CONNECTING TO A ZOOM MEETING USING MACBOOK AND SAFARI BROWSER (THESE INSTRUCTIONS ARE BASED ON A COMPUTER SYSTEM THAT HAS A WORKING CAMERA AND MICROPHONE INSTALLED)

STEP 1. Click on the Zoom meeting URL that was provided to you. If you do not have a meeting URL, please open your default browser and navigate to https://join.zoom.us/ Below is an example of a meeting URL. ***Please note that a Zoom meeting invite will be sent out to you regarding the upcoming board meeting. Below is just an example of a URL that you will receive. You can also join a meeting by entering in the Meeting ID and password if Zoom prompts you for this information.

![Example Zoom Meeting URL](image)

STEP 2. Upon click the URL, your default browser (most likely Safari) will open up. If you do not have the Zoom application installed, you will be prompted to install it. If nothing automatically starts to download, you may need to click on the “download & run Zoom” option as seen below.

![Zoom Application Installation](image)

STEP 3.

Once you try to install, you may encounter a pop-up error like the one seen below. If you don’t, move on to step 6.

![Zoom Error Message](image)
STEP 3. Your Mac settings are not likely to allow you to install the app because it’s not from the App Store. To allow installing Zoom for Mac, go System Preferences > Security & Privacy. From there, click Open Anyway in the general section.

STEP 4. When a new pop-up shows up, click on Open.

STEP 5. Another pop-up will ask you to continue (this should be the last pop-up).
STEP 6. Upon join a Zoom meeting for the first time, the application may ask for permission to access your systems microphone and video camera. Click yes to both.

![Permission Dialogue Box](image1.png)

STEP 7. When connecting to the Zoom meeting, a dialogue box may pop up asking you to choose an audio conference option. Make sure to select “Join with Computer Audio”.

![Audio Conference Option](image2.png)

STEP 7. You should now be successfully connect to the Zoom meeting and should app controls like the ones seen in the image below:

![Zoom Controls](image3.png)

If you see that the microphone icon (as seen below) has a green arrow and text reading “Join Audio” that means that no one is hearing you. Click on the icon and select the appropriate microphone/audio system that is installed on your system.

![Microphone Icon](image4.png)
If you want to mute yourself and or suspend the your video camera at any time during the meeting, simply click on the microphone and or video icon at any time. A red slash will show up over the icons as seen below.

NOTE: As a best practice, it is strongly suggested that you mute your microphone when you are not talking. Muting your microphone helps the meeting organizer eliminate background noise that may be heard from active participants joined to the meeting.

OPTIONAL: If you want to change your video background so others see a different background for you, click on the “^” symbol next to the video icon and select “video settings” option which should bring up a dialogue box like the one seen below.

Make sure to select the “Virtual Background” menu option to see if your system allows you to change your video background. If it does, the best results are when you have a green screen behind you or at a minimum, a solid wall as your current physical background. Click on the “+” option as seen above and navigate out to the image you want to use as your new virtual background.