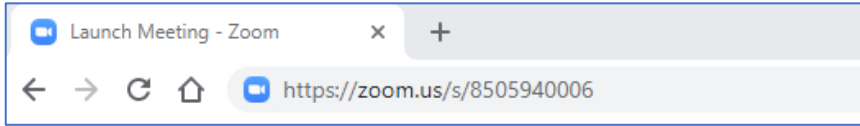# JOINING A ZOOM MEETING

1. Starting Zoom - Receive email with a link that begins with https://zoom.us/ followed by numbers and letters. You can either click this link or copy and paste it into your internet browser:
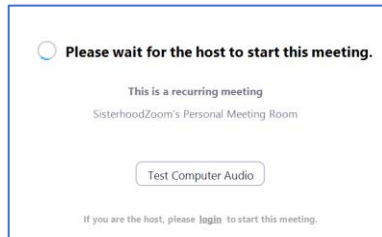

2. First Time Users - If you have never used Zoom before, you will see instructions for downloading the Zoom program. Follow those instructions.
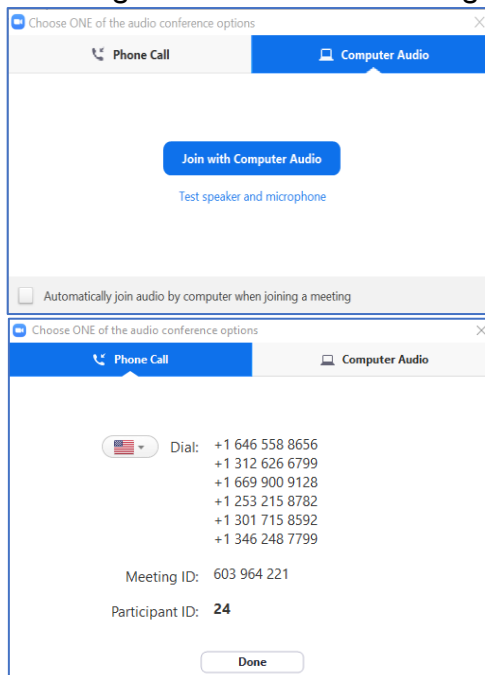
3. Open Zoom Meetings - Click Open Zoom Meetings when you see this window:
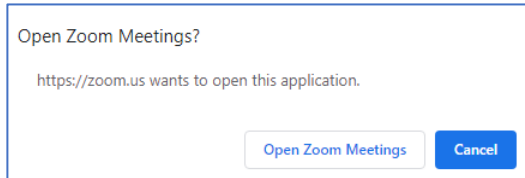
4. Waiting for Host (if needed) - If the host has not started the meeting yet, you may see this window and you will wait for the host to arrive.

5. Choosing Audio - Once the meeting starts, you will choose the type of audio you want to use:


Using Your Computer Audio (Recommended) - It is recommended that you click the "Join with Computer Audio" button. When you do that, check your computer's volume.

Using Your Phone - If you are having difficulty with your computer audio, you can use the telephone to call in to the meeting. Press the Phone Call tab, and use one of the numbers listed. You will be asked to enter the Meeting ID (note that these numbers apply to the specific meeting).

6. <u>Mute/UnMute and Video</u> – The final step for joining the Zoom meeting is to ensure that you can be heard and seen. At the bottom of the Zoom screen (you may have to hover your mouse around the bottom of the screen), you will see a row of pictures, starting with a microphone and a video camera. Both may have lines through them, which mean you are muted and have no video.
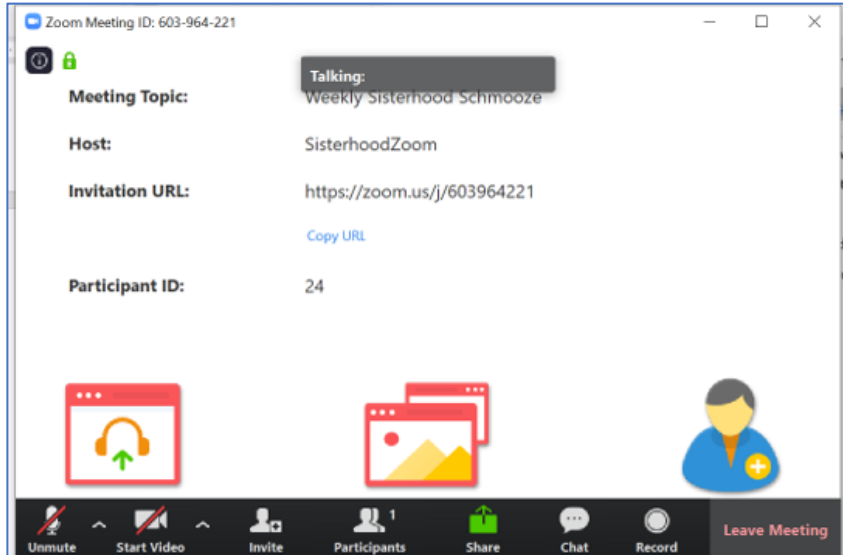
    Click each of these to ensure you are unmuted and on video: