2: Launch the Zoom App and input Meeting ID

1. Launch the Zoom app on your computer and click the “Join” button.



2. You will be prompted to enter your meeting ID and write in your name. The meeting ID can be found under the Zoom Invite on your calendar.

Join a Meeting

918-577-225

John Appleseed

☐ Don't connect to audio

☐ Turn off my video

Cancel

Join

Event Name: LIFE XT Fund. Intro Session

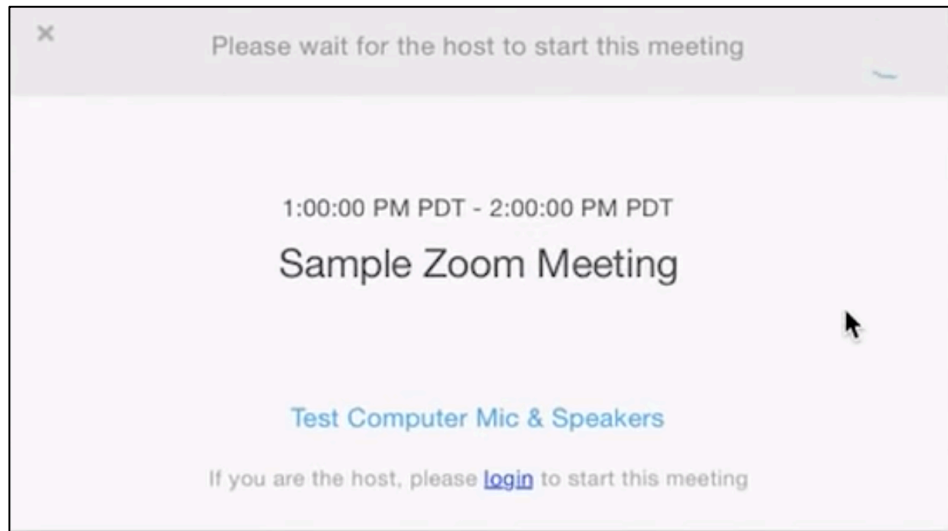
Location: <https://zoom.us/j/918577227>
You can join this meeting from your computer, tablet, or smartphone.

You can also dial in using your phone.
US: +1 669 900 6833, +1 646 558 8656
Meeting ID: 918-577-227

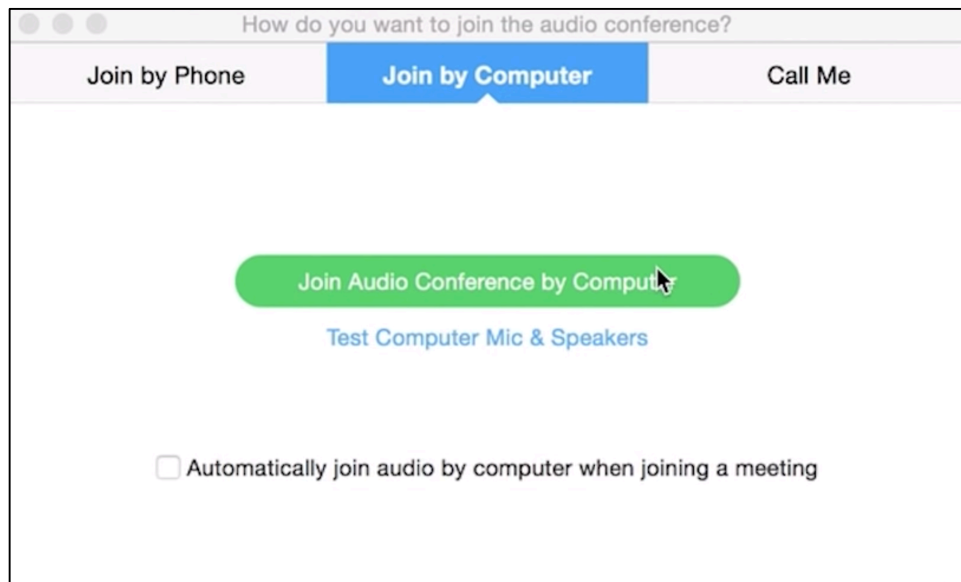
Find your local number: <https://zoom.us/u/arZyTnE2>

Launching the Zoom Meeting

If your coach has not started the meeting yet, you will see this screen

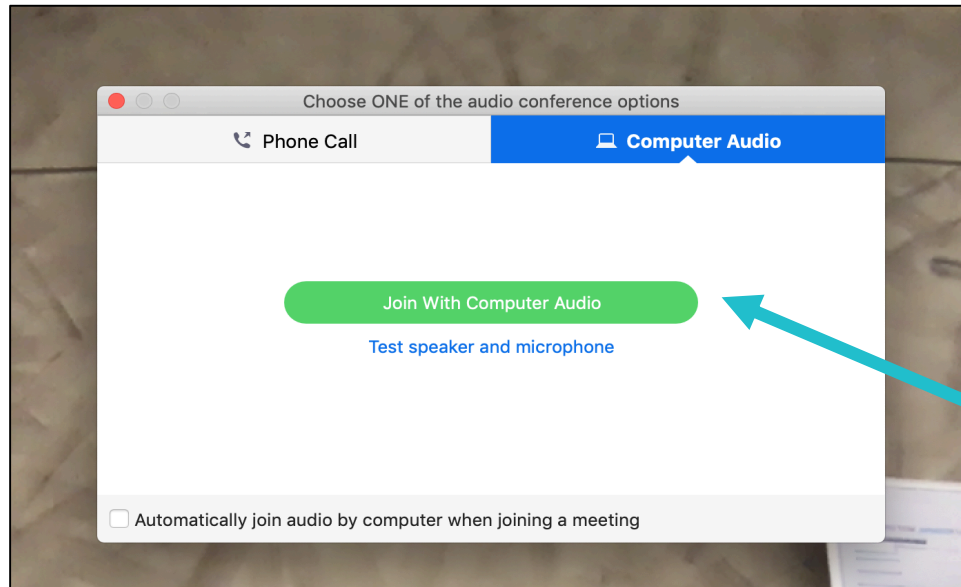


If your coach has started the meeting, you will see this screen

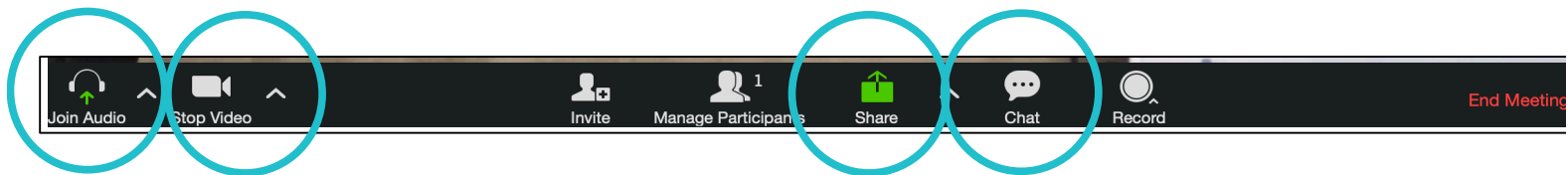


Navigating Zoom

Once the meeting has started, click “join computer audio” for the volume to come from your computer’s speakers



A toolbar for the meeting is at the bottom of the screen




- Make sure you have joined the audio in the lower left corner
- The video icon in the lower left corner can be used to turn the camera on and off
- The green “share” icon allows you to share your computer screen
- The chat icon to the right of the share icon allows you to send written messages with your coach during the meeting

Joining a Zoom Meeting

Via Phone

Steps to join a meeting by phone

If you are unable to join the meeting from your computer, simply dial in by phone. The phone number can be found in your meeting invite (highlighted in green). Simply dial either number and enter the meeting ID to join by phone

Event Name: LIFE XT Fund. Intro Session

Location: <https://zoom.us/j/918577227>
You can join this meeting from your computer, tablet, or smartphone.


You can also dial in using your phone.

US: +1 669 900 6833, +1 646 558 8656

Meeting ID: 918-577-227

Find your local number: <https://zoom.us/u/arZyTnE2>

If you are located outside of the US and need a phone number, click the “find your local number” link and scroll through until you find your country’s zoom number. You can also find the link to the international numbers [here](#)

 Singapore	+65 3165 1065 +65 3158 7288
 Slovakia	+421 233 418 515 +421 233 056 888
 Slovenia	+386 1888 8788 +386 1600 3102