

# **ACTIVE RE-ENTRY**

*Independent Living Programs*

## **Zoom Cheat-Sheet** for parents & caregivers



**A quick-start guide for getting started on the Zoom platform. Tips for before the meeting, how to join, waiting, and during the meeting.**

**Need more help? Type this address into your web browser  
for troubleshooting: [support.zoom.us](https://support.zoom.us)**

# Zoom Cheat-Sheet

## for parents & caregivers

### Before the Meeting:

- Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app at [www.zoom.us](http://www.zoom.us) or on the app store. Pre-downloading the Zoom app beforehand will save time.

### Joining a Meeting:

- There are multiple ways to join a Zoom meeting with Active Re-Entry. Your host will give you the best direction on this. However, here are some of the ways you could join in on the meeting:

- **First things first: SELECT YOUR DEVICE/MODE:**

Zoom App on  
Windows/Mac Computer

**zoom**

Join a Meeting

Sign In

1. Via the Zoom app on Windows/Mac

**Computer:** Click "Join a Meeting" in your app. Sign in to Zoom and then click **JOIN**.

Enter your **MEETING ID** (this is the number associated with an instant or scheduled meeting from your host/Active Re-Entry. The meeting ID can be a 9, 10 or 11-digit number), and enter your display name (could use your child's name or initials). You do NOT need to be signed in to Zoom. Your meeting will work without having your own sign in. Select your computer audio and click **JOIN**.

"join.zoom.us" in your  
web browser

2. Via the Zoom website on

**Windows/Mac Computer:** In your web browser, type in "[join.zoom.us](http://join.zoom.us)".

Enter in your **MEETING ID** provided by your host/Active Re-Entry. Click **JOIN**.

When asked if you want to open "Zoom.us" click **ALLOW** or **OPEN LINK**.

Join a Meeting

Meeting ID or Personal Link Name

Your meeting ID is a 9, 10, or 11-digit number

Join

Join a meeting from an H.323/SIP room system

3. Via Email sent by your

**Host:** Click the **JOIN LINK** in your email or calendar invitation. Depending on your default web browser, you may be prompted to open Zoom.

Email invitation join link

Hi there,

is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android <https://zoom.us/j/1234567890>

Or iPhone one-tap :

US: [+16468769923](tel:+16468769923) or [+16699006833](tel:+16699006833)

Or Telephone :

Dial(for higher quality, dial a number based on your current location):

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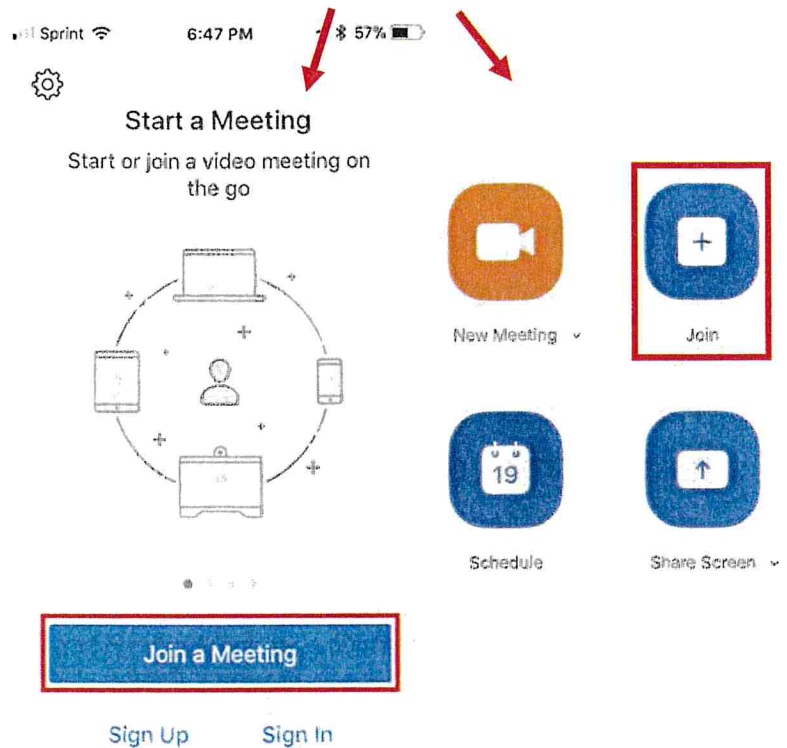
## Joining Continued:

### 4. Via the Zoom app on iOS (iPhone, iPad, etc.):

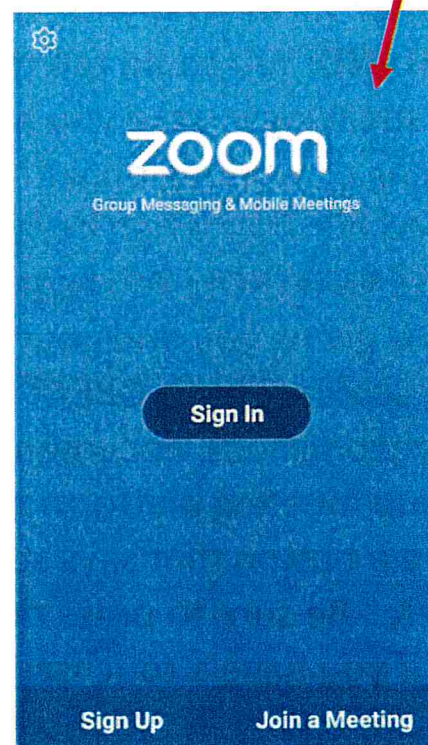
Be sure you have downloaded the Zoom app via the App Store. Tap **JOIN A MEETING** (no need to sign in). Enter your **MEETING ID**, and enter your display name (could use your child's name or initials). You do NOT need to be signed in to Zoom. Be sure your audio and video are on, and select **JOIN**.

5. Via the Zoom app on Android: Be sure you have downloaded the Zoom app via the Google Play Store. Tap **JOIN A MEETING** (no need to sign in). Enter your **MEETING ID**, and enter your display name (could use your name or initials). You do NOT need to be signed in to Zoom. Be sure your audio and video are on, and select **JOIN**.

## Zoom App on iOS



## Zoom App on Android

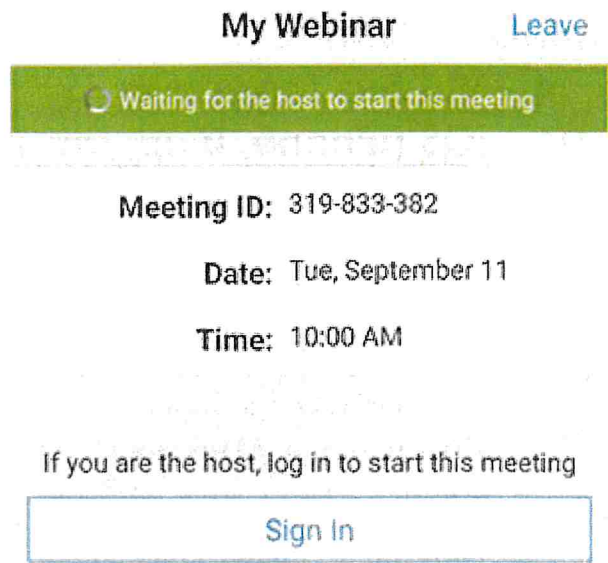


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# Zoom Cheat-Sheet for parents & caregivers

## Waiting for the Host to Start the Meeting:

- If your host hasn't started broadcasting (meaning he/she is not yet on your screen), you'll receive something similar as the following message (see right image). Just patiently wait a few minutes for your host to jump on!



## During the Meeting:

You as the attendee have a few controls during the meeting. Here are a few common ones:

- **CHAT:** You can open a chat window by clicking **CHAT**. This is a great feature to have in case someone's speakers aren't working or are not on. You can alert each other via CHAT if you can't hear one another.
- **RAISE HAND:** You could tap the RAISE HAND button while the host is speaking in case you have a question about something that he/she is discussing or working on with your adult or child. This alerts your host that you need him/her when he/she has a moment.
- **REMOTE CONTROL:** Your host may give you **REMOTE CONTROL**. This means, he/she is giving you and your adult or child access to what he/she is seeing on his/her screen. This is GREAT for group meetings because now your host can use any worksheet, document, website with your adult or child! It also makes the group meeting platform more fun and engaging. On some devices, you may see a button that says something like "Tap here to control screen remotely." Be sure to press that button for control! Control will be touch screen if you have a touchscreen device, or you'll control via a computer mouse depending on your device/computer.
- **PATIENCE:** Technology works great...when it works! Patience and understanding is so important when starting out with group meetings.