How to JOIN a Zoom Meeting

Before your Zoom meeting, you will receive an email from your meeting leader with a link to join and meeting ID for your meeting. If you have not received this, email the leader for the meeting information. You can join a meeting with a personal computer (PC), with or without a microphone, with your tablet, or with a phone. If you don't have a computer, you can use the phone number listed in the email to call to join the meeting with just your phone using audio only.

1. Join the meeting with one of these options:
   a. Use the https://zoom.us/j/######### (### is the meeting ID) the leader emailed you. Then a window will open, click on Open Zoom Meetings. The Zoom application may download as well.
   b. With your phone call the number emailed to you and enter the meeting ID and follow instructions.
   c. If you have the Zoom application, click Join and enter the meeting ID.

   To turn on your PC audio, you might want to first test your speakers and microphone. If your mic and speakers work choose the computer audio. If you prefer not to use the PC audio, choose the phone option. You will be asked for the meeting ID and participant number.

2. When you are connected to the meeting you will see the Zoom Meeting window. Your meeting may not have your camera on so you will not see yourself until you turn on the camera (video). To turn on the camera, click on the video camera (on the bottom bar). If your computer has more than one camera, you will choose the arrow to pick the camera.

3. Using the meeting controls (black bar) for these options:

   a. Audio – Turn on or off your audio.
   b. Start Video – Click on the Video icon to start or stop camera.
   c. Invite+ – Usually the HOST (leader) has invited the participants, but you can add on other people. However the leader can disable this.
   d. Manage Participants – This will show you a list of the participants on a side bar and who has their camera/audio on.
   e. Share Screen – If you want to share a document with the group, it is a good idea to open the document beforehand. When you click Share Screen, a window opens to show your opened document. Find the document to share and click share. To end the share, go to the top of the window and find the sharing bar and stop share.
   f. Chat – This opens the side bar with group chat (if enabled).
   g. Record- Option to record if the HOST allows this.
   h. Leave Meeting – To exit the meeting.

4. You can change your Zoom window view to either Gallery View or Speaker View. And you can also go Full Screen or back to Window View (exit Full Screen). Find both of these options by hovering your cursor over the upper right-hand corner of your screen.

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