

HOW TO JOIN A ZOOM MEETING

Zoom is an online platform that allows you to meet with people virtually through your desktop computer, laptop computer, smartphone or computer tablet.

To use Zoom you need to have an account set up with Zoom. If you do not have a Zoom account yet please visit our “How to Download and Create Your Zoom Account” Document on our [Zoom - Online Classes page](#).

For this example, we are using a computer with the Windows 10 operating system, and the Google Chrome web browser. To download and install Google Chrome click [here](#).

STEP 1

JOINING ZOOM MEETING THROUGH E-MAIL LINK

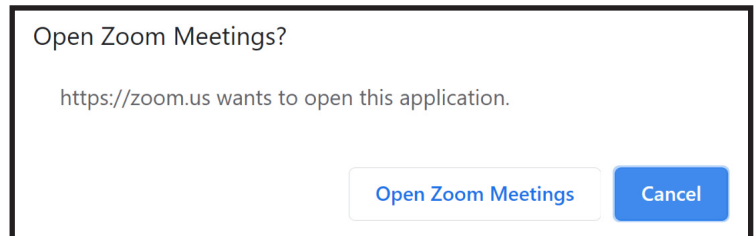
You will receive an email message to join a Zoom meeting. This email will have a link similar to this one, that will include the Meeting ID (It begins with https://) Click on the link to join the meeting.

Join Zoom Meeting
<https://zoom.us/j/93961771877>

STEP 2

OPEN ZOOM MEETING

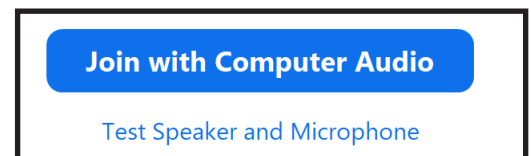
Once you click the link to join the Zoom meeting, a new page will open up and ask you if you want to open Zoom meetings. Click the “Open Zoom Meetings” button.



STEP 3

COMPUTER AUDIO

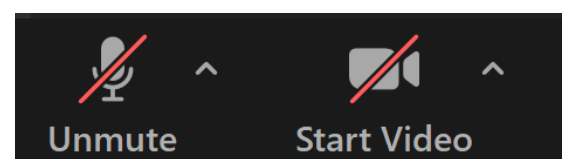
Once the Zoom meeting opens, you will have the option to join with your device’s audio. Click “Join with Computer Audio.” You can mute your audio after joining the meeting if you wish.



STEP 4

AUDIO AND VIDEO CAMERA OPTIONS

At the bottom of the screen you will see a microphone and a video camera icon. To mute or unmute your audio or turn your camera on or off, click on the icons at the bottom of the screen.



STEP 5

WAITING ROOM

There is a chance that you may see a “Please Wait” message. If you receive this message it is because the host of the meeting has taken a security measure to avoid letting people join the meeting until the host is ready. Once the host is ready for the meeting to begin they will let you in.

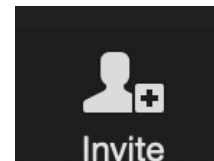
Please wait, the meeting host will let you in soon.

Molly Parker's Personal Meeting Room

STEP 6

INVITING OTHERS

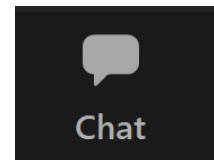
If you'd like, you can invite others to join the meeting by clicking on the “Invite” button.



STEP 7

CHAT ROOM

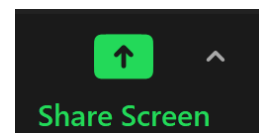
The Chat button allows you to send messages to the host of the meeting or if allowed, to the other participants in the meeting.



STEP 8

SHARE SCREEN

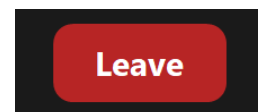
If the host allows, you can show others in the meeting what is on your screen. Click “Share Screen”, if you'd like to share your screen.



STEP 9

LEAVE MEETING

Once the meeting is over or if you need to leave at anytime, click on “Leave Meeting” to exit the meeting.



If you are in need of additional information or support using the Zoom application, please visit: <https://support.zoom.us/hc/en-us/categories/200101697>