Instructions to join a Zoom Meeting:

Click on the link from the email sent with the invitation. Once you click the link a new window will open and this prompt will appear:



Click on "Open Zoom Meetings" .

Another window may open asking for you to "run Zoom" click yes and note it may take a few moments.

Follow the prompts and open the meeting with audio

Choose ONE of the audio conference option	ns ×
📞 Phone Call	💻 Computer Audio
Join with Computer Audio Test speaker and microphone	
Automatically join audio by computer when joining a meeting	

Once you open the meeting window on the **bottom left click** on the microphone to mute. To speak to attendees, simply unmute the microphone. You will also see a video button and you can click on this so that others may see you.