How to join a Zoom Meeting – for beginners

When you have an email invitation 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=TEdCb2hucmgydTh4S2Q4SIdEWGlvUT09

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

If that doesn't work, 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

If you have never used Zoom on the device, 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_lau	ncher.exe		
You have chosen to open:				
Zoom_launcher.exe				
wh fro	ich is: Binary File (130 KB) m: https://zoom.us			
Would y	ou 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)



You MIGHT see something like this next, or not



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:

	_	×
O Please wait for the host to start this meetin	g.	
Start: 6:00 PM		
Terry Hathaway's Zoom Meeting		
Test Computer Audio		
If you are the host, please <u>login</u> to start this meeting.		

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:

Diagon ali	Launch Application X	dialag
Please cli	This link needs to be opened with an application. Send to:	i dialog.
	Zoom	
	Choose other Application Choose	
	Remember my choice for zoommtg links.	
	Open link Cancel	

If nothing prompts from browser, download & run Zoom.

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

Town of Warner NH

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"

- ×					
Please wait for the host to start this meeting.					
Start: 6:00 PM					
Terry Hathaway's Zoom Meeting					
Test Computer Audio					
If you are the host, please <u>login</u> to start this 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

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	Video	Speaker Test Speaker Speakers (Realtek High Definition	. ~			
n	Audio	Output Level:				
Ð	Share Screen	Volume: 4	- 📢))			
	Chat					
	Virtual Background	Microphone Test Mic Microphone (USB Audio Device)	~			
0	Recording	Input Level:				
3	Profile	Volume: 🛋 🗕 🗕 🗖	- ••••)			
D	Statistics	Automatically adjust volume				
	Keyboard Shortcuts	Use separate audio device to play ringtone simultaneously				
i)	Accessibility	Automatically join audio by computer when joining a meeting				
		Mute my microphone when joining a meeting				
		Press and hold SPACE key to temporarily unmute yourself				
		Sync buttons on headset				

You can also select video options.



	Connecting	
	Connecting	
•	oin Audio Join with Computer Audio Test Speaker and Microphone	×
	Automatically join audio by computer when joining a meeting	

When the host "admits" you to the meeting you will see a Connecting message.

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".



And then this:

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)

Select a Microphone Microphone (USB Audio Device) Same as System Select a Speaker Realtek HDMI Output (Realtek High Definition Aud Select a Camera ers (Realtek High Definition Audio) USB Video Device Same as System Test Speaker & Microphone.. Choose Virtual Background vitch to Phone Audio Leave Computer Audio Video Settings... Audio Settings... • Stop Video Security Security Par Video Audio

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

- 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.

To:	Everyone 🗸	C	File	
Туре	message here			

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.

Select a window or an application that you w	ant to share		×		
	Basic Adva	anced Files			
Screen	iPhone/iPad				
Warner Events Calendar Pillsbur	Snipping Tool	Zoom beginner.doc [Compatibili	Sticky Notes		
Coom Cloud Meetings					
Share computer sound Optimize Screen Sharing for Video Clip					

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!