Tips for New Zoom Users

Joining Zoom for the first time does not require Zoom software nor a Zoom account if using a host-generated link from a PC or Mac. The link will allow opening the Zoom meeting from a Chrome browser. However, downloading/installing Zoom software should make things more seamless. Joining a Zoom meeting from an iPhone or Android phone will require installation of a Zoom App, which should be done several mins prior to your first meeting. Instructions for joining a Zoom meeting are provided below for the following four options: 1) How to join a Zoom meeting on a desktop/laptop by downloading the app, 2) How to join a Zoom meeting on a desktop/laptop by downloading the app, 2) How to join a Zoom meeting on a desktop/laptop by downloading the app, 2) How to join a Zoom meeting on a desktop/laptop with the join a Zoom meeting through a web browser, and 4) How to join a Zoom meeting on mobile (iPhone, Android). These instructions were extracted from the following website, which has much more useful information to those interested: https://www.tomsguide.com/news/how-to-join-a-zoom-meeting. The following YouTube video may also be useful:

https://www.youtube.com/embed/hIkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1

If joining a meeting for the first time, it is highly recommended that you attempt to join several minutes early after already ensuring that your webcam and sound system (speaker/mics) are working properly (e.g., adjust volume and other settings). Note you may need to enable your camera and/or audio, depending on your default Zoom or device settings. On most devices, the Zoom meeting controls are located at the lower-left corner of the Zoom window. If meeting controls are not visible, move cursor over or click on the Zoom window on your PC or tap your icon on your phone. Also, note that you can configure your device to view one speaker video at a time or a mosaic of multiple meeting participants, etc., using Zoom meeting controls.

Instructions for Joining a Zoom Meeting

How to join a Zoom meeting: What are the requirements?

To join a Zoom meeting, a host first has to create a meeting and share the invite URL or meeting ID. You do not need a Zoom login to join a meeting, all you need is that meeting URL or ID.

Once the host starts the meeting, participants can join unless the host enabled the option allowing participants to join before the host arrives.

Alternatively, as we note below, you can sign up for Zoom with your contact info, and then your fellow Zoom users can use those details to 'call' you without an invite URL.

How to join a Zoom meeting on desktop by downloading the app

- 1. Download the Zoom desktop app on your Mac or PC.
- 2. Open the Zoom app.
- 3. Click join a meeting.
- 4. Enter the meeting ID and your name, and set audio/video permissions.

How to join a Zoom meeting on desktop via meeting invite link

- 1. Click on the meeting invite URL that the host shared via email or text.
- 2. Open the Zoom app.
- 3. Approve the request for permission to use your computer's audio and camera. Depending on the meeting's set-up, you may enter the meeting right away, you may need to wait for the host to arrive first or you may be placed into a waiting room that the host controls.

Once you're in the meeting, learn how to see everyone on Zoom in the grid format

How to join a Zoom meeting through a web browser

You don't need to install any extra software to join or even host a Zoom meeting. You can do it all through a web browser.

- 1. Click on the meeting invite URL that the host shared via email or text.
- 2. A new tab will open on your preferred web browser. If you don't have the Zoom desktop app installed, the page will urge you to download the app.
- 3. Ignore that and skip down to the small print: "If you cannot download or run the application, join from your browser."
- 4. Click the highlighted text in "join from your browser".
- 5. Sign in with your name to join the meeting.

How to join a Zoom meeting on mobile (iPhone, Android)

- 1. Download the <u>Zoom app for iOS</u> or for <u>Android on Google Play</u>, and set it up using your contact information which the host can use to "call" you. Then, either
- 2. Your app will ring when the host "calls" you (*Accept the call*) *or*
- 3. Open the mobile app.
- 4. Tap on "Join a Meeting."
- 5. Enter the meeting ID and your name and set audio/video permissions. *or*
- 6. Tap on the meeting invite URL that the host shared via email or text, which will open the Zoom app. *The app may ask for permission to use your phone's camera*.

Again, depending on the meeting's set-up, you may enter the meeting right away, you may need to wait for the host to arrive first or you may be placed into a waiting room that the host controls.