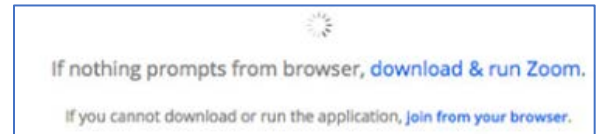


How to Access a Zoom Meeting or Class Session

Part 1: Getting to Zoom for the First Time

Step 1: Click on the link provided to you by the Childcare Business Lab [insert link here] to join the Zoom meeting

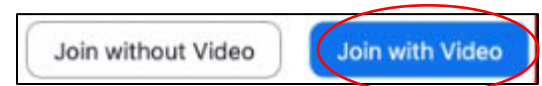
Step 2: Once you click on the link, Zoom will ask you if you would like to download the Zoom application or to use your web browser. You should click *download and Run Zoom* to download the application:



Step 3: After Zoom downloads, follow the directions on your computer to install the application

NOTE: *You will only need to install the Zoom application once*

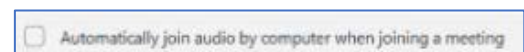
Step 4: Once the app is installed, you will be asked to if you want to join the meeting with video. Click the blue *Join with Video* button



Step 5: Next, you'll be asked if you want to join with audio. Click on the big blue, *Join with Computer Audio* button



***Tip:** *If you don't want to be prompted for this the next time you join, check "Automatically join audio by computer when joining a meeting."*



Part 2: Getting to Zoom the Second Time

Step 1: The next time you follow a link to Zoom, you may be prompted to "Open zoom.us app." Click on "Open zoom.us app."

Step 2: Follow the steps again starting from **Step 4**

