

Attending 341 Meeting via Web Conferencing

Web conferencing requires (1) a good internet connection and (2) a computer, mobile device or tablet with a camera, microphone and speakers. You will also need to install Zoom on your device and create a free account before joining the meeting. When attending a 341 meeting via web conferencing, you will need a quiet location where you can provide your full attention.

Installing Zoom

Prior to the scheduled meeting, download and install Zoom from <https://zoom.us/download>. For desktops, you click and install **Zoom Client for Meetings**. For mobile devices, scroll down until you see **Zoom Mobile Apps**. There you will select either **Download in App Store** for IOS phone or **Download in Google Play** for Androids. Then click the applicable icon to install **Zoom Cloud Meetings**.

Creating Free Account

Once you have installed Zoom to your device, you will need to create a free account by clicking the button **Sign Up, It's Free**. Enter your correct first and last name so that you can be properly identified at the 341 Meeting. Prior to the meeting, test your camera, microphone and speakers to ensure they are working properly.

Joining 341 Meeting

Ten minutes prior to your 341 Meeting time, you can join by signing into your Zoom account and clicking **Join A Meeting**. When prompted, enter Meeting ID: **565 830 6500**. Or you can enter the following into your internet browser: <https://zoom.us/j/5658306500>. If you join from the meeting link, you most likely will not have to reenter the Meeting ID. If you did not set up a free account or install the software before entering meeting address into your internet browser, then you will be prompted to do so. There is no password. Once connected, please mute your microphone until the case is called and log off when notified that your case is completed.

Attending 341 Meeting via Teleconferencing

Teleconferencing requires (1) a good phone connection and (2) a quiet location. Ten minutes prior to your 341 meeting time, you can join by simply dialing the number listed below and once connected entering the Meeting ID:**565 830 6500** and pressing #. There is no security code and please do not select any other feature. Once connected, you will be placed on hold until you are added to the meeting. When you are added to the meeting, you will be asked to provide your name. There are several cases set for each hour so you may be on hold for a long time. Please be sure to be in a quiet location where you can listen and participate in the call.

- If you have free long-distance calling, then please dial **1-301-715-8592**
- For toll free calling, please dial **1-888-475-4499**