

# HOW TO JOIN ZOOM MEETINGS

## INTRODUCTION

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You do not need an account to participate in a Zoom meeting, unless you are the person creating the meeting (host). The person who creates/hosts the meeting will send an invitation which will include a link for you to use to join the meeting using your computer, iPad or phone (iPhone or Android). If the host has the paid version of Zoom, she will also be able to send a phone number to use for audio if you wish to just call in or your device does not have speakers.

The first time you use Zoom, you will need to install the software (see instructions on next page). (If you have a Zoom account you can use the web client but it has limited features and does not work well on some Internet browsers.) You can click on the invitation link at any time before the meeting to make sure you have the software installed (give yourself about 5 minutes for this step).

You can join a meeting in 3 different ways:

### **Option 1: Video/audio through your computer**

- Join using the meeting link to open the meeting and joining the audio through the microphone/speakers on your device
- Requires a microphone and camera on your device

### **Option 2: Video through your computer and audio through your phone (if available)<sup>1</sup>**

- Join using the meeting link to open the meeting and dialing in with the phone number provided for audio
- Requires a camera on your device
- This option is useful if your device does not have a good microphone or speaker or if your Internet connection is weak

### **Option 3: Audio only through your phone (if available)<sup>1</sup>**

- Join by dialing in with the phone number provided for audio
- This option is useful if you do not a microphone or speaker on your PC/Mac, you do not have a smartphone or you cannot connect to a network for video

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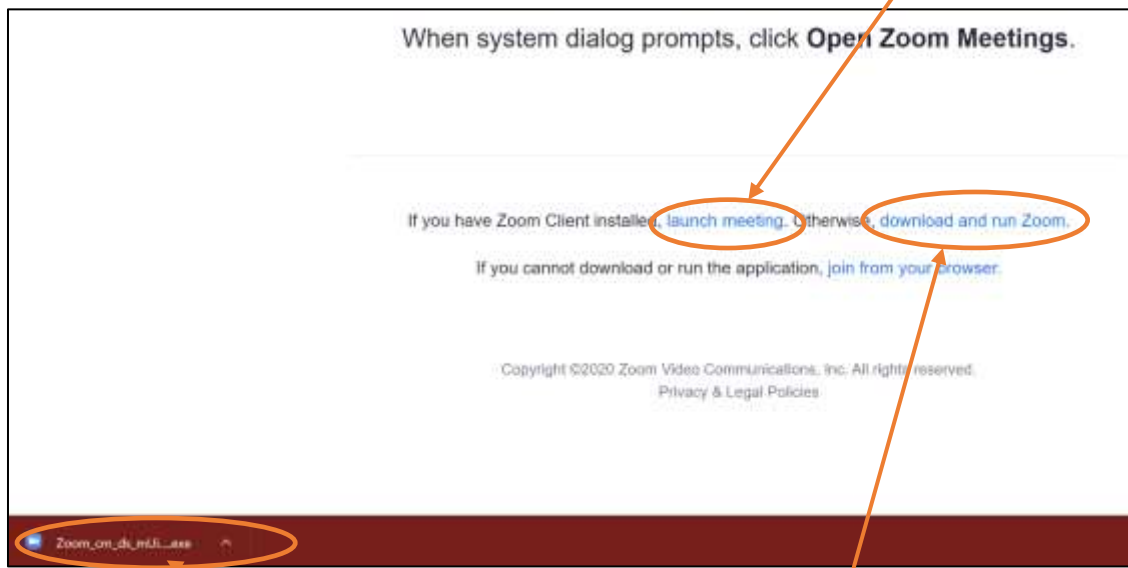
<sup>1</sup> *note:* calling into the meeting by phone is only available if the host has a paid account version of Zoom

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### OPTION 1: JOINING WITH VIDEO/AUDIO THROUGH YOUR COMPUTER

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1. Click on the link that was sent to you by the meeting host; this will take you to an Internet site
2. Depending on your Internet browser you will be asked to open Zoom; follow the prompts.
3. Either Launch the Meeting by clicking on the blue hyperlink “[launch meeting](#)”



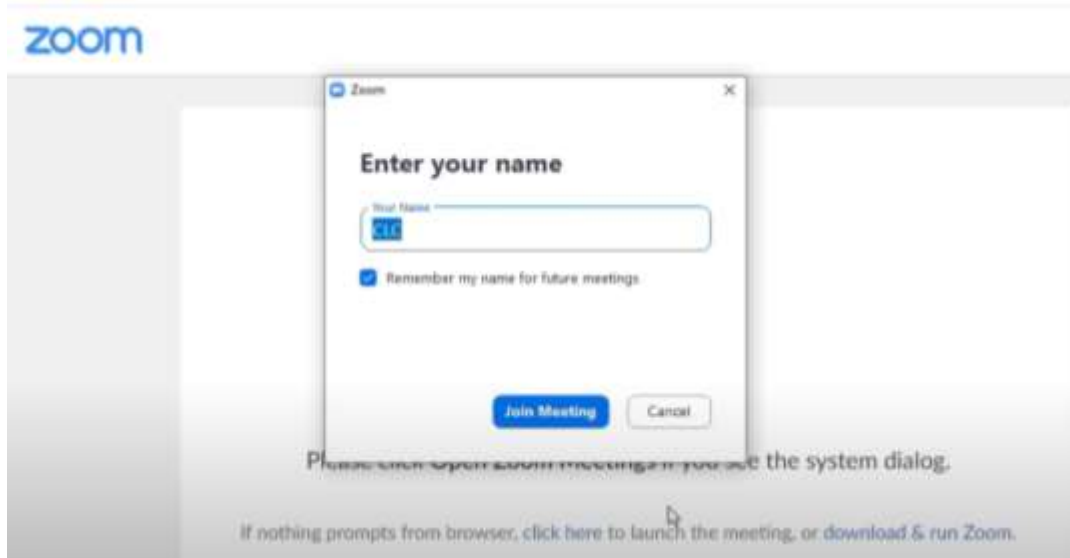
– or –

If this is your first meeting, download the Zoom software by clicking on the blue hyperlink “[download and run Zoom](#)”

Zoom will prompt you and guide you through installing the application. When you see the file in your download ribbon, double click on it to install Zoom.

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4. Enter your name and click the blue **[Join Meeting]** button.



When prompted, say “**Join with Video**” and “**Join with Computer Audio**”.

If you do not receive this prompt, click “**Join Audio**” in the meeting control area (see page 5).

After this, you will just need to wait for the Zoom meeting to start if the host has not yet started the meeting.

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### **OPTION 2: JOINING WITH VIDEO THROUGH YOUR COMPUTER AND AUDIO THROUGH YOUR PHONE**

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If the meeting invitation contained a phone number follow the steps for **OPTION 1** but when prompted do not choose “**Join with Computer Audio**”. Instead, dial the phone number instead. When prompted, enter the meeting ID using your dial pad.

Note during the meeting you will be counted as 2 participants – this is normal as you will appear as a video participant with your name as entered in the previous step and as an audio participant with your phone number.

### **OPTION 2: JOINING WITH AUDIO THROUGH YOUR PHONE AND NO VIDEO**

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If the meeting invitation contained a phone number, dial in with the phone number provided. When prompted, enter the meeting ID using your dial pad. You will be able to hear the meeting but not see any of the participants or any screens that may be shown during the meeting.

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### OPTIONS DURING VIDEO MEETINGS

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*During a meeting you can:*

- Mute or Unmute yourself with the **Microphone** icon in the ribbon (left-most icon in this picture)
- Start or Stop your **Video Camera** icon with the video camera icon in the ribbon
- See all participants by clicking on the **Participant** icon in the ribbon
- Rename yourself by clicking on the **Participant** icon in the ribbon and then while hovering over your name click “More” and “Rename”
- Send a typed message to one or all participants with the **Chat** icon

*Chat will be how voting will be performed using the Free account; members will send a chat to the President for her eyes only*

- Display a document from your computer by selecting the **Share Screen** icon in the ribbon. Then select which screen you want to show and click the blue [Share] button. Meeting participants will no longer see your picture but only what you are showing on your computer screen.
- **Leave** meeting by clicking on the red button (right-most icon in this picture)

You can also change the view in the top ribbon by clicking on “Speaker View” or “Gallery View”. The speaker view shows whoever is speaking and the gallery view shows all participants.

