How to join a Zoom Meeting – for beginners

<u>When you have an email invitation</u> or a notice that says something like

"Terry is inviting you to a scheduled Zoom meeting." Or "Zoom meeting information"

Look under "Join Zoom Meeting" for something like this (it might be shorter):

https://us02web.zoom.us/j/83283350816?pwd=TEdCb2hucmgydTh4S2Q4SldEWGlvUT09

Double click (two fast clicks) or tap it, and follow the directions that pop up (see details below)

<u>If that doesn't work</u>, you can call in by phone, or try this way on another device with Internet:

Open your browser (A browser is how you get to the internet using Firefox, Chrome, or Edge)

Type **zoom.us** into the search area at the top of your screen

Choose "Join a Meeting" when the Zoom page opens.

Enter numbers from the invitation such as:

Meeting ID: 845 7512 7657
Password: 245325

<u>If you have never used Zoom on the device</u>, you will have to go through the following steps:

Wait for the zoom screen to get past the first "launching" screen

(or click on "download and run Zoom")

zoom

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

If you cannot download or run the application, join from your browser.

Then follow the steps that appear on your screen:

1. When prompted, select Save File.

Opening Zoom_launcher.exe

You have chosen to open:

📄 Zoom_launcher.exe

which is: Binary File (130 KB)

from: https://zoom.us

Would you like to save this file?

Save File   Cancel
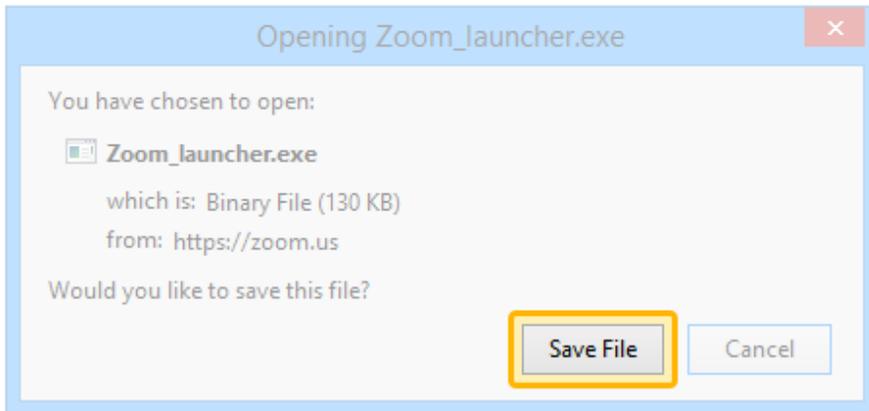
Click on Save File, then look up at the top right (in Firefox) or bottom left (Edge, Chrome)

2. After save file, click icon ⬇️ above
Then click Zoom ... .exe
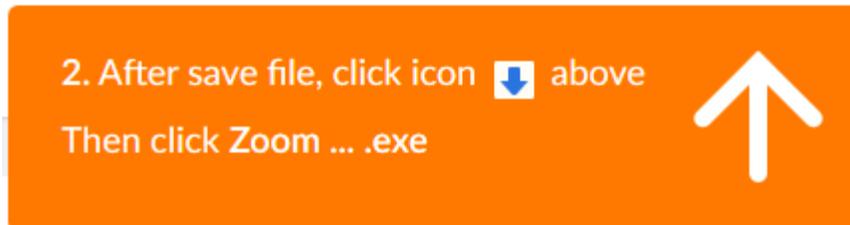
You MIGHT see something like this next, or not

Opening Zoom_o42a8sofizku_d4421c6a149b8716.exe   ✕

You have chosen to open:

📄 Zoom_o42a8sofizku_d4421c6a149b8716.exe

which is: Binary File (76.3 KB)

from: https://us02launcher.zoom.us

Would you like to save this file?
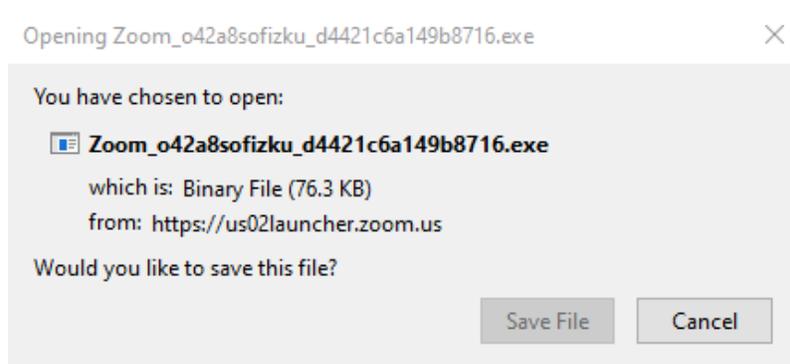
Save File   Cancel

You can safely choose "save file" and let is save in your downloads folder.

Click the Blue down-arrow (at the top of screen) when it appears,
then click on the file called **Zoom…[etc].exe and let it install.**

Zoom instructions for beginners: How to attend or "join" a meeting

After a while you may see this:
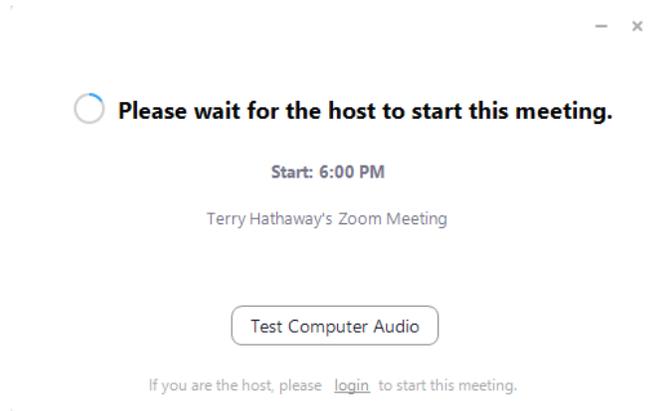
If you do this early enough, (recommended) you can go ahead and **test audio (and video)**.

      The host might "admit" you before you test audio, if the meeting has already started.

If you are using Chrome as your Internet browser, you may see **this** instead of steps 1 and 2:
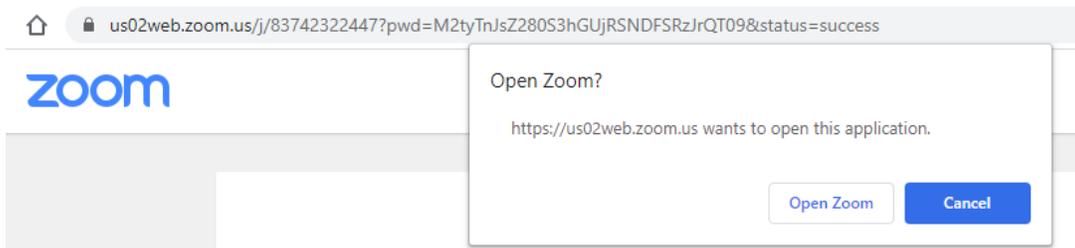
    Click "Open Zoom"

Or you may see:

Click "Open Link" while Zoom is highlighted as the choice. You can also check off "remember my choice"

You may be asked to enter a meeting password (for Town of Warner meetings, use 1234)
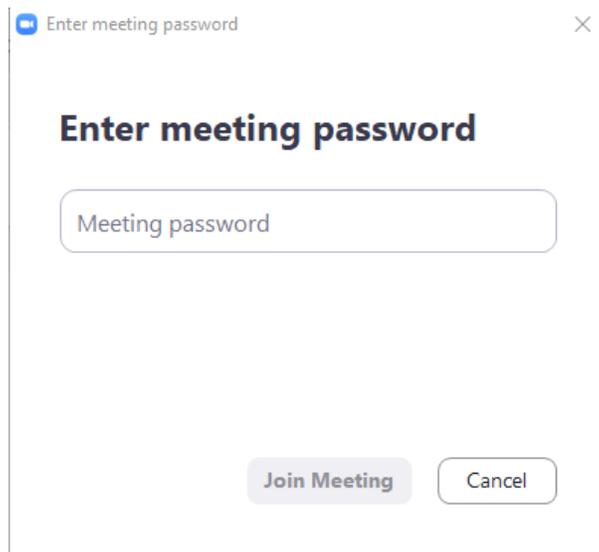
Type in the Password (if asked for one) and then click "Join Meeting"
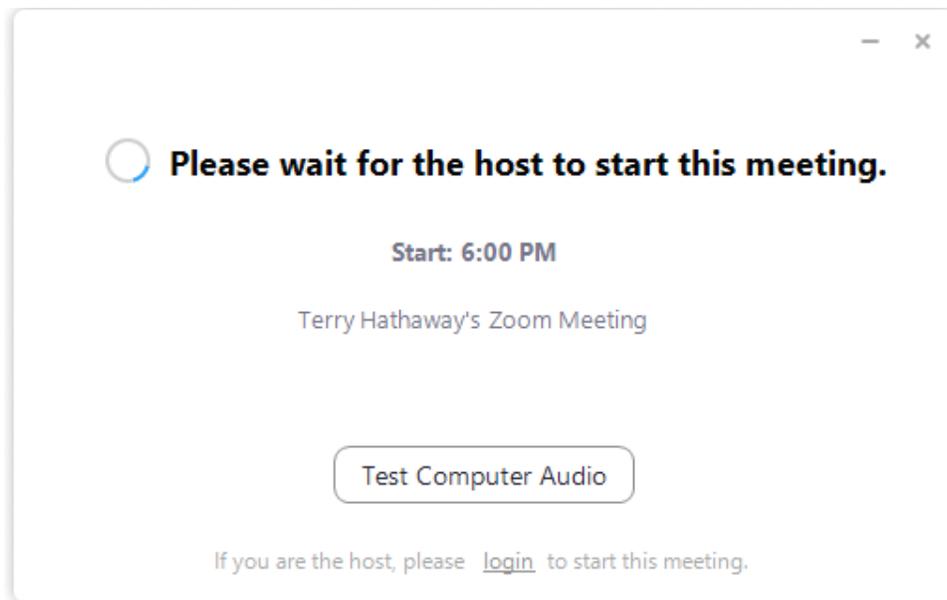
You can test your audio and video if there is time. (see details in next image)

Click "Test Speaker" to hear a few musical notes

Click "Test Mic" (speak and listen to playback)

Take a look at the blue-checked items (see below) to see If they make sense for your situation. ("Mute my microphone when joining meeting" is always a good idea.)

Zoom instructions for beginners: How to attend or "join" a meeting
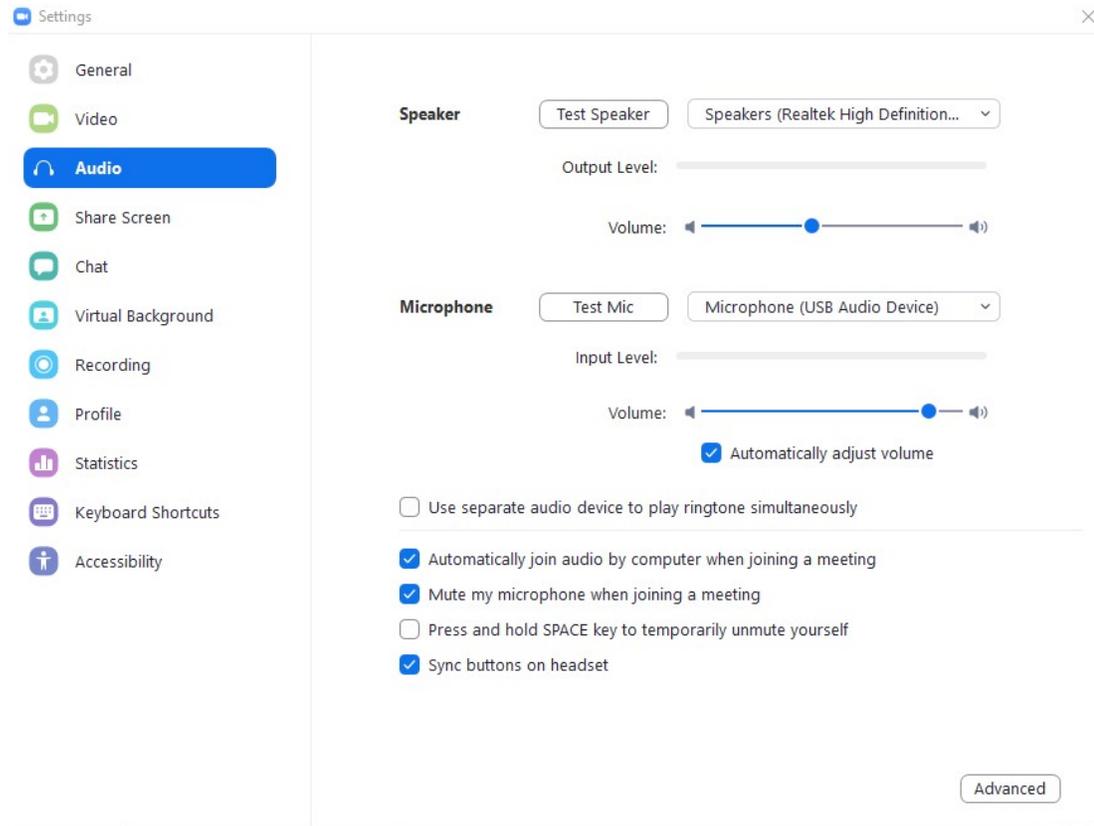
You can also select video options.
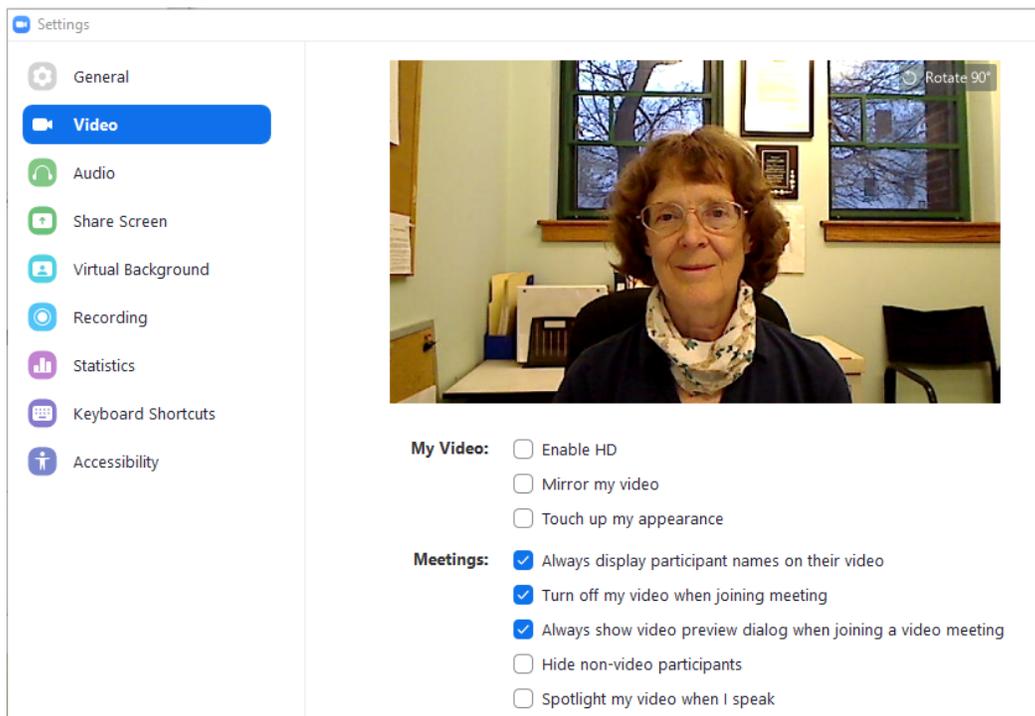
Zoom instructions for beginners: How to attend or "join" a meeting

When the host "admits" you to the meeting you will see a Connecting message.
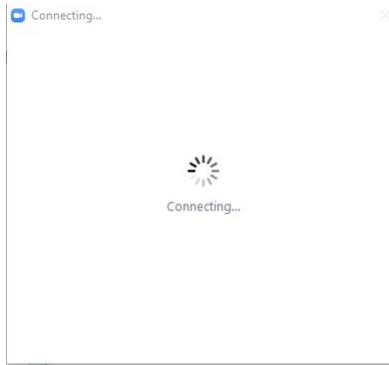
And then this:
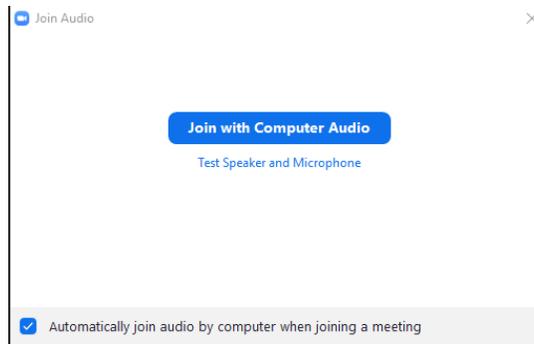
Click on "Join with Computer Audio" (You can test it first if you have time).

If you try connecting a day or more early you will see a note like this:

The meeting is scheduled for (date)
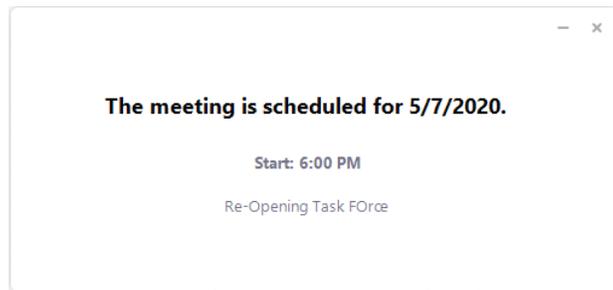
Close by clicking the X and then "Leave meeting".
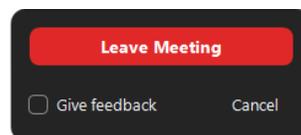
Once you are in the meeting, move the mouse near the bottom of the screen to see controls:
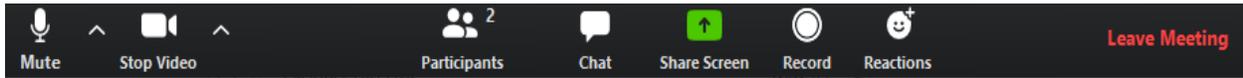
From left to right:

1. **Mute/unmute the microphone** to be heard. If this doesn't work, either the host has muted you or your audio settings may be on "Press SPACE key to unmute while speaking".

2. **Start or stop sharing your "video"** image. If you stop video you will be shown as a black rectangle on everyone's screen, usually with your display name. (See #10 to change the name)

   Use the up-pointing arrow next to audio or video to see more options or change settings.
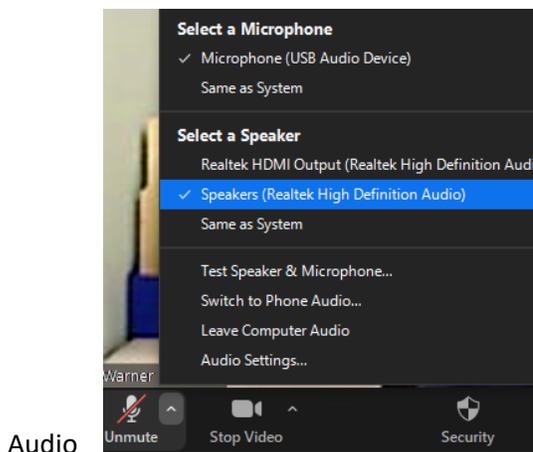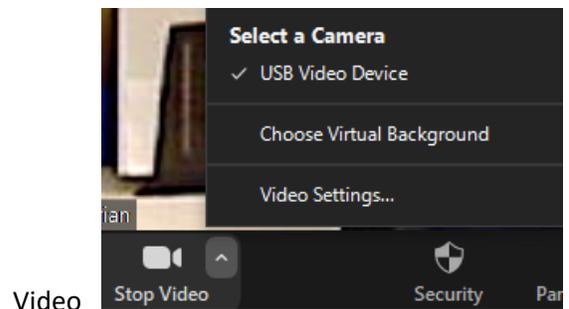
Audio   Video

3. **Participants:** shows how many people are in the meeting. The host can manage these participants here. Clicking on this will show the screen names of participants, to the right.

4. **Chat:** You can see comments or type a comment that will be seen by everyone or a participant of your choice by clicking on chat. This opens a side bar. Type at the bottom of the chat window and press enter to send your comment.
   You can also send a file.

   Click CHAT again to hide it all. If the chat is in the way, you can **"grab"** the top to move it.

5. **Share Screen** (green up-arrow): If you have permission or are the host, you can choose to share the view of your whole screen , a selected window or a file, from this option.

Click on your choice for sharing, and **then click the Share button**. If you also want to share the sound from your computer screen, check off the box for "Share computer sound" first.
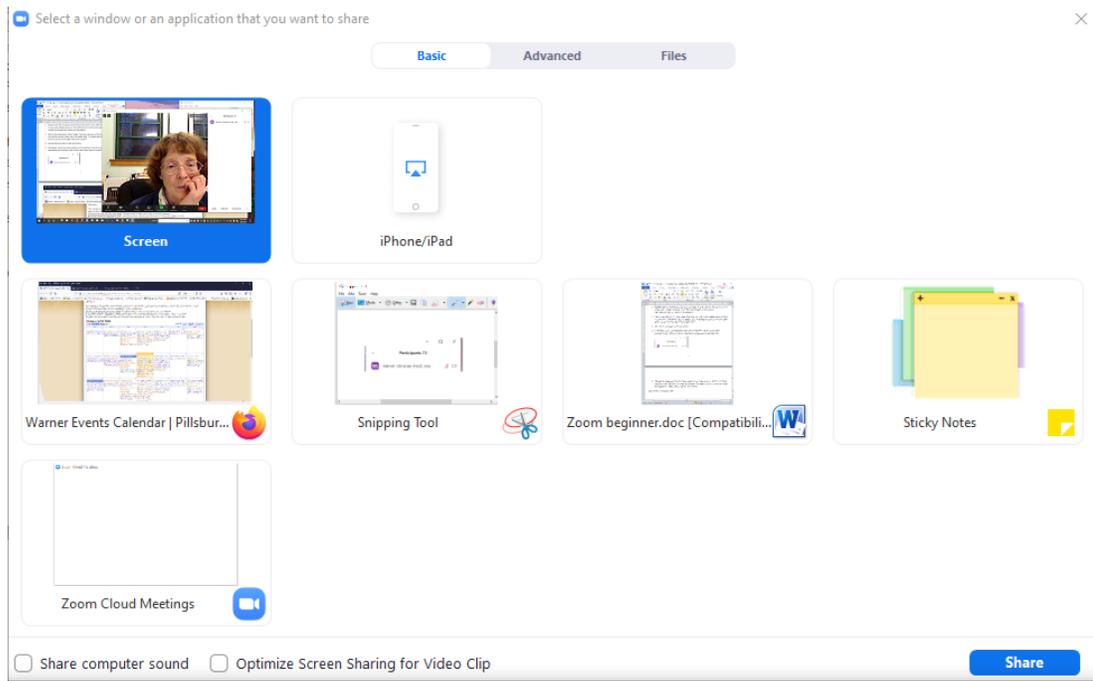
To end the Screen share, click the RED Stop Share , usually found at the **top** of the screen:
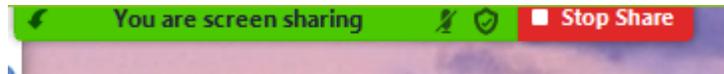
6. **Record**: the meeting host can record the session or a part of it, or allow others to record. You will see a red "recording" symbol if it is being recorded.

7. **Reactions:** this allows you to show a *thumbs-up* or *applause* hand symbol on your own image to quietly show approval to the speaker. More options may be added.

8. **To change the view** between the speaker in the center with smaller other participant images to a grid of participant images in equal sizes, find the symbol at the top right to choose "Speaker View" or "Grid View"

9. **To change your name on the display** after you join the meeting, click on the three dots in the top right corner of your image, or "right click" your name to see options.
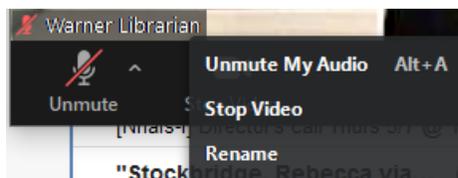
10. **Leave meeting:** to stop attending, click "Leave Meeting" in the lower right corner. ..and RELAX!