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## **Procedure for Virtual Video Meetings using Zoom**

The Law Offices of Michael Rada uses the Zoom videoconferencing tool for all of its virtual meetings. Zoom is a FREE application that works on both Windows and Mac computers as well as iPhones and Android phones. There is no fee to use the Zoom application.

The following is the procedure for using the Zoom application.

- 1) If you already have a Zoom account and Zoom is loaded on your computer or phone, simply click on the link provided to you for the virtual meeting. You will then join the meeting. Don't forget to enable your video and unmute your microphone if needed.
- 2) If you do not have a Zoom account, you may download it for free on your phone by getting it from the Apple App Store for iPhones or the Google Play Store for Android devices. Or you can download the Free Zoom app for your computer at [www.Zoom.us](http://www.Zoom.us). Click on "Plans & Pricing" located near the top left of the screen, and then select "Sign Up, It's Free" to create your account.
- 3) When joining a meeting, either click on the link provided for the meeting, or open the Zoom app and select the JOIN option on a cellphone or JOIN A MEETING option on a computer.
- 4) A message box will then appear that allows you to enter the meeting ID and password/personal link name. Then click the JOIN button.
- 5) you will then be joined to the meeting. Be sure, if needed, that your camera is enabled and your microphone is unmuted. These options are located on your screen and can be clicked on to toggle the setting on or off.
- 6) Some helpful hints for a successful Zoom meeting include: a) be in a quiet room with no distractions; b) be sure you have a good internet connection; c) make sure your background is appropriate.