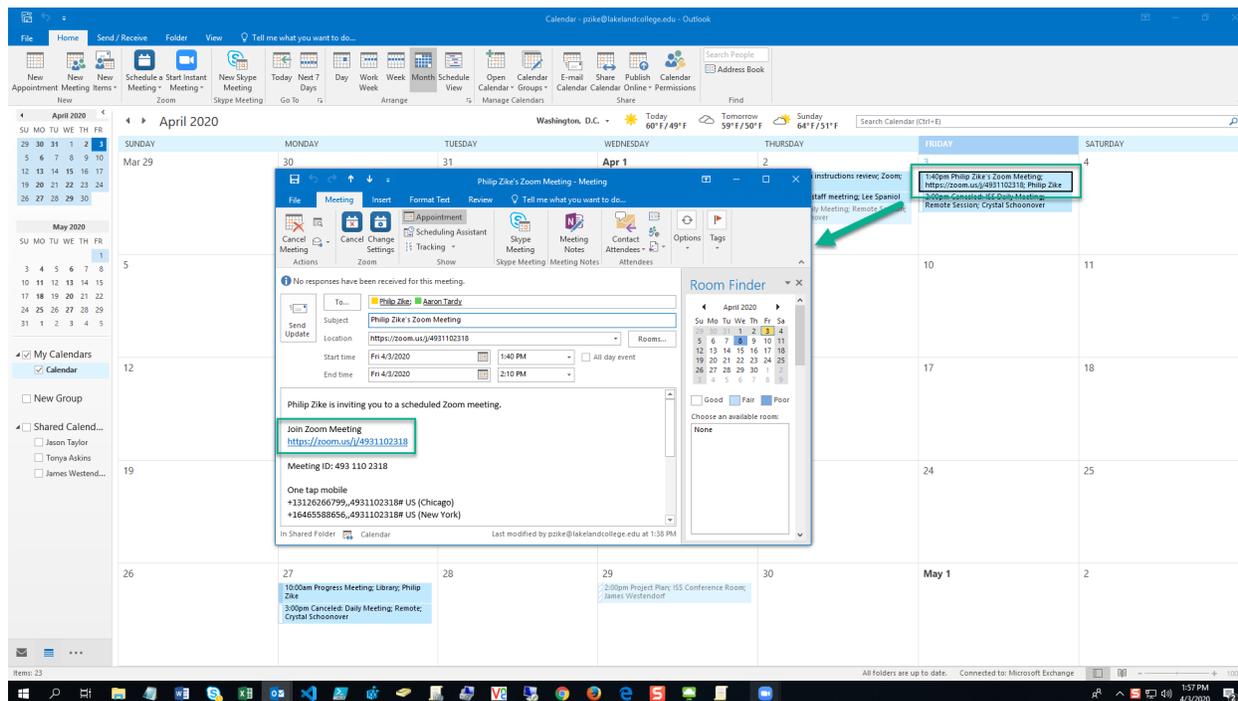


JOINING A MEETING (IN VM)

If the host of the meeting scheduled it in Outlook, open the calendar event and click the **Join Zoom Meeting** link. If the host hasn't joined yet, you will see a window saying that the meeting will begin when the host joins.



If the host created an instant meeting, they will need to invite you to the meeting. You will receive an email with a link to join the meeting.

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