

## 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.

Fig. A

Fig. B

jacobia.twiggs@arkansas.gov'. The date and time are 'Jul 21, 2020 10:30 AM Central Time (US and Canada)'. It includes a link to join: 'Join from PC, Mac, Linux, iOS or Android: [Click Here to Join](#)'. A note states: 'Note: This link should not be shared with others; it is unique to you.' It also provides links for 'Add to Calendar', 'Add to Google Calendar', and 'Add to Yahoo Calendar'."/>

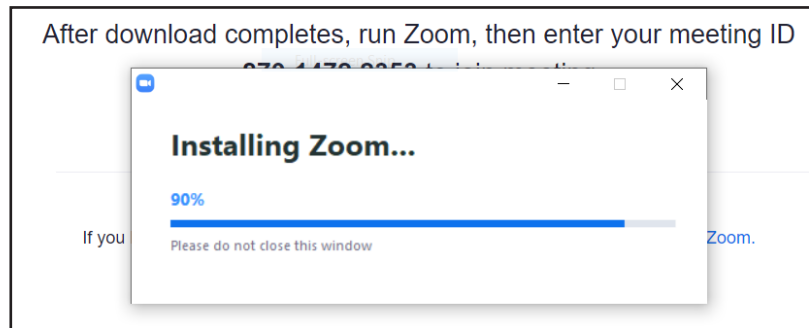
Fig. C

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.

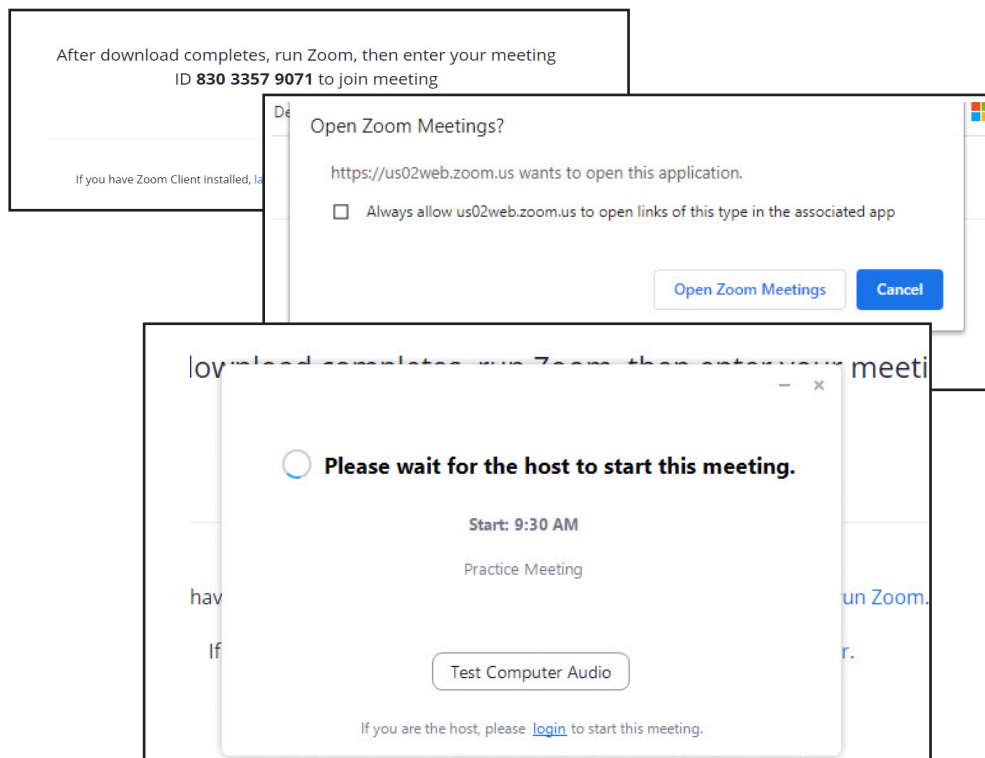
## Virtual Meeting Instructions, p2 of 2

*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](http://www.apers.org) ~ and use the Contact page to send a message.