

How to Join the Zoom Meeting

You can participate in the zoom meeting from your phone, tablet, or computer. When using a Zoom meeting on your phone or tablet you may not be able to see all participants at once but can toggle through your screen to see different attendees.


Please see below for detailed instructions on how to join using each of these methods and for some helpful tips and tricks to use during the meeting.

If you are having difficulty connecting to the meeting, please contact Lauren Frooman at 513-532-7493 or lauren.frooman@cincyart.org and she will help get you set up.

Tip and Tricks

- When you join the meeting you will automatically be on mute. To help with feedback during the meeting please stay on mute until you need to speak. To unmute yourself click the red speaker button in the lower left hand corner of your screen.
- Please feel free to use the chat box throughout the meeting to ask questions and make comments.
 - o To access the chat function on your phone click the three small dots in the lower right corner and then select “chat”
 - o To access chat on your computer
- If you do not want to be on video click the white camera button in the lower left corner

Phone or Tablet

- Download the standard Zoom app 
- Use your email to create an account .
- Once logged-in, click the “Join” button at the top of the screen.
- Enter or copy & paste this meeting ID **832 1084 4117** into the “Meeting ID” section. If this is giving you trouble, you may also try opening the email invitation on your phone and clicking this link <https://us02web.zoom.us/j/3742485182>
- Select **“join with video”** so we can all see each other.
- Select **“call using internet audio”** so you may hear the meeting through your phone or tablet
- When you are admitted to the meeting you will be on mute. To unmute yourself click the red microphone in the bottom left corner.
- When you join you will initially see only one other participant. To see other guests, swipe right until you see multiple people at a time. On a phone or tablet you can only view 4 guests at a time and will need to toggle between screens by swiping right and left.

Computer

- Copy and paste this link into your web browser: <https://us02web.zoom.us/j/3742485182>
- A pop up labeled “Open Zoom?” will appear. Click on the white **“Open Zoom”** button. If this pop up does not appear, select “click here” on the main webpage.
- A new window will appear. Select **“Join with Computer Audio”** so you may hear the meeting through your computer. If you do not have speakers you may select “phone call” and dial in using the meeting ID and participant ID provided.

- When you are admitted to the meeting you will be on mute. To unmute yourself click the red microphone in the bottom left corner.
- To view all participants of the meeting click the “gallery view” button in the upper right corner of your screen.