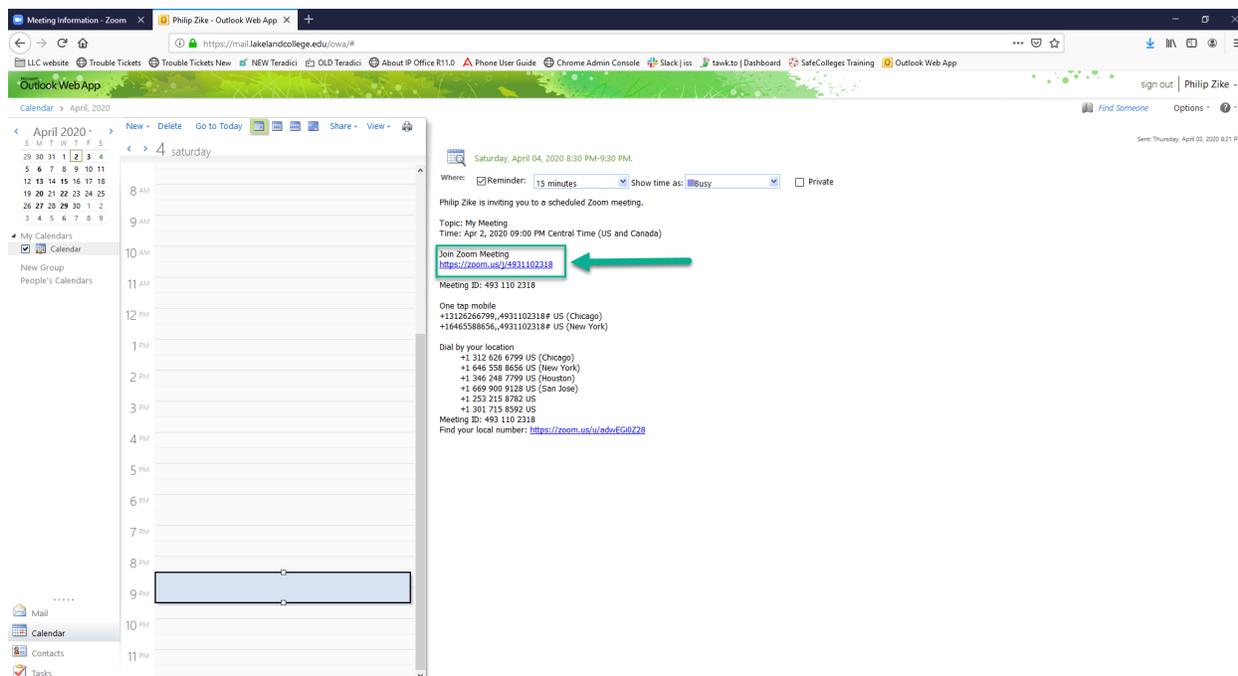


JOINING A MEETING (NOT IN VM)

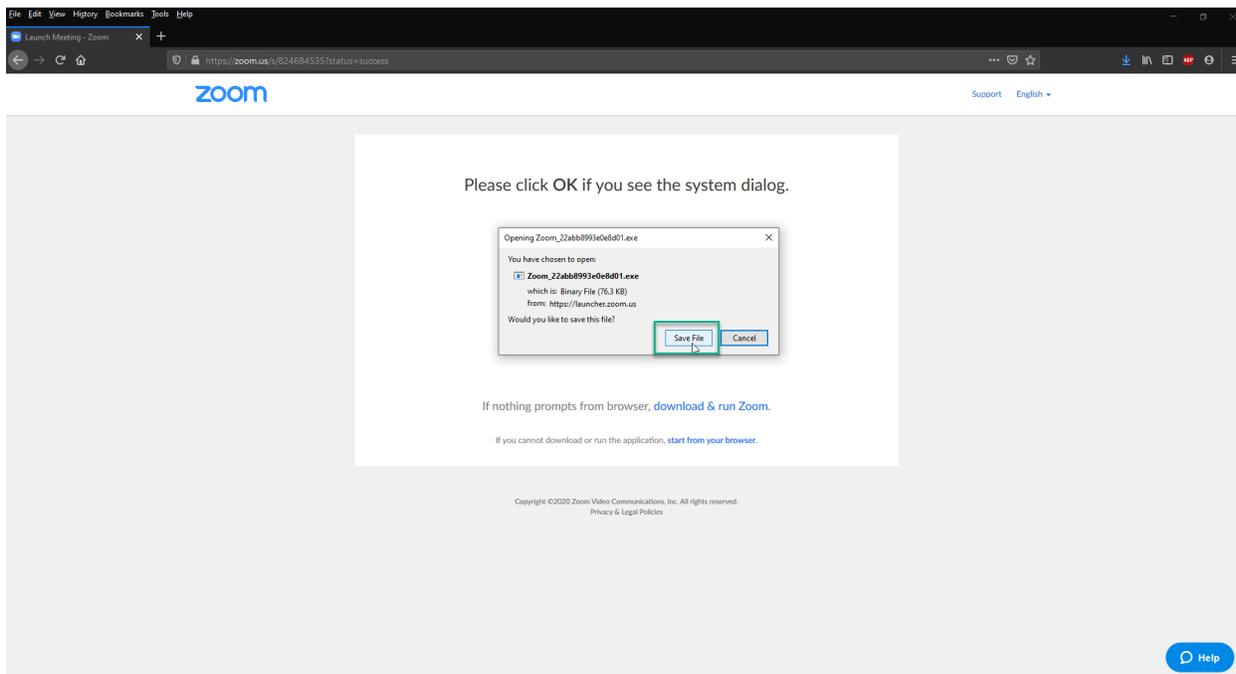
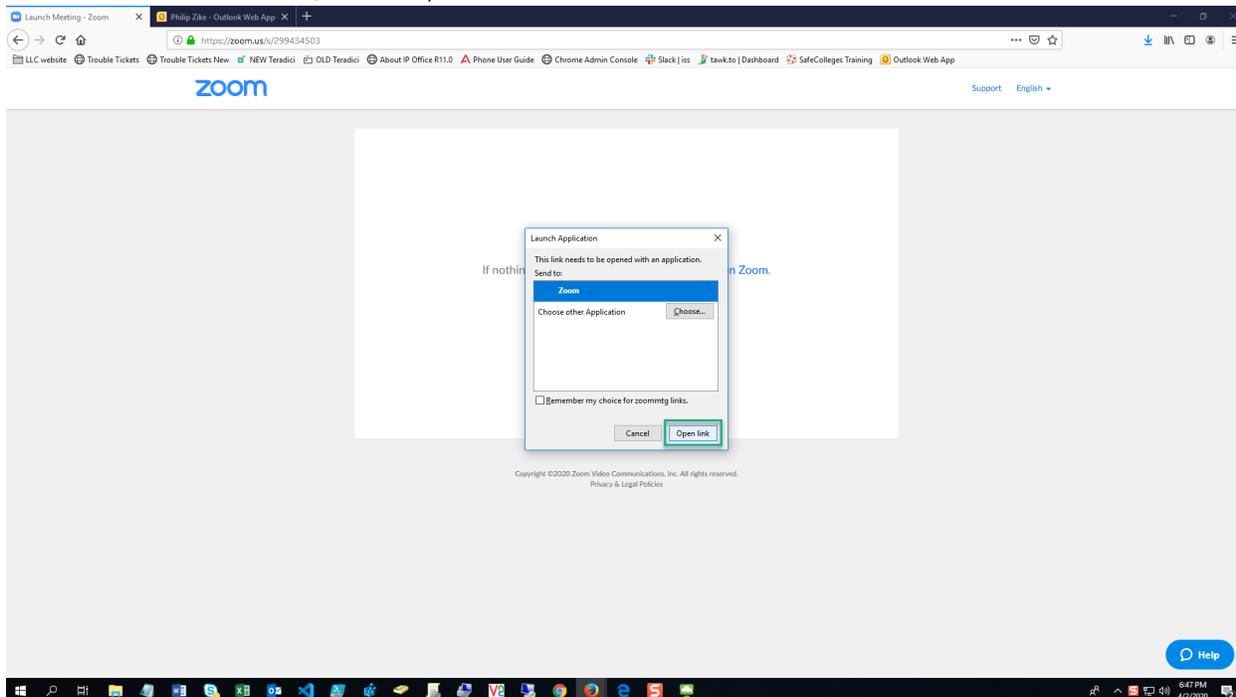
If your internet connection is slow, it is **not** recommended to use Zoom in your VM. Instead, you will have much better performance using the internet browser (Firefox and Chrome work best) on your personal laptop or a laptop checked out from ISS.

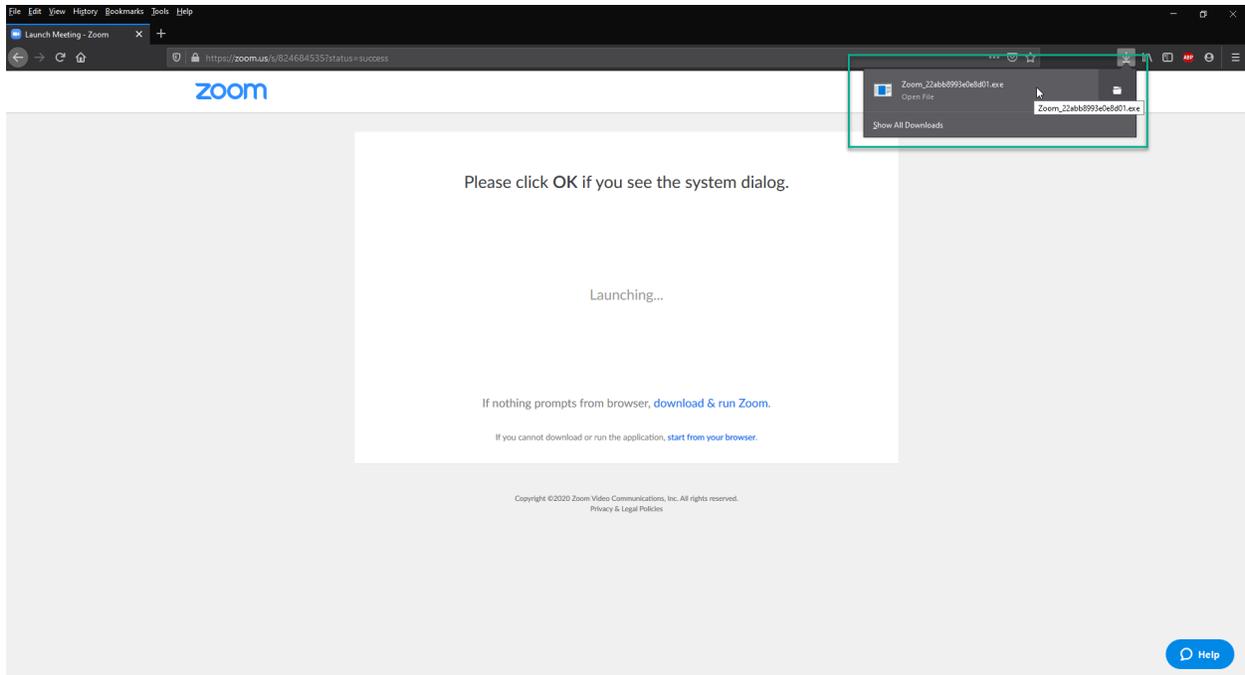
If the host of the meeting scheduled it in Outlook, login to the Hub to access your email with the Outlook web app. Open the invitation and click the Join Zoom Meeting link. If you already have Zoom installed, it will connect you straight to the meeting.



The screenshot displays the Outlook Web App interface. On the left, a calendar view for April 2020 is visible, with the date Saturday, April 04, selected. The main content area shows a meeting invitation for Saturday, April 04, 2020, from 8:30 PM to 9:30 PM. The invitation details include the topic "My Meeting", the time zone "Central Time (US and Canada)", and a "Join Zoom Meeting" link: <https://zoom.us/j/4931102318>. A red box highlights this link, and a red arrow points to it. Below the link, the meeting ID "493 110 2318" is listed. The invitation also provides contact information for Philip Zike, including phone numbers for mobile and local dial-in options. The top of the browser window shows the URL "https://mail.lakelandcollege.edu/owa/#" and various navigation links.

If Zoom isn't installed on your computer, this will download the Zoom installer. Save the file and run it.





When it's done, it will launch Zoom and connect you to the meeting.

*Note: If you also have a personal Zoom account, you will need to sign out and sign in with your LLC account.