**HOW TO JOIN A ZOOM MEETING**

**Desktop**

How to join a meeting

Click the invite link provided by the host, for example in a calendar or email invitation, and follow the on-screen instructions.

Alternatively, open the Zoom desktop client.

Click the Home tab.

Click Join.

Enter the meeting ID provided by the meeting host.

If prompted, enter the meeting passcode.

Click Join.

You will then join the meeting or waiting room, if enabled by the host.

**How to connect to audio**

Upon joining the meeting, you will be prompted to connect to audio.

Click Join with Computer Audio.

Other options may appear, such as calling in to the meeting or being called into the meeting, but this depends on which audio options the host has provided.

Click Mute / Unmute in the bottom-left corner of the meeting controls toolbar as needed to control your microphone.

**How to turn on your video and add a virtual background**

If the host has requested video be on by default, you will be prompted with a video preview. This allows you to see your current video and decide to join the meeting with or without video. Click Join with Video.

While you’re in a meeting, click Start Video / Stop Video in the bottom-left corner of the meeting controls toolbar as needed to control your video.

(Optional) Next to Start Video / Stop Video, click the button and select Choose Virtual Background… to select a virtual background. Once you select a background, it will automatically change in the meeting.

**How to chat with others**

In the meeting controls toolbar, click Chat.

The Chat panel will open.

Click in the text input box and enter your message.

(Optional) Click the To: Everyone drop-down menu to select a specific participant to send your message to.

Note: Your available options may be restricted by the host.

Press Enter to send your message.

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**Mobile**

How to join a meeting

Tap the invite link provided by the host, for example in a calendar or email invitation, and follow the on-screen instructions.

Alternatively, open the Zoom mobile app.

Tap the Meet & Chat tab.

Tap Join.

Enter the meeting ID provided by the meeting host.

If prompted, enter the meeting passcode.

You will then join the meeting or waiting room, if enabled by the host.

**How to connect to audio**

Upon joining the meeting, you will be prompted to connect to audio.

Tap Wi-Fi or Cellular Data.

Other options may appear, such Dial in or Call Me, but this depends on which audio options the host has provided.

Tap Mute / Unmute in the bottom-left corner of the meeting controls toolbar as needed to control your microphone.

**How to turn on your video and add a virtual background**

If the host has requested video be on by default, you will be prompted with a video preview. This allows you to see your current video and decide to join the meeting with or without video. Tap Join with Video.

While you’re in a meeting, tap Start Video / Stop Video in the bottom-left corner of the meeting controls toolbar as needed to control your video.

(Optional) In the meeting controls toolbar, tap More, then tap Backgrounds and Filters to select a virtual background. Once you select a background, it will automatically change in the meeting.

**How to chat with others**

In the meeting controls toolbar, tap More.

Tap Chat.

The chat panel will open.

Tap in the text input box and enter your message.

(Optional) Tap the Send to: Everyone drop-down menu to select a specific participant to send your message to.

Note: Your available options may be restricted by the host.

Tap the send icon to send your message.