NEW YORK STATE
MIGRANT EDUCATION PROGRAM

Preparing Your Computer and Hardware to Join a ZOOM Meeting

If you have attended Zoom Meetings in the past, and are using the same phone or computer, please double check your setup using the following test meeting: https://zoom.us/test
Your device may receive Zoom updates upon completion.

If you have never attended a Zoom session before, or are using a different computer or phone, please follow the setup and testing instructions below.

- We recommend that you perform this setup at *least 24-48 hours before your workshop* is scheduled to begin, as it takes a little time to install the program. Make sure to set up and test the computer that you will use for training.
- The steps below will help you download the program and allow you to **join a test session** in order to make sure everything is working correctly, and help you become familiar with Zoom. There are many other helpful resources listed on the webpage linked in step 2 below.
- If you need additional help, please watch this helpful video on how to join a meeting available at https://youtu.be/SqN1wx6c0Y0. You may also contact us:
  Jennifer Verdugo | jverdugo@brockport.edu | 585-739-2821

1. Confirm that your headset or microphone and headphones are plugged in and turned on.
2. Go to: https://zoom.us/test
3. Click the *Join* button, and an automatic download will begin installing the Zoom client App on your computer.
4. You can choose to *Open* the link when the prompt appears, OR click the *Show Downloads* button located in your browser, and double click the file *Zoom* to start the program on your computer.
5. Once the program is installed, a popup box will appear asking for your name. Enter your name, and click *Join*.
6. Follow the prompts to test speakers and microphone.
7. You are all set up for the workshop.

On the day of your workshop:
- Use the link found on the workshop's page via https://www.nysmigrant.org/events
- If you registered at least one week in advance, you can also find the workshop's link in an email that was sent about the workshop.
- *Note:* It is not the test link from above, but a separate link specific to the workshop.