

# How to Join a SORM Zoom Meeting

**DISCLAIMER: ALL COMMENTS AND AUDIO ARE SUBJECT TO OPEN RECORDS.**

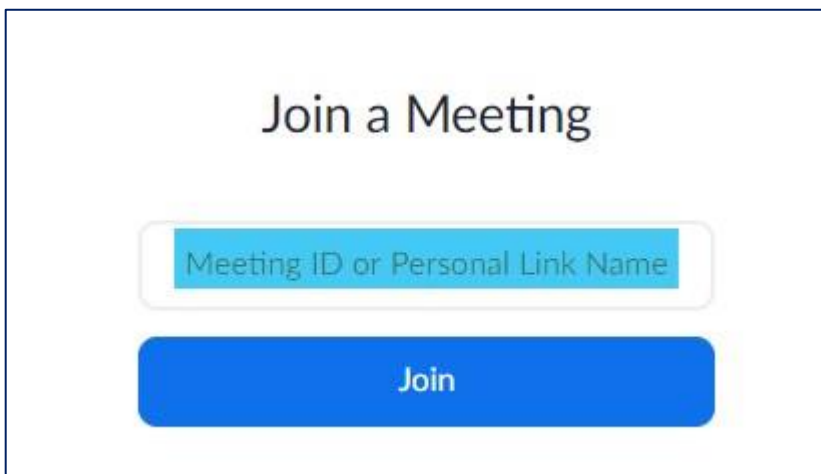
## Step 1

Click on the “Register and Join the Meeting” button located in the announcement for the event you want to attend on the SORM website.



## Step 2

Copy and paste (or type) the Meeting ID for the event you want to attend from the announcement on the SORM website into the field indicating “Meeting ID or Personal Link Name” (light blue highlight in the image below).

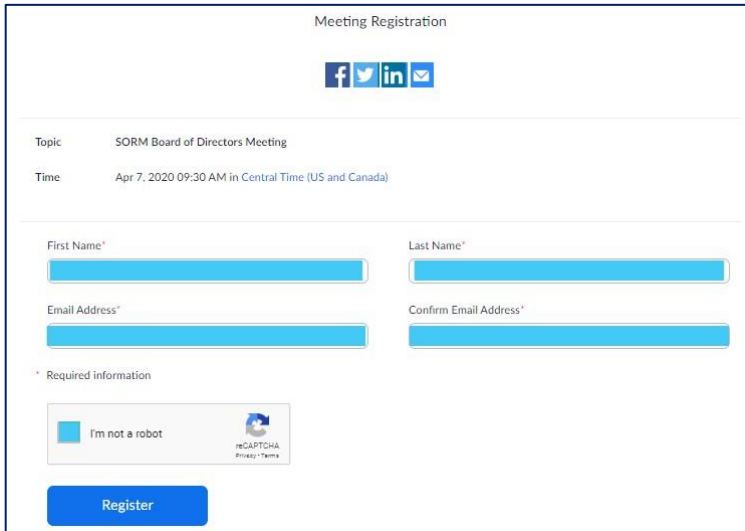


**Tip:** The Meeting ID will be posted immediately after the “How to Join the Meeting” heading on any SORM event announcement page.

### Step 3

Complete all the required fields (highlighted in blue in the image below) on the “Meeting Registration” screen and click “Register” when done.

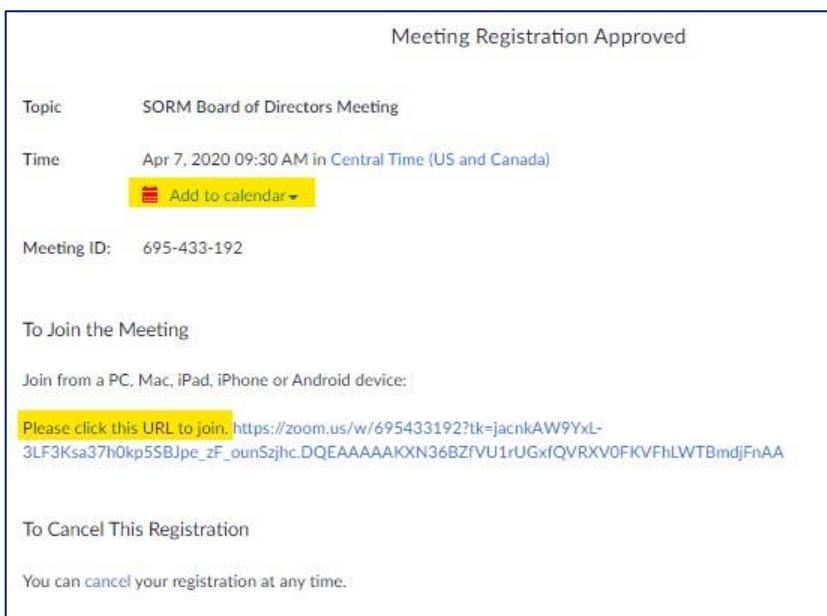
*Note: Please include your organization or agency name or acronym in the last name field in parentheses. For Example: (SORM)*



### Step 4

**If registering for the meeting in advance**, review and verify the information found on the registration page. Use the link provided in the confirmation email you receive to join the meeting at its scheduled time (refer to step 5 at that time to join the meeting).

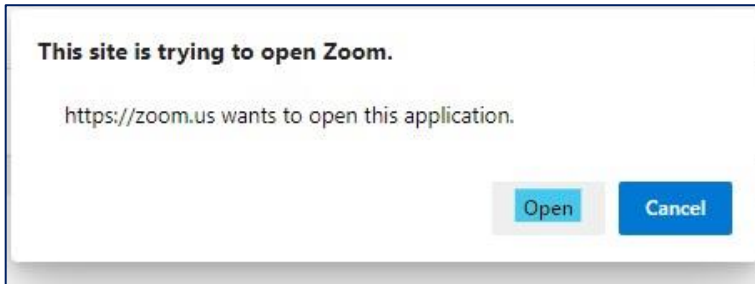
**If registering at the start of the meeting**, click on the link for the meeting and continue to step 5.



## Step 5

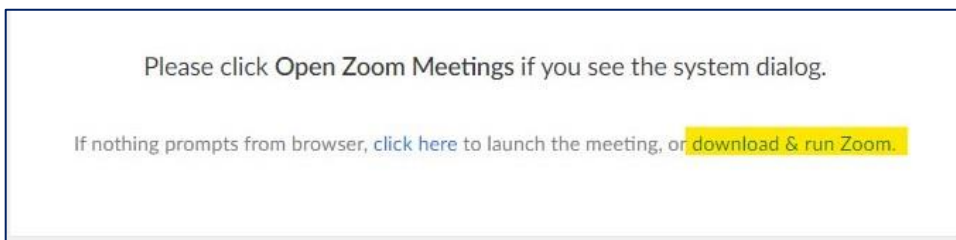
### Option 1 – Zoom Already Installed on Your Device

On Desktop, click the “join” link provided on the Meeting Registration Approved screen in your browser (or in the confirmation email, if you preregistered). A prompt will appear to open Zoom. Click “open” to launch the meeting.



### Option 2 – Download and Install Zoom

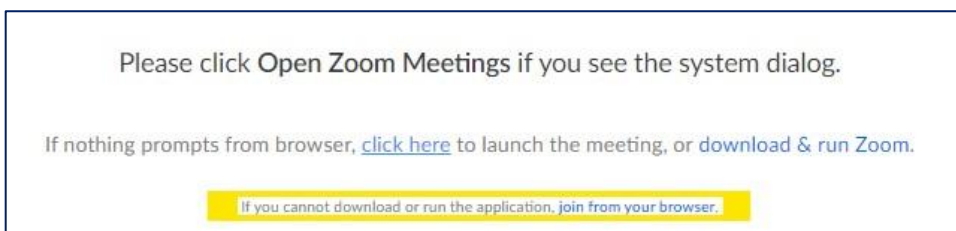
On Desktop, click the “join” link provided on Meeting Registration Approved screen in your browser (or in the confirmation email, if you preregistered). On the “Launching” screen click the “Download and Install Zoom” link.



### Option 3 – Join the Meeting in the Browser

**Tip: Use this option if you are on a computer where you cannot install applications. This option is NOT available on an Android or Apple device.**

Click the “join from your browser” link on the “Launching” screen. Follow the on-screen prompts to join the meeting.



## Additional Tips for Zoom

- Share public comments in the chat box and preface as PUBLIC COMMENT. A facilitator will monitor and ensure all questions or comments are addressed at the appropriate time during the meeting.
- Ensure you have audio and “join audio by phone or computer” at the beginning of a meeting. Be sure not to skip this window. Audio settings can be accessed by an icon in the lower left-hand of your screen.