

How to Join a Zoom Meeting

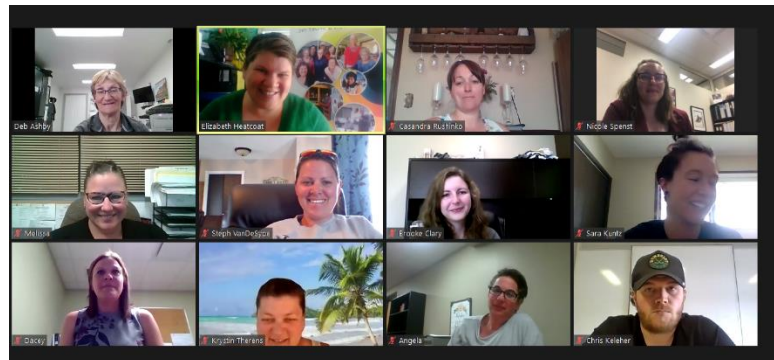
What is a Zoom Meeting?

A Zoom meeting is a video meeting using your laptop, desktop, or smart phone. You will need a camera, speaker, and microphone to participate in a Zoom meeting.

Laptops, tablets, and smart phones typically have cameras, speakers, and microphones built in. Desktops will likely require attachment of an external camera, speaker, and microphone.

Smart phones may require additional download time during initial set-up.

This is what a Zoom meeting might look like.



How do you join a Zoom meeting?

You will receive an email with a link that you click to be taken to the virtual meeting room. When it is time to join your meeting, click the link. The blue line is the link.

This is what a Zoom link might look like.

Join Zoom Meeting

<https://us02web.zoom.us/j/88604916117?pwd=ZHhvZkVXYW5PdWJBbnlWbFNQWk84dz09>

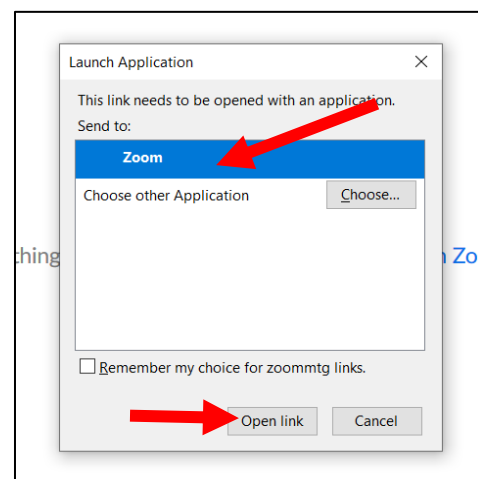
Do you have to install Zoom software?

It depends on how you are accessing the Zoom meeting.

On a laptop or desktop computer Zoom will open a little window and ask you to temporarily launch the software. Make sure the Zoom line is selected, then click *Open Link*.

On a tablet or smart phone, you may be asked to install the app as part of joining a Zoom meeting. You should allow enough time prior to the meeting for installation. 5-10 minutes should be lots of time.

This is what the Zoom little window might look like. The red arrows show you where to click.

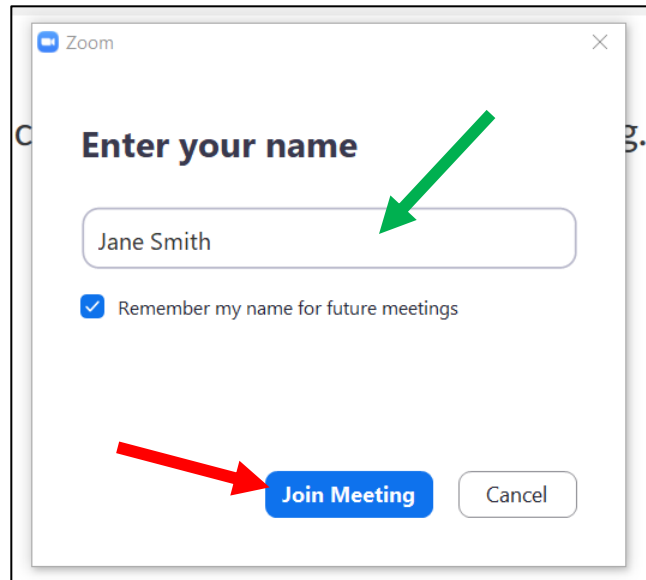


What's next?

Zoom will ask you to enter your name. Please enter your first and last name.

This is what the name window might look like. The green arrow shows you where to click to type in your name.

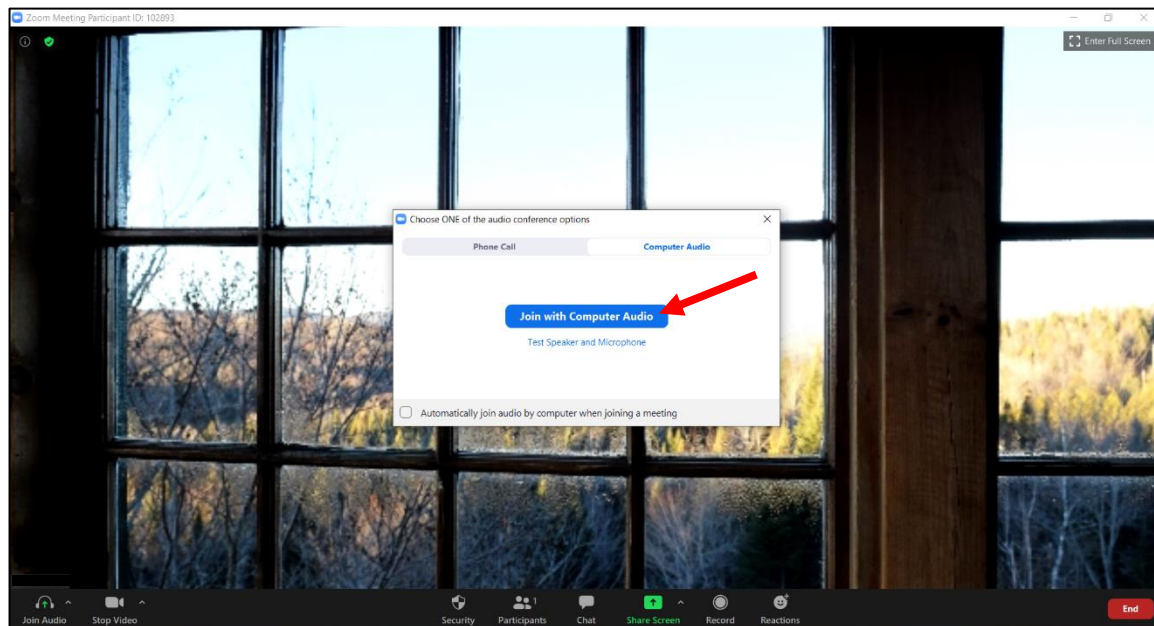
The red arrow shows you where to click when you are finished typing your name.



Audio (Sound) Selection

When you join the meeting, Zoom will ask you to select your audio (sound) source. Please select the *Join with Computer Audio* button shown with the red arrow.

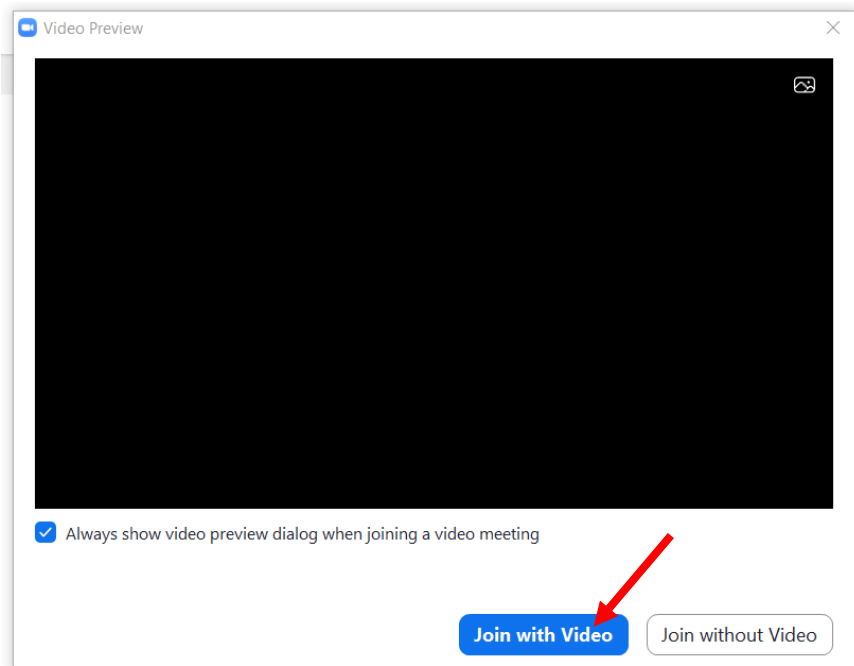
This is what the audio window might look like.



Video (Picture) Selection

Zoom may also ask you if you want to show your video. Please select the *Join with Video* button shown with the red arrow. Don't worry, you look great!

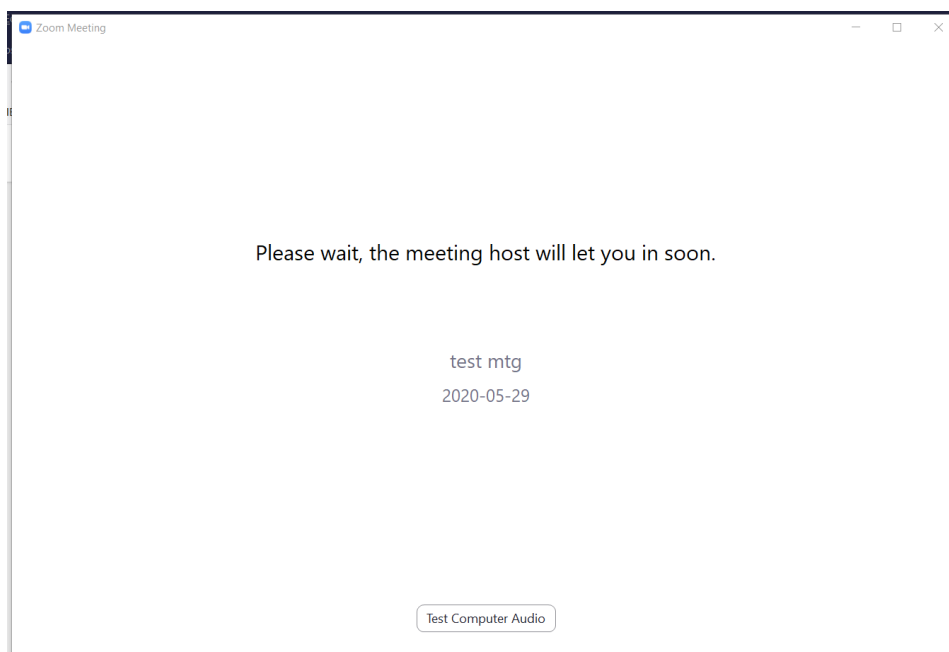
This is what the video window might look like.



Meeting Waiting Room

As a security feature, meeting participants may be placed in a virtual Waiting Room. The meeting host will admit you to the meeting once they verify you are a registered attendee.

This is what the Waiting Room window might look like.

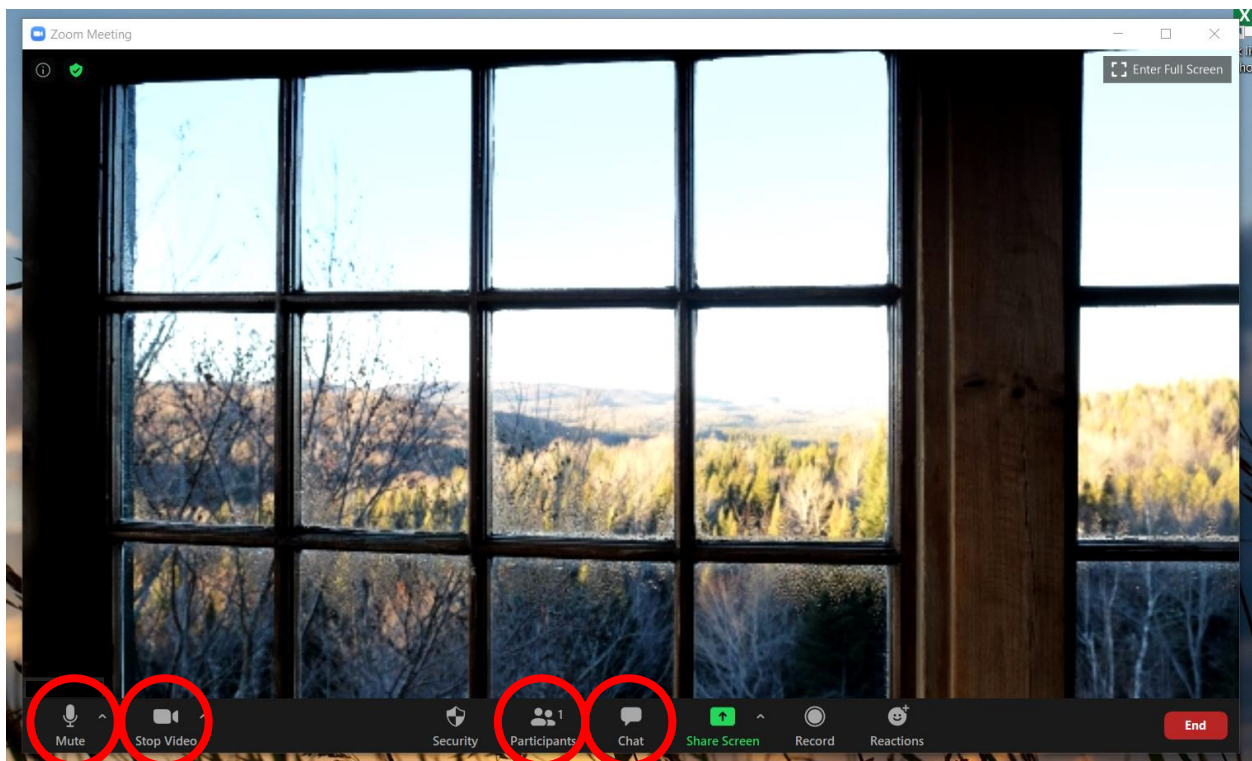


Zoom Menu

While you are part of your Zoom meeting, you will have access to a small menu of Zoom tools. Notice the red circles below.

- You can mute/unmute your microphone by clicking the *Mute* button.
- You can start/stop your video by clicking the *Start/Stop Video* button.
- You can see the list of other participants by clicking the *Participants* button.
- You can access the Chat window by clicking the *Chat* button.

Some menu options may not be available for all participants.

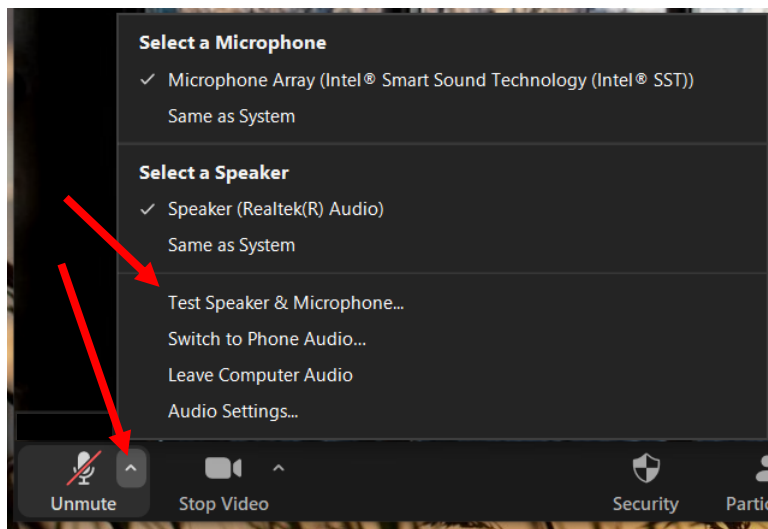


Want to learn more?

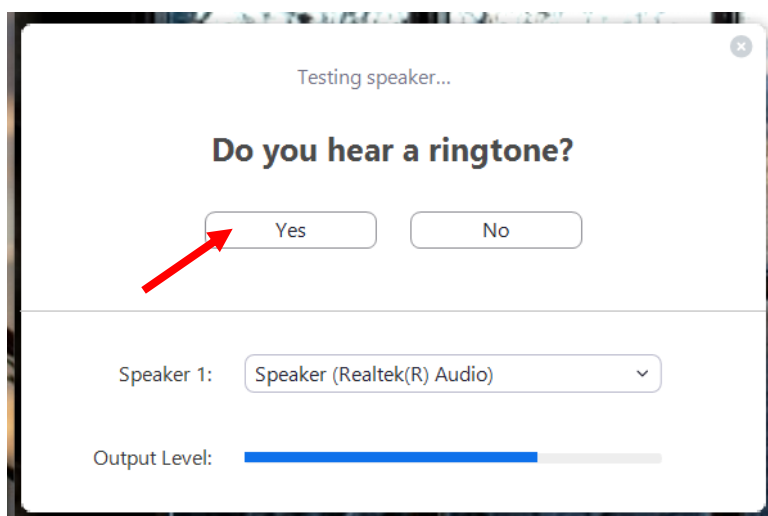
Try out a Zoom test meeting.
<https://zoom.us/test>

Want to test your audio (sound) levels?

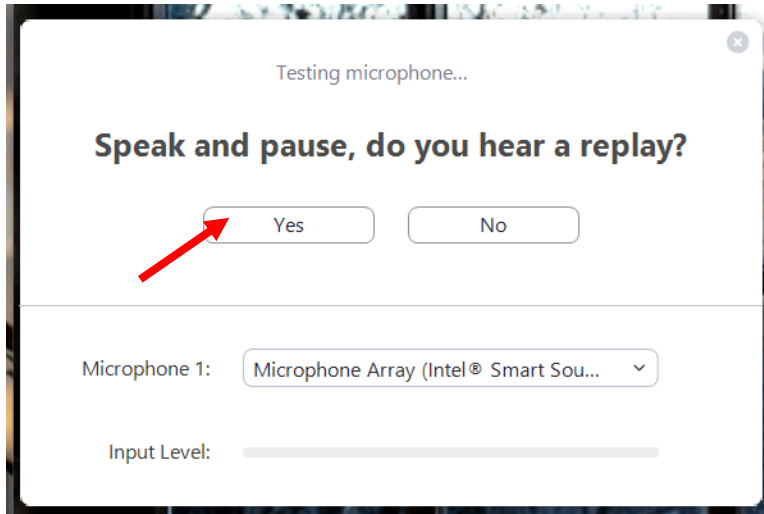
Click the little arrow beside the *Mute* button.
Select *Test Speaker and Microphone*.



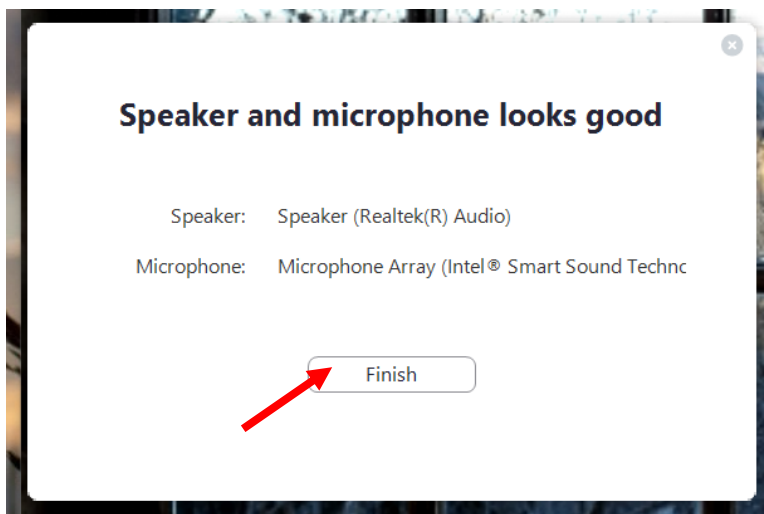
Your computer will play a little sound tone, repeatedly. Adjust your volume until it is a comfortable level. Then click Yes.



Now it is your turn to speak. Say something like, “this is a test” and the computer will play it back for you to hear. This will tell you if you need to speak louder or move closer. When you hear the replay, click Yes.



When you have finished your sound check, click Yes.



Happy Zooming!