# How to…

***Join a Zoom meeting***

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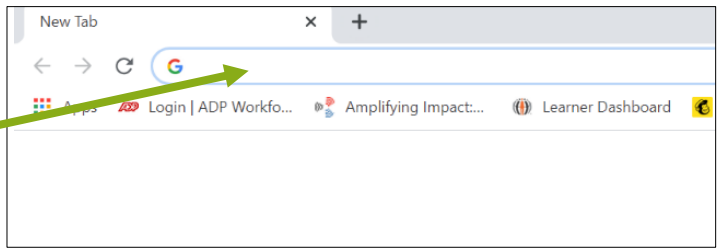
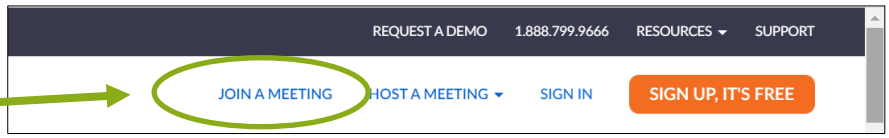
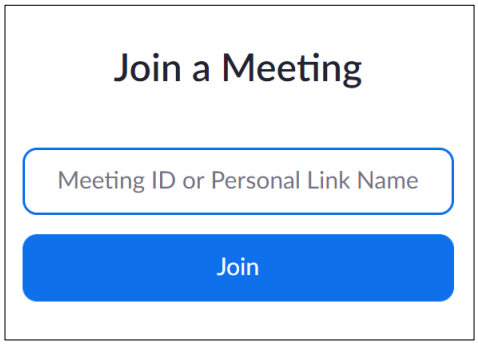
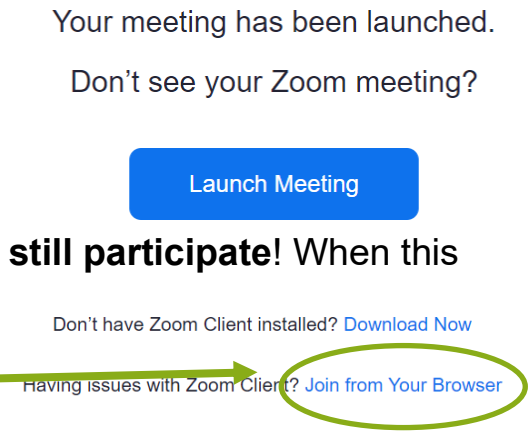
| **1** | Open the internet with the browser of your choice.<br> <br> |
| **2** | Type **zoom.us** into the search bar near the top of your window press the Enter button your keyboard.<br>  <br> |
| **3** | Click the words "**Join A Meeting**" on the Zoom homepage.<br>  <br> |
| **4** | Click inside the box where it says Meeting ID. Type the Meeting ID (the 11-digit code provided in the meeting invitation email or by meeting host).<br><br>Below is an example of a Meeting ID.<br><br>Meeting ID: 920 0393 1255<br><br>  <br> |
| **5** | After you type in the Meeting ID, Zoom will ask to launch the application.<br><br>If you have Zoom downloaded on your device, the meeting will open automatically.<br><br>If you do not have Zoom downloaded, **you can still participate**! When this screen appears, click the text that says **Join from Your Browser**.<br><br>  <br> |

Need more help? Connect with a Tech Coach.
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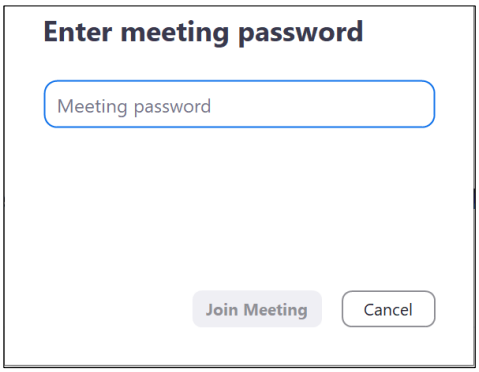
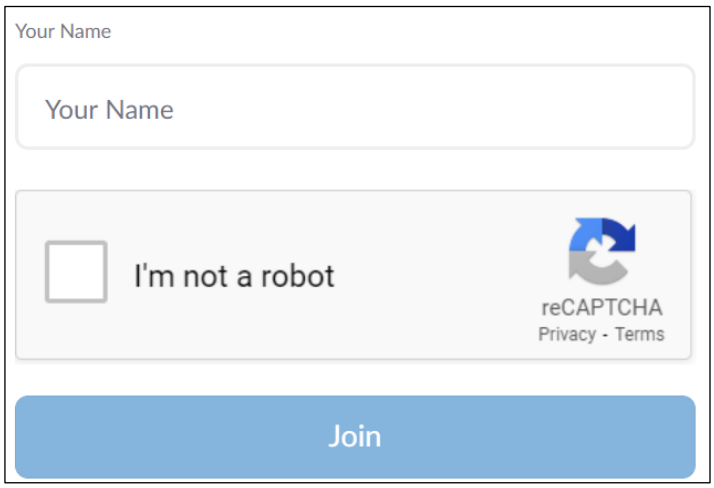
| **5** | For privacy, meetings can have passwords so that only invited guests can join. If there is a password, it will be shared with you in advance.<br><br>Type it into the box and then click the Join Meeting button. |  |
| **6** | Type in your name so others in the meeting will know it's you.<br><br>You may see a CAPTCHA. This is just another security measure to make sure only invited guests can enter the meeting. You may need to select boxes with similar images or type a code that appears. |  |

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| **ZOOM SETTINGS** | The following details will help you successfully navigate through the settings available to you while in a Zoom meeting. |
| ***Using Zoom from your phone*** | *All the following settings and features are available whether you use a phone or tablet or computer to connect.*<br><br>• ***When using a phone, tap anywhere on your screen for the menu to appear.*** *The menu automatically disappears after a few seconds to give you more room to see your meeting.*<br>• ***Slide between different views by swiping left or right across your screen.*** *You can see each person in your meeting and view slides if they are being presented by swiping back and forth.* |

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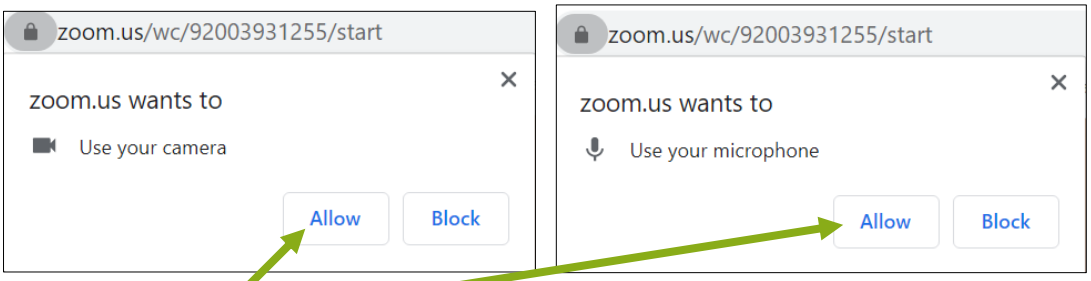
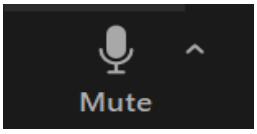
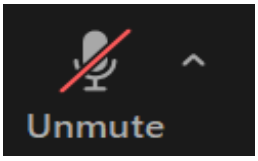
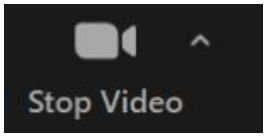
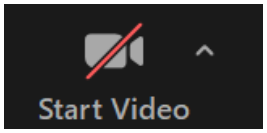
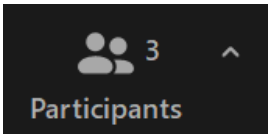
| **Notifications** | Your device will probably show a pop-up before the meeting starts. The device wants to confirm that Zoom can use your camera and microphone settings during the meeting. This is how other participants will be able to see and hear you.<br>  <br>Click the “Allow” option to participate fully in the meeting. |
| **Microphone** | To mute or unmute yourself during a call, click on the microphone icon in the bottom left-hand corner of the Zoom window<br><br>When you are muted, you will see a red line through the microphone icon.<br>  <br>  |
| **Camera** | To turn your video off and on during a call, click on the camera icon in the tool tray at the bottom left of your screen.<br><br>When your video is turned off, you will see a red line through the camera icon.<br>  <br>  |
| **Participants** | Click on the participants icon to see who is in the meeting with you as shown in the pop-up screen below.<br>  |

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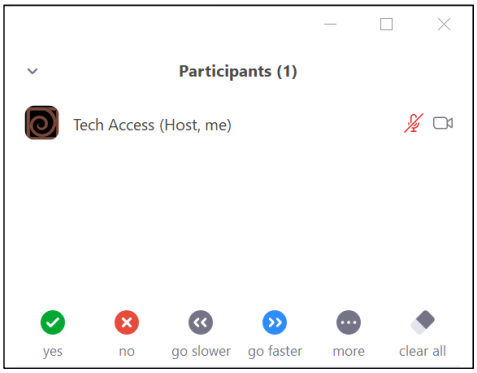
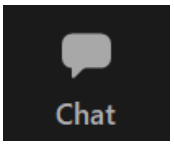
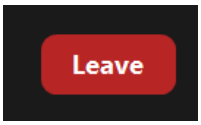
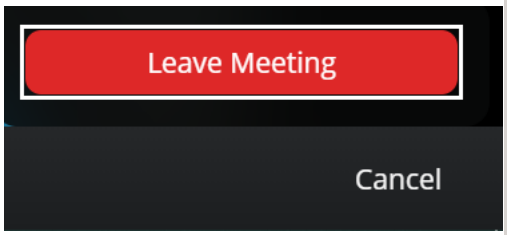
| | You can also see who has their microphone and camera settings on and off.<br><br>If you see a red line through an icon, you know that setting is turned off.<br><br>  |
| **Chat** | Click on the chat bubble icon to open the chat box. Click where it says “Type message here”, type your message, then press the Enter button on the keyboard to communicate others without interrupting the speaker.<br><br>  <br> |
| **Leave Meeting** | When your meeting is finished, click the red Leave button in the lower right-hand corner of the Zoom meeting. Click Leave Meeting to exit the meeting and Zoom.<br><br>  <br>  |