

## Virtual Meeting Instructions, p1 of 2

using the free ZOOM Cloud Meetings App

At this time all APERS meetings are being held using the Zoom meeting application. Your invitation to the Zoom webinar or counseling session will arrive via email. Clicking the link in the email will open a Zoom web page, where you can register in advance for the meeting.

Upon registering (figure A) for the meeting, you will see a confirmation screen (figure B) and also receive a confirmation email (figure C). Both contain the clickable link to your specific Zoom meeting.

Meeting Registration			
f⊌in⊠			Fig. A
Topic Practice Meeting  Time Jul 22, 2020 09:30 AM in Centr	al Time (US and Canada)		
First Name*	Last Name*		
Email Address*	Tractice Services	J.	
Cital Address	Meeting Registration Approved		proved
* Required information	Topic Practice Meeting		
Register	Time Jul 21, 2020 10:30 AM in Central Time (US and Canada)		
	Meeting ID: 830 3357 9071		
Fig. B	To Join the Meeting	o Join the Meeting	
	Join from a PC, Mac, iPad, iPhone or A	ndroid device:	
Practice Meeting Confirmation D Inbox x 2web.zoom.us/w/83033579071?tk=KwGzTkY67GwXXza3RflLYT_vnu9lm5I-fmx1S1VES1QtR0I5b0JmemFOWWIBAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA			
Jacobia Bates <no-reply@zoom.us> to me ▼  Hi</no-reply@zoom.us>		Fig. C	
Thank you for registering for "Practice Meeting".		Clicking the link in the dialog box or in your registration confirmation email will open a Zoom web page, where you can either Sign-In (if you already have an account) or Register for one. You only have to sign up once. You must have an account to participate in the virtual meeting.	
Please submit any questions to: <u>jacobia.twiggs@arkansas.gov</u>			
Date Time: Jul 21, 2020 10:30 AM Central Time (US and Canada)			
Join from PC, Mac, Linux, iOS or Android: <u>Click Here to Join</u> Note: This link should not be shared with others; it is unique to you. <u>Add to Calendar Add to Google Calendar</u> <u>Add to Yahoo Calendar</u>			

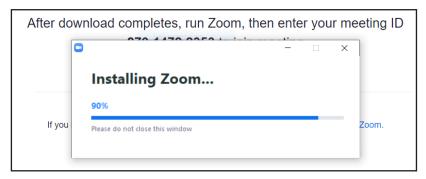
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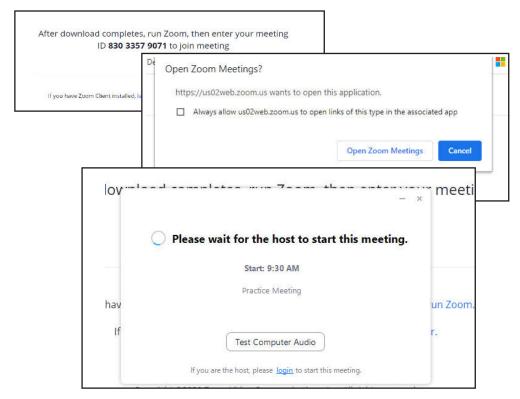
## Virtual Meeting Instructions, p2 of 2

using the free ZOOM Cloud Meetings App

Upon clicking the link "Click here to join" (either on screen or in the email), your Zoom session will begin. If you haven't yet done so, you will need to download and install the free Zoom app. Pick that option and shortly you'll see the installer app downloaded in the lower left hand corner of your screen, titled "zoom\_(numbers).exe" or similar. Open the \*.exe file to install Zoom.



After Zoom has installed, the program will take you to the meeting in your web browser window. Some meetings will require you to enter the **Meeting ID** number, which appears in your confirmation email.



If you'd prefer a Zoom meeting on your **smartphone** or other mobile device, find the link for the mobile app on the Zoom download page: **https://zoom.us/download** ~ or in the App Store as ZOOM Cloud Meetings (free download). You'll follow the same steps to join a virtual meeting there rather than PC.

Should you have questions or need additional help, please call us at **501-682-7800** or **800-682-7377**. Business hours are Monday through Friday, 7:30 a.m. to 4:30 p.m. You can also visit our website ~ www.apers.org ~ and use the Contact page to send a message.

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