Joining a Zoom Meeting as a Participant

Zoom is a web-based video conferencing tool that can be used on your computer, phone or tablet. It's free to participants and easy to use for group meetings as well as one-on-one meetings.

To get you started, we recommend that you <u>watch the following YouTube Video</u>. Below we've also included screen shots of the important steps.
YouTube Video: [Joining a Zoom Call for the First Time](#)

1. If you plan to attend the Zoom meeting by **smart phone or iPad, then go to your App store and download the Zoom Cloud Meetings app**. It is free. **If you will be using your <u>computer</u>, then you'll be downloading Zoom in step #3**.

2. **You will receive an email inviting you to attend a Zoom meeting**. The email's content should look similar to the example below. **The arrow points to the URL or web address that you'll need to join the meeting. Click on the link or copy and paste it into your web browser**. (To join by phone, call one of the phone numbers listed in the email and then enter the meeting ID).

Inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
https://zoom.us/j/351191532   ←

Meeting ID: 351 191 532

One tap mobile
+13462487799,,351191532# US (Houston)
+16699006833,,351191532# US (San Jose)

Dial by your location
        +1 346 248 7799 US (Houston)
        +1 669 900 6833 US (San Jose)
        +1 253 215 8782 US
        +1 301 715 8592 US
   +1 312 626 6799 US (Chicago)
   +1 646 558 8656 US (New York)
Meeting ID: 351 191 532
Find your local number: https://zoom.us/u/aOQdmEVMD

3. **If you are using your computer for the Zoom meeting, and have never used Zoom**, you'll be prompted to **download and run Zoom**. Click on the "download & run Zoom" link. **An .exe file will appear in the bottom left-hand corner of the screen (see second slide below). Click to install Zoom.**
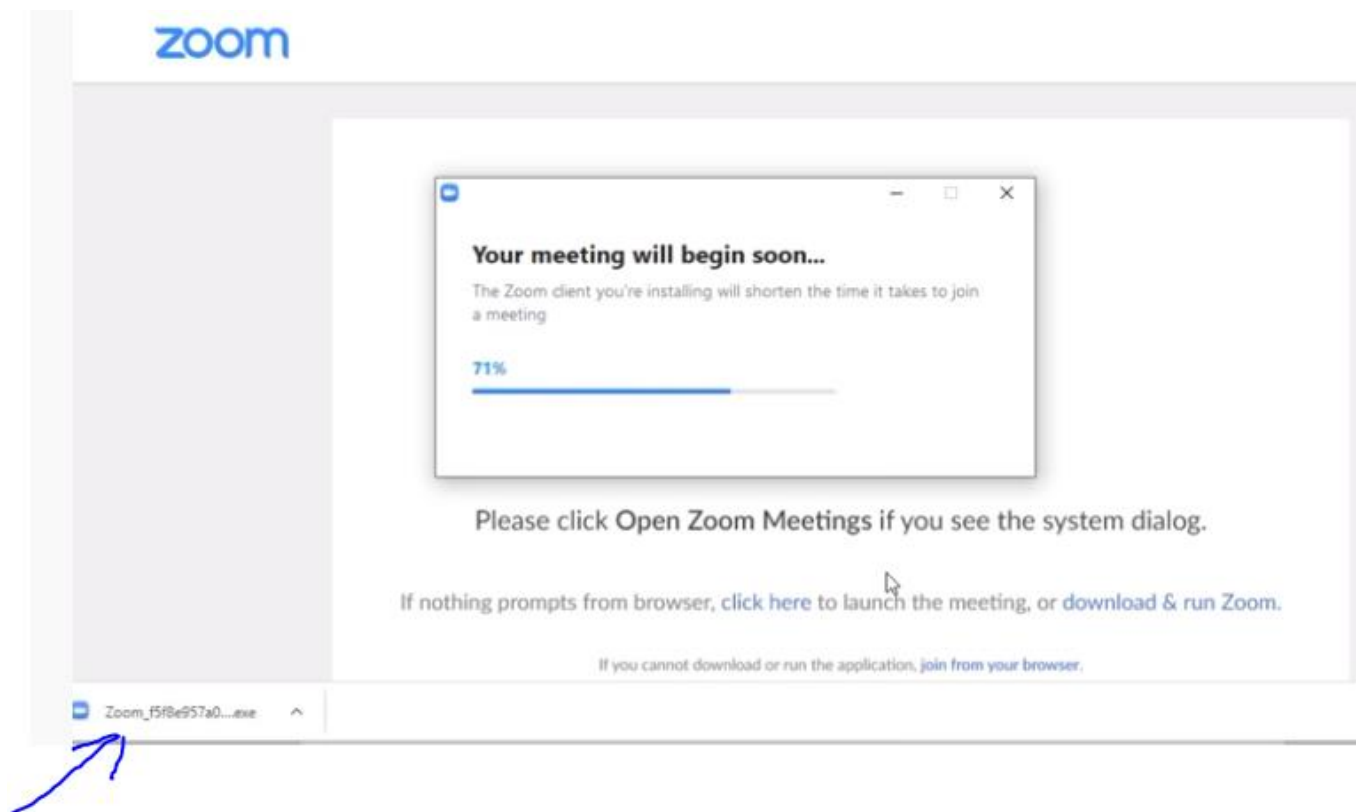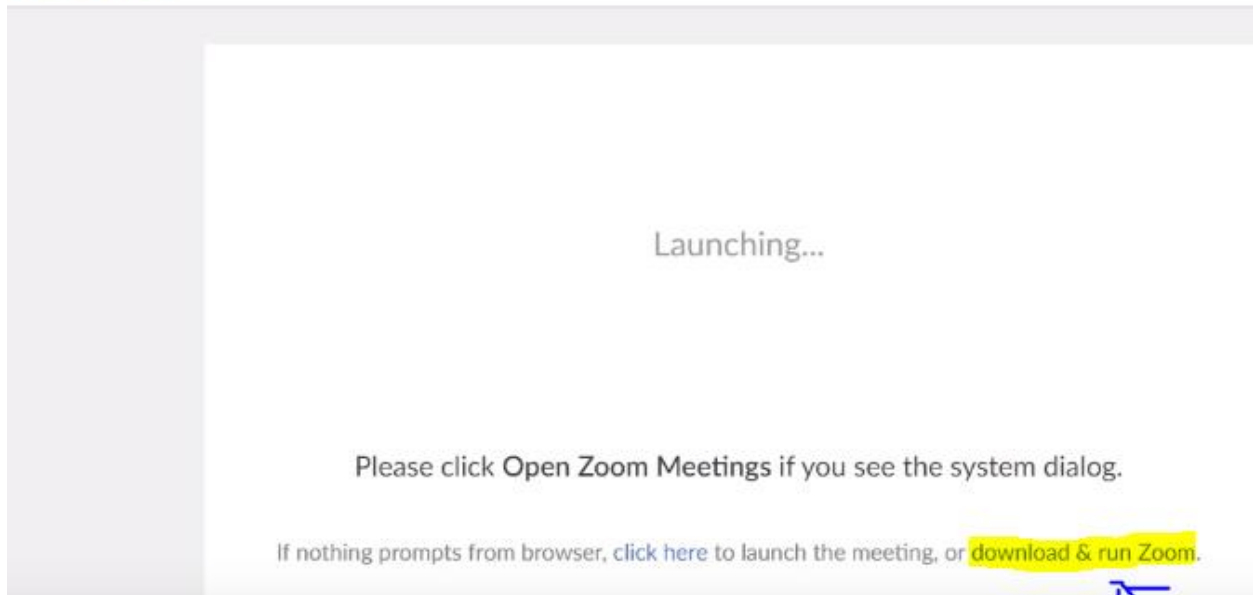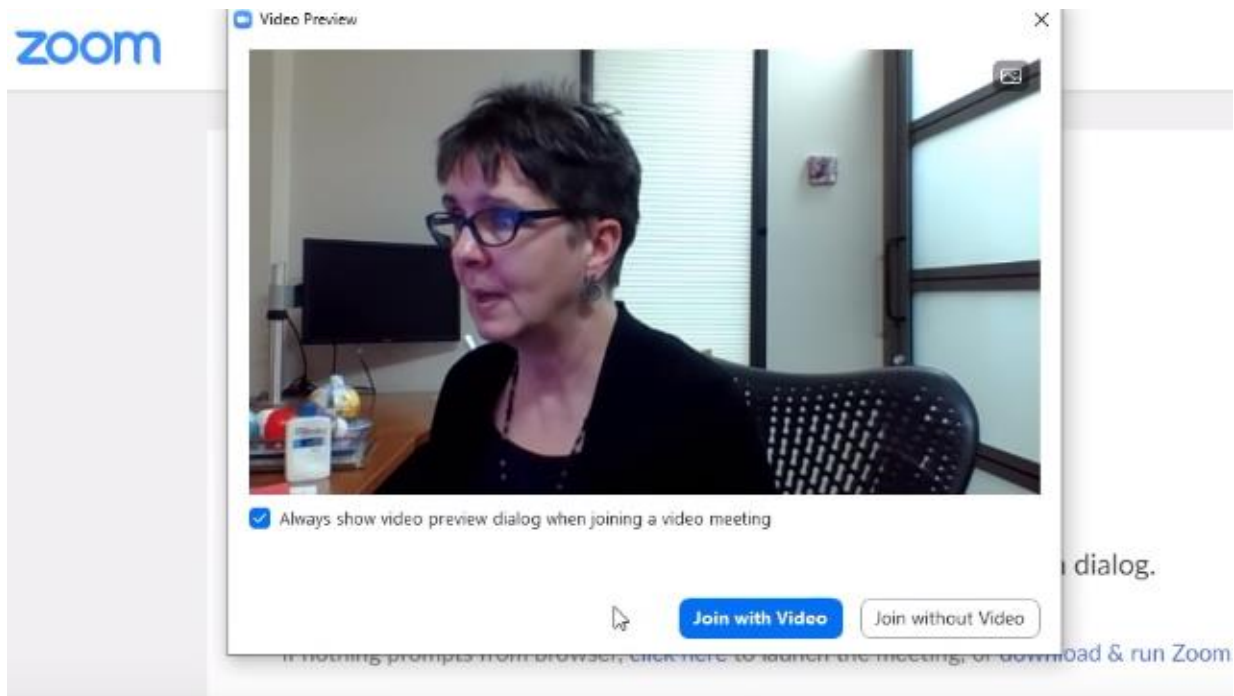
4. **After your program is downloaded, you'll be prompted to enter your name and then click on "Join Meeting"**
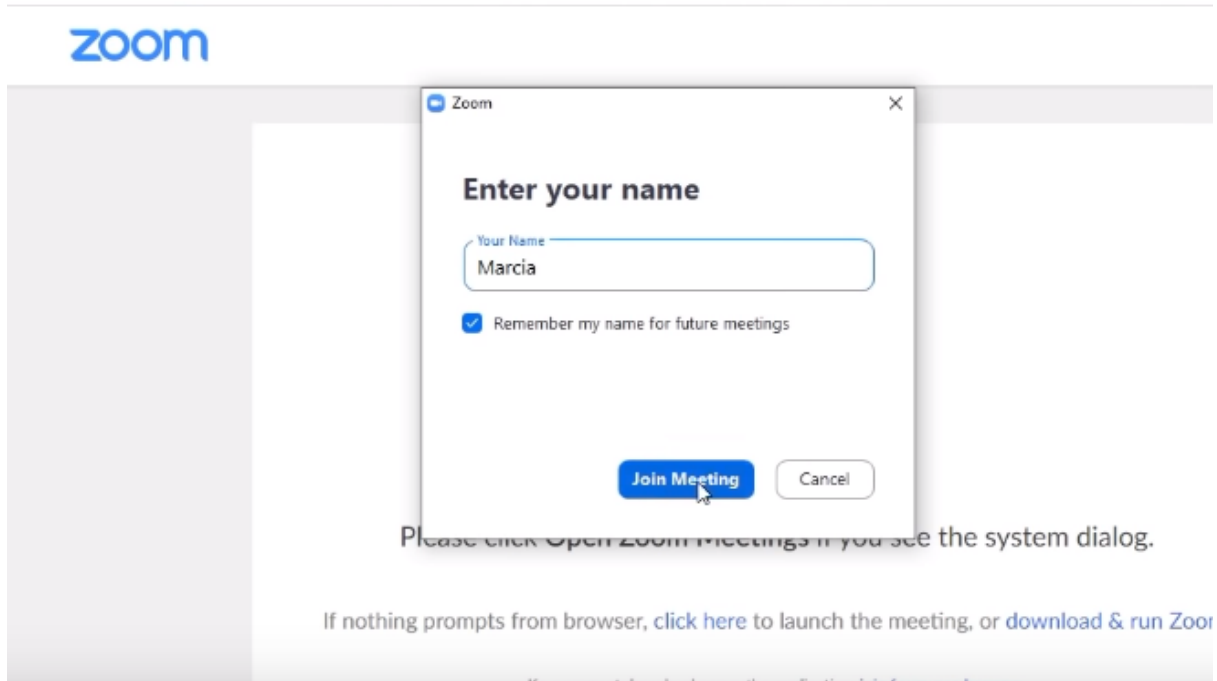
5. The next screen should ask if you want to "Join with Video." We usually recommend that you **join with Video so that the facilitator and other attendees can see you**.

6. **Click on "Join with Computer Audio" so that you can participate in the meeting**. Note: there will be an option to put yourself on mute.
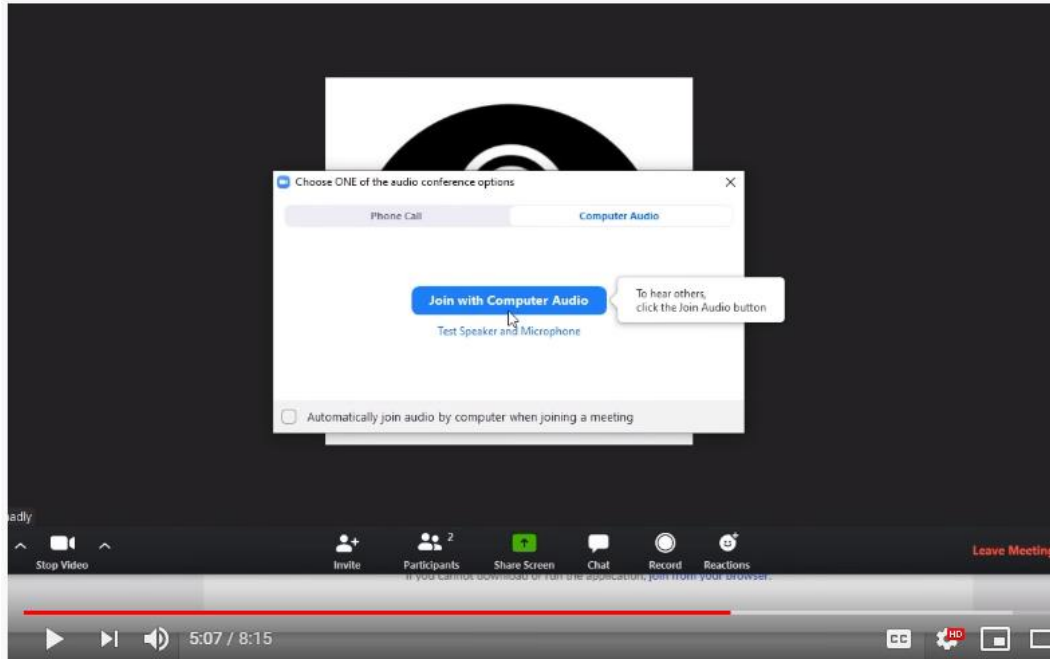
7. In the **lower left-hand corner, you can unmute or mute your microphone. Next to that you also have the option to stop your video.** If you stop your video, then the facilitator and other participants cannot see you. Normally, when you start a meeting, you want your video and sound to be turned on. **Depending on the type of meeting, the facilitator may mute participants until it is their turn to speak**. This method reduces background noise. The **upper right-hand corner controls your view (Gallery or speaker view)**.
Note: If the meeting has not started, the facilitator may have participants in a "waiting room" prior to beginning the meeting.

8. Enjoy!

Troubleshooting – below are a two useful links if you have issues with the audio or video
- [Issues with the video camera](#)
- [Issues with audio](#)