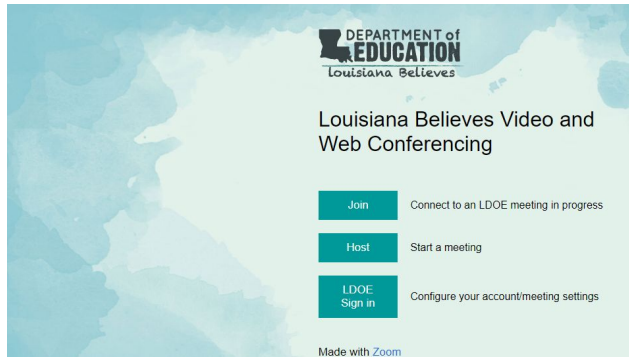


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Instructions for joining a LDOE webinar

To join a LDOE webinar on ZOOM, go to <https://ldoe.zoom.us/>

1. Once on the LDOE login page, click on the teal **Join button** to launch Zoom.



2. You will then be redirected to the Join a Meeting page where you will **enter your Meeting ID and click the blue Join button.**



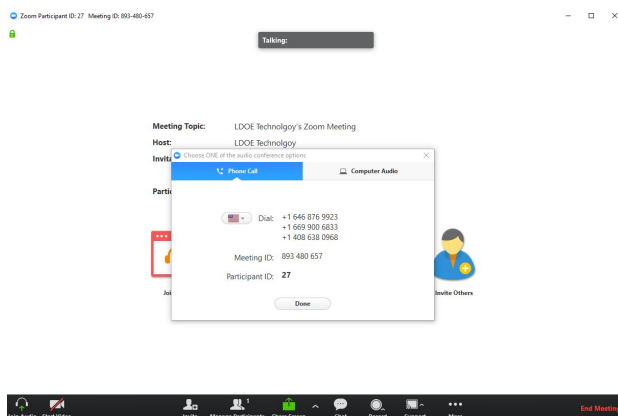
Join a Meeting

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

join

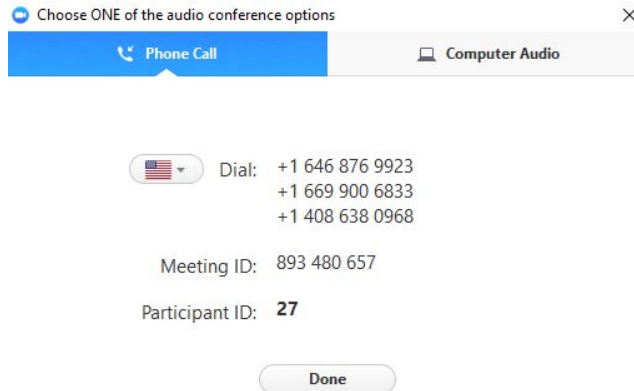
Join a meeting from an H.323/SIP room system

3. If you do not already have Zoom installed on your computer, follow the prompts to download and run Zoom. Click on the download file if it does not open automatically and follow the computer prompts to install.
4. Once Zoom is installed, it will open the Zoom window.

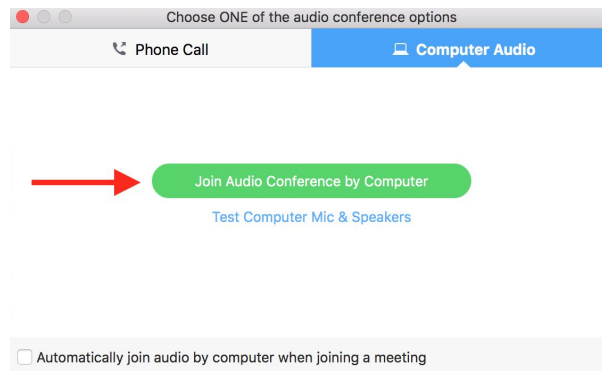


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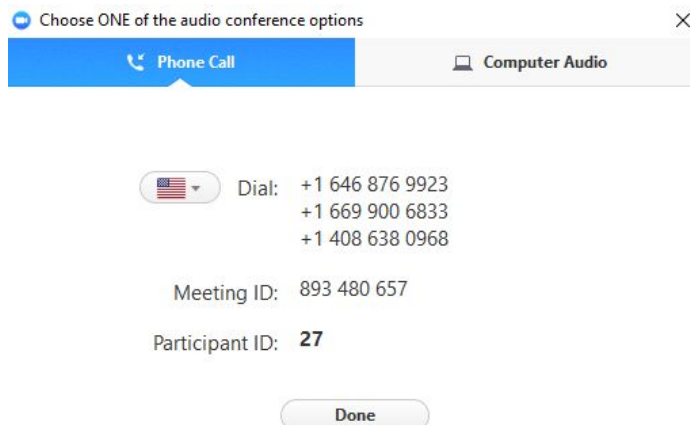
5. You will then have the option to join the audio portion of the meeting via computer or phone.



6. The preferred method for joining most LDOE webinars will be to **click the Computer Audio Tab** and then **click the green Join Audio Conference by Computer button**.



7. If joining by phone, **Dial one of the phone bridge numbers**, then **when prompted enter your Meeting ID AND your Participant ID**. Failure to enter your Participant ID will cause your online video and voice to not sync, as well as you will be taking up two participant slots in the meeting.



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- You will now be joined to your zoom meeting. In some cases, you may be placed in a waiting room. The host of the meeting will join you into the meeting from the waiting room once they arrive.
- Once you enter the room, **if you do not wish to include your video for all participants to see** as well as be recorded within the webinar room, **turn your video off**. Also, please mute your microphone to reduce ambient background noise when you are not being directed to speak.



- There is also an option to **join via your smartphone** using the Zoom [iOS App](#) (iPhone, iPad) or [Android App](#). The App is located on your phone's app store. For more support with installing and using the smartphone app click on the links above.

Additional support:

A video to step you through the process of setting up and testing your computer can be found [here](#).