Shamelessly borrowed from the Rochester University web site and edited to make it useful for our purposes:

Join a Zoom meeting using video and audio from your computer/phone/tablet/other device with access to the internet

Some things to remember:

- You will need a device with access to the internet, a camera, a microphone, and speaker. Most computers, laptops, tablets and smart phones will already have these onboard.

- You will need to make sure that the camera and mic are enabled on your device. Usually you can do that by going to "settings" and making sure they are enabled. (you can always turn the camera and mic off when you are not in a meeting – just remember to turn them on for meetings)

- Whatever device you are using, it's always best to try and get it up to eye level if possible, otherwise we see an unflattering view of you. It also makes it easier for the mic to work.

- There are instructions for calling in by telephone at the end of this document if you don't have good internet access or a device compatible with video meetings.

Step 1

You should have received a meeting invitation containing a link to a Zoom meeting, click the link to be connected to Zoom. In most cases, the meeting link will be in bold print so you can find it easily. The link will look something like this: https://zoom.us/j/250379098 (the number may be longer and will be different for each Zoom meeting, so make sure you have the correct meeting invitation – check date and time)

If you have not received an invitation or don't have it handy, go to zoom.com, and click join a meeting. (you will need to have the meeting ID handy)

If you click on the link before the meeting is open, you will be put into a "waiting room" and may be there a while. Most of the time, meetings should be open about 5 minutes before start time.

<mark>Step 2</mark>

If it is your first time joining a Zoom meeting, you will be prompted to download and install the Zoom client. This is necessary to use the application that runs the meetings. After the download completes, run the application to start the Zoom client. You should be able to join a meeting without setting up a personal Zoom account, but it's preferable to have the account, as it simplifies the log in process for subsequent meetings.

<mark>Step 3</mark>

If you do not want to set up your own Zoom account, Click **Join A Meeting** to manually enter the meeting ID, your name, and join the meeting. (You will need to have that information from the email invitation.

Join a Meeting
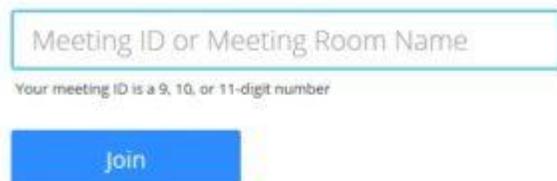
Meeting ID or Meeting Room Name

Your meeting ID is a 9, 10, or 11-digit number

Join
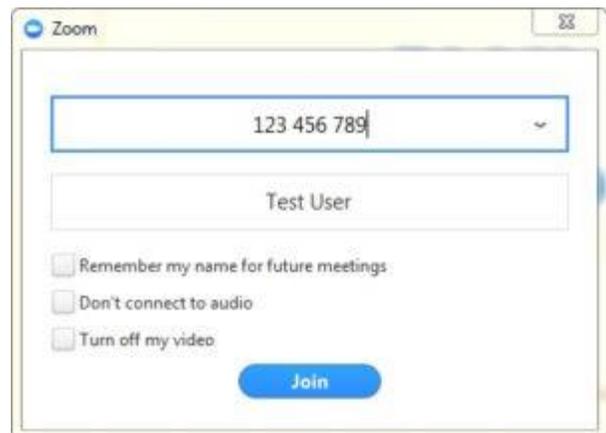
Zoom

123 456 789

Test User

☐ Remember my name for future meetings
☐ Don't connect to audio
☐ Turn off my video

Join

Or   If you have set up a Zoom account, click **Sign In** to log into Zoom and join your meeting.


Step 4

Click the preferred audio option based on the choices available to your meeting.

You have now successfully joined the meeting.

You may see a screen that says the "host will admit you" to the meeting soon. (if you are using a mobile device or tablet, the screen may look slightly different) Once you are in, your screen your screen should look something like this, or you will see a series of blocks with names and/or pictures. Notice the line of options along the bottom of the screen. This is where you turn on your audio/video. (If you are using a mobile device/tablet, the options will be in either the upper right or upper left corner, and may look like 3 dots or a downward arrow. Clicking either should make the options appear)
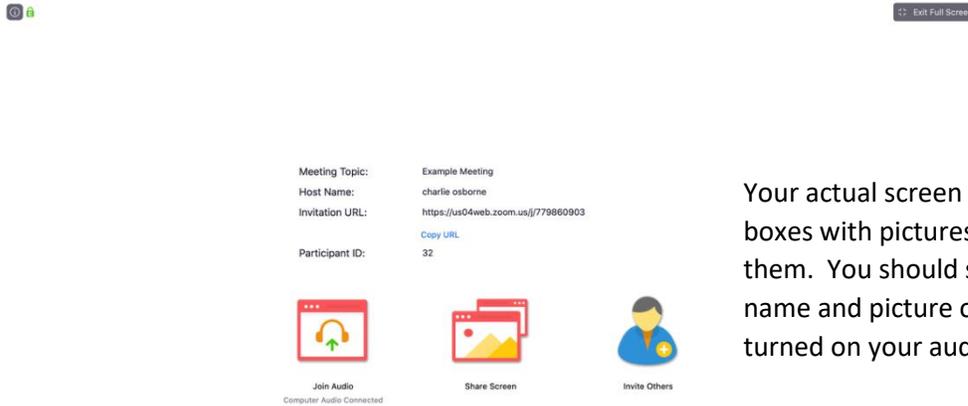
Your actual screen may have a series of boxes with pictures and/or names in them. You should see a box with your name and picture once you have turned on your audio and video.
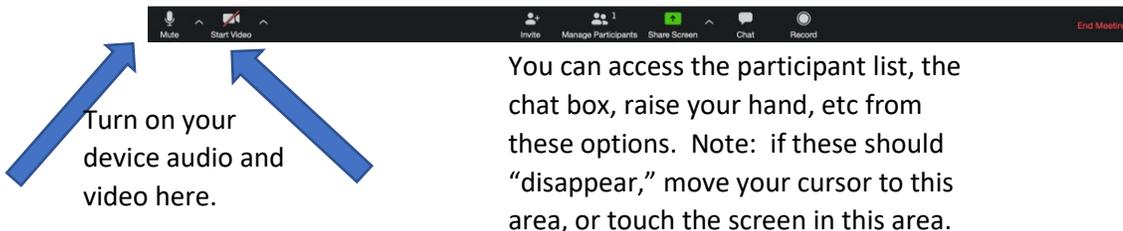
Turn on your device audio and video here.

You can access the participant list, the chat box, raise your hand, etc from these options. Note: if these should "disappear," move your cursor to this area, or touch the screen in this area.

Some notes for as you join the meeting:

- Join using the computer audio, unless you are phoning into the meeting

- When you join the meeting, you will need to begin your video and audio. If you move your cursor to the lower left of the Zoom window you should see a camera icon and a microphone icon. If they have a line through them, your audio/video are muted. Click the camera icon to start the video feed so others can see you.

- Because background noise is much louder than it seems, it's a good idea to keep your audio muted until you are ready to talk. You will be able to hear everyone else, even with your audio muted.

- To "unmute" your audio, either press and hold the space bar, OR use control-a to mute or un mute, OR use your cursor to click the microphone icon in the lower left of the window.

- You can tell if you are "muted" by looking at your "box" in the video feed – it will note if you are muted.