



How to Connect Into QA@H Zoom Events

BEFORE THE EVENT:

- Decide which device you'll use: PC, laptop, iPad, tablet.
(If you want to use a cellphone, install Zoom from your app store ahead of time.)
- Test your audio and video camera. **THIS IS IMPORTANT** - some of us have discovered that our old laptops don't even have a camera or a mic! 😞

WE'RE HAPPY TO HELP YOU WITH A PRACTICE SESSION BEFORE THE "REAL" CALL.

To set it up, contact the QA@H office (phone: 410-643-4045, or email: OurQAH@gmail.com.)

JOINING THE EVENT BY AUDIO AND VIDEO:

- A few minutes before event time, ensure your audio and video are on and working.
 - Click on the Zoom link provided in the invitation email that QA@H will send around ahead of time (lookx something like this: <https://zoom.us/j/#####pwd####>) **OR**
 - Connect to internet as you usually do. Enter the link from the invitation in the browser address window.
- If Zoom isn't already loaded on your PC, laptop, or iPad, Zoom will load automatically.
(If you're using a cellphone, download the Zoom app from your app store ahead of time.)
Follow screen instructions for the download. When download is complete, you should be transferred to the screen for our meeting.
- You'll be asked if you want to **join with video** (please select "**yes**"), then if you want to **join with audio** (again, please select "**yes**"). (You can turn off your own video once call has begun.)
- Once host opens the "waiting room", you'll see pictures of all the members as they join. Say "hi"! Select **Gallery View** (icon looks like 3x3 grid) to see everyone all at once.
- We'll start with a quick review of the various control icons on the screen, and handle any troubleshooting we need. The point is to get you comfortable using this technology!

JOINING BY PHONE with AUDIO ONLY (eg, from a landline or cellphone without video)

- At meeting time, call this number: **1 301 715 8592**
- When prompted, enter the *meeting ID number* that is in the QA@H invitation: it will look something like **XXX XXXX XXXX**
- Enter the *meeting passcode number*: it will look something like **XXXXXX**
- You'll then be added to the meeting. You should be able to hear us, and we should hear you.
(Hint: practice using your mute button in case your dog sees a squirrel...)