

HOW TO JOIN A ZOOM MEETING

Rincker Law, PLLC

Technology

You can access Zoom on your computer or mobile device. You can download the Zoom application or download the application on your computer or you can dial in with the telephone. Zoom offers the ability to joint a test meeting to help familiarize yourself with Zoom.

Meeting ID

Zoom meetings each have a unique 9, 10, or 11 digit number called a meeting ID. This is required to joint a Zoom meeting. If you're joining via telephone then you will need a teleconferencing number provided in the invite.

The Meeting Invitation will be emailed to you and included on any applicable Outlook calendar event.

This is where you can locate the Meeting ID in the invitation:

Meeting Invitation

Cari Rincker is inviting you to a scheduled Zoom meeting.

Topic: Virtual CCBA Family Law Bar Meeting

Time: Apr 6, 2020 12:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/404612202?pwd=R1Z1RDBNQnJSjJlaEdwNmU2NFNTdz09>

Meeting ID: 404 612 202

Password: 125189

One tap mobile

+13126266799,,404612202# US (Chicago)

+16465588656,,404612202# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

If you have questions, you can email cari@rinckerlaw.com. You may also call (217) 531-2179 for further assistance. Test runs are available upon request. Zoom also has a helpful Help Center with video tutorials.

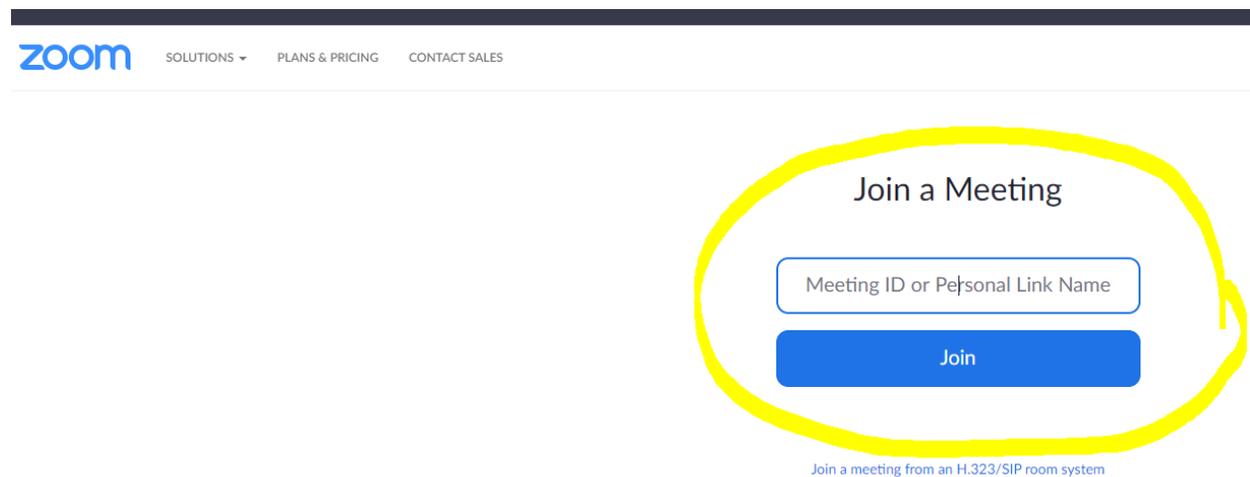
Join Via Telephone

It's a-okay to join the Zoom conference via telephone vs. the computer or application. You will still be prompted for the Meeting ID and password.

Join a Meeting via Computer

The easiest way to connect is to simply click on the link in the meeting email invitation sent by Rincker Law.

If you don't have the email invitation link then to join a meeting, go to Zoom and click on the "Join a Meeting." Make sure you have the Meeting ID handy.



Enter the Meeting ID. The above screenshot is using the Chrome browser. It will ask you to "Open Zoom."

You do not have to connect with audio or video, if you do not wish, and you can make an adjustment on this once you are logged in.

By default, Zoom conferences hosted by Rincker Law will have both audio and video options

As a heads up, the meeting room is not available until the moderator from Rincker Law is there. If you log-in too early then you may not be navigated into a holding room.

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Join a Meeting

Sign In

- Sign in to Zoom then click **Join**.



Join

3. Enter the **meeting ID** number and your display name.

- If you're signed in, change your name if you don't want your **default name** to appear.
- If you're not signed in, enter a display name.

Join a Meeting

Meeting ID or Personal Link Name

Grant MacLaren

Do not connect to audio

Turn off my video

Join

Cancel

4. Select if you would like to connect audio and/or video and click **Join**.

It is recommended to mute yourself in a group meeting unless you are speaking. Once you are in the application, then you can participate in the chat function and can share links, if you wish.

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