

**Adult Learning Labs**

How to Connect to a Zoom Meeting

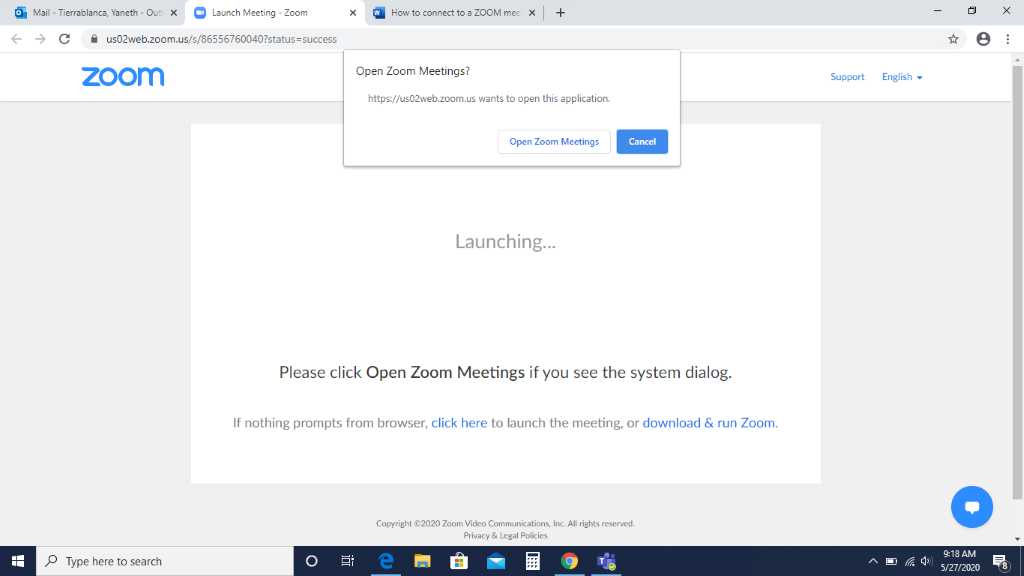
1- You will receive an invitation by email that looks like the one below. This will show the name of the person who is inviting you to the meeting, the topic of the meeting, the time, the link to connect and the meeting number and password. Usually you just need to click on the blue link that appears. You can also copy and paste the link into your internet browser. If the ZOOM application asks for a meeting ID or password, enter what you see below the link.

Caitlyn P is inviting you to a scheduled Zoom meeting.  
Topic: iNTERVIEW  
Time: May 26, 2020 06:00 PM Eastern Time (US and Canada)  
Join Zoom Meeting

<https://us02web.zoom.us/j/86556760040?pwd=MFBtZlRmaGZnRG91ekFrSTJmM2JWdz09>

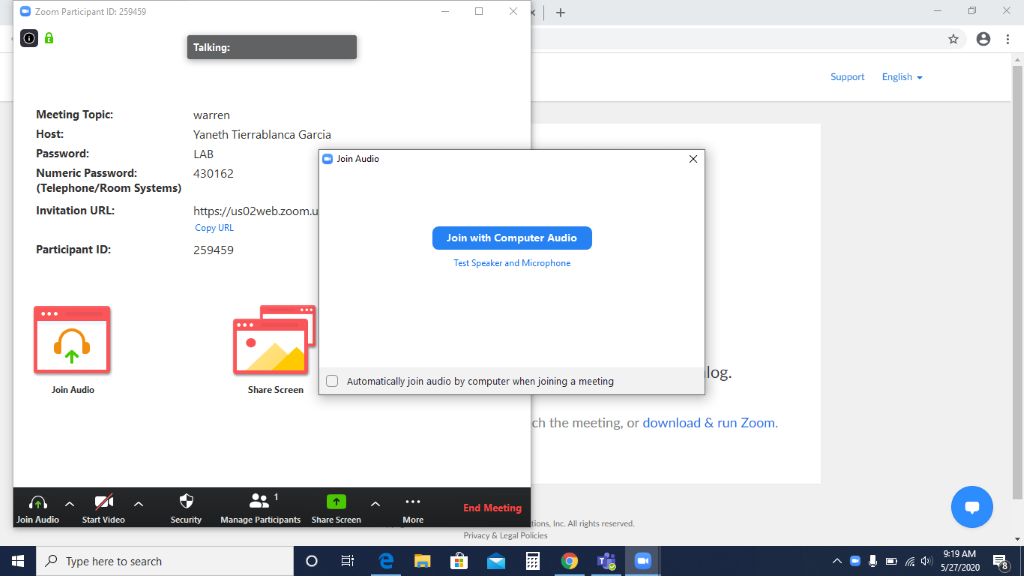
**Meeting ID**: 865 5676 0040  
**Password:** LAB

2- Next, a second screen will appear. You must click on **open zoom meeting** button that appears in the box at the top of the page.

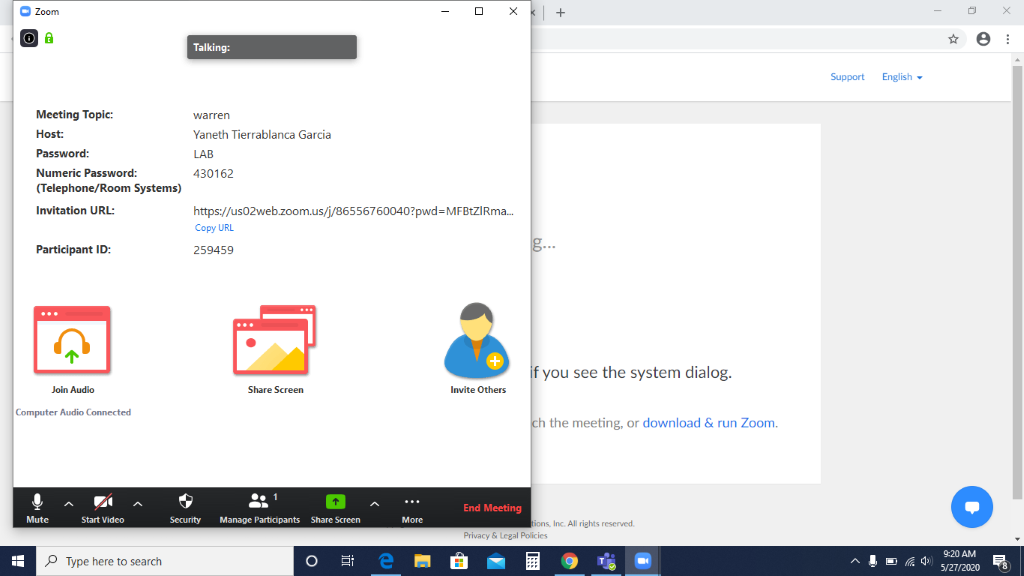


3- Another screen will appear and you must click on **join with computer audio or Automatically join audio by computer when joining a meeting.**

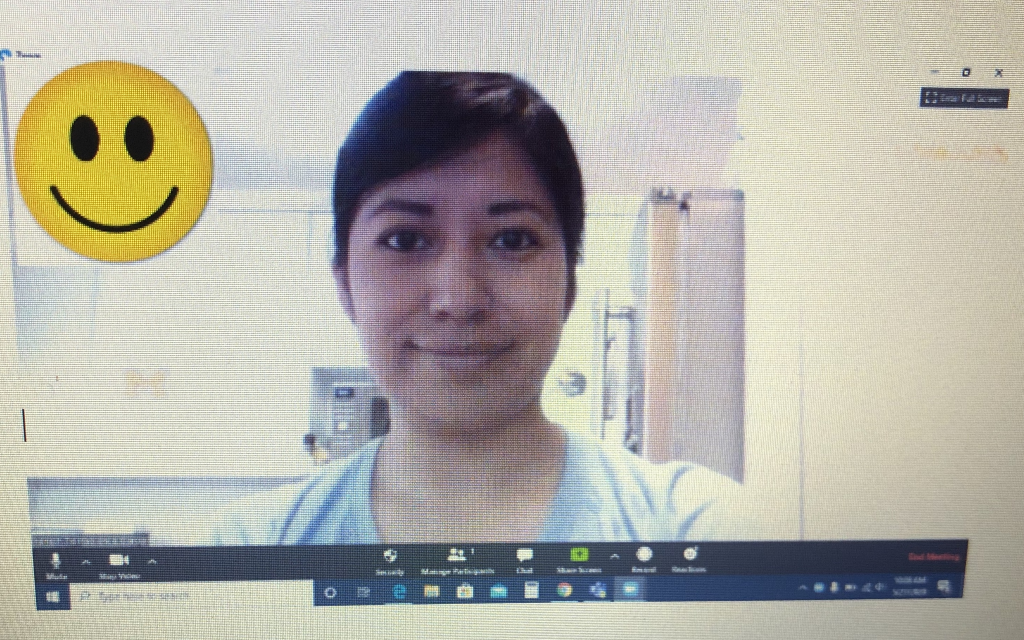
**Insert**



4- Make sure that your **microphone** and **camera** are on by looking at the icons in the bottom left corner of the screen. If they are not on, they will appear with a red line as in the example below. Click on each icon to turn them on.



5- You did it! You will see your face and the other person's face and both of you will be able to see and listen to each other.



6- Before starting the test the proctor will explain to you the test rules:

* You cannot use notes, books or your phone while you are taking the test
* Once you start the test there should be no interruptions
* You can get up to use the restroom or drink water before the test and between test sections, but you cannot leave your computer during the test
* The proctor will ask you to show the area where you are going to take the exam to confirm that you do not have any distractions during the test

Then the proctor will begin the test for you and he/she will share his/her screen with you. You will be able to see the test on your screen just like when you took it in person at the Learning Lab. The proctor will be available during the session for any technical problems that come up and will supervise the entire test session.

