### Download Zoom Client Software

Please download and install Zoom client software to use audio/video conferencing. Below given link to download the zoom client software.

Zoom Desktop Client (PC, Mac, or Linux)

Directly download from one of the following links

https://zoom.us/support/download

https://zoom.us/download

https://zoom.us/download2

Once download just install this software.

### Zoom Mobile App (iOS or Android)

Download the Zoom mobile app from the Apple Appstore or Google Play.



### How to claim as host

You received email notification like below screenshot and find the green highlighted content inside the email notification that will need for this process.

INTERNATIONAL TRAINEE NETWORK
Dear Timothy Dalton,
We are pleased to send you the schedule and details for your interview with <b>Robert Downey</b> Jr Interview Scheduled on: <b>Tuesday Apr 21, 2020 at 07:30 PM</b> Time Zone: <b>MOUNTAIN DAYLIGHT TIME (North America) (MDT) [America/Denver] UTC -</b>
6 You can convert time here: www.timeanddate.com/worldclock
Your interview will be conduct on zoom meeting, Please make sure you have install zoom software in your computer or zoom app on your mobile.
Following details you need join zoom meeting. Join from PC, Mac, Linux, iOS or Android: https://zoom.us/w/56248523339?tk=7QpKX3r80dibwdZswggKXd6XdsfhkjkwbGusAAmTwHjsSE wxZldWtnU2pXUFRwU3JWcFIHssd4sdflRAA&pwd=S1ZkcmFwUjHL45F1GSUIVc0JlZi9iQT09 Note: This link should not be shared with others; it is unique to you.
Meeting ID: <b>56248523339</b> Password: <b>33024536</b>
OPTIONAL: You can claim as HOST in zoom meeting, use below host key to claim as meeting host. HOST Key: 495223 (See attached PDF to read step by step procedure to claim the meeting as host)
Click to add this meeting to your <u>OUTLOOK</u> calendar.
Please confirm that you will be able to attend this meeting:
Yes No
Thank you,
International Trainee Network - Automatic Notification System

#### Step #1:

Find the Join link in red from the email notification that you received. The Join link will be looks like below in email notification.

Following details you need join zoom meeting. Join from PC, Mac, Linux, iOS or Android: https://zoom.us/w/56248523339?tk=7QpKX3r80dibwdZswggKXd6XdsfhkjkwbGusAAmTwHjsSE wxZldWtnU2pXUFRwU3JWcFIHssd4sdflRAA&pwd=S1ZkcmFwUjHL45F1GSUIVc0JlZi9iQT09 Note: This link should not be shared with others; it is unique to you.

Take this red highlighted join link and run into browser.

For example: here I am using Google Chrome browser once I run this link then it is ask to open Zoom software.



By click on "**Open Zoom**" button the Zoom client software automatically opened and you will be joined this meeting directly.



Step #2: the user will automatically get enter into meeting interface

- 1) By click on "Participants" tab, right side list of participants will be open.
- 2) Bottom-right there is button "Claim Host".

Step #3: Click on "Claim Host" button following dialog will be open and ask for host key.

Zoom Participant ID: 158878 Meeting ID: 113-542-339		- 0 ×
<b>0 a</b>	Talking:	<ul> <li>Participants (1)</li> </ul>
		Miguel S (Me, participant ID: 158878) 📈
Meeting Topic:	Host Company Interview [HC: emp_name_31] and [EV: Tiffany	
Host:	Claim Host X	
Password:	Enter the Host Key to claim host role	
Invitation URL:		
	Host key is a 6-10 digit number	
Participant ID:	OR	
	Sign In to Claim Host	
-+-		
Join Audio	Share Screen Invite Others	
Join Audio Start Video Invite	e Participants Share Screen Chat Record	Raise Hand Claim Host

When you see above dialog that asking for Host Key.

#### Step #4:

After that find the **Host Key** in email notification that you received which is look like below.



Enter this **Host Key** and click on "**Claim Host**" button like below screenshot.

Coom		– 0 ×
	Talking:	<ul> <li>Participants (2)</li> </ul>
		Miguel S (Me, participant ID: 261758) 🗖
		TK Tiffany Kael Magadia 🛛 🖉 🎵
Meeting Topic:	Host Company Interview [HC: emp_name_31] and [EV: Tiffany	
Host:	Claim Host X	
Password: Invitation URL: Participant ID:	Enter the Host Key to claim host role  495223 Claim Host Host key is a 6-10 digit number	
Join Audio	Sign In to Claim Host	

Step	#5:	The	partici	pant	becomes	host now.
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Zoom Participant ID: 158878 Meeting ID: 113-542-339		- 0 ×
0	Talking:	<ul> <li>Participants (2)</li> </ul>
		Mi (Host, me, participant ID: 158878) 💋
		TK Tiffany Kael Magadia 🛛 🚇 💋
Meeting Topic:	Host Company Interview [HC: emp_name_31] and [EV: Tiffany	
Host:	John	
Password:	33024536	
Invitation URL:	https://zoom.us/j/113542339?pwd=S1ZkcmFwUjJzS2ZSTUI	
	Copy URL	
Participant ID:	158878	
Join Audio	Image: share Screen       Image: share Screen	Mute All Unmute All More ~
Join Audio Start Video	Invite Manage Participants Share Screen Chat Record	Zoom Group Chat

Now you become Host of this meeting:

- 1) You can end this meeting.
- 2) You can keep all meeting participants to Mute or Unmute mode.
- 3) You can remove any participant from this meeting.