

## Joining a Zoom meeting by Telephone or Internet



### Getting started:

You can join a meeting via Zoom on your computer, laptop, tablet or cell phone with an internet connection. You can also “dial in” to a Zoom meeting with an ordinary telephone or cell phone and participate

- Tablets, cell phones and most laptops come with a camera installed.
- Check your computer system to make sure it is equipped with a microphone and a camera. If it is, you will be able to participate in the meeting by talking to the other people that are there. If your computer does not have a camera or microphone, you can still watch and listen to the gathering, even though you won't be able to contribute to the conversation. You may also want to use a headset or a set of earbuds, as the audio is better quality with these.

### Connecting to Zoom:

You do not need a Zoom account to use Zoom, but you will want to install the Zoom app (application) on your tablet or phone if that is what you are using. If you are using your laptop or desktop computer, you only need to go to [www.zoom.us](http://www.zoom.us) and look for the “join a meeting” link.

You will be sent an email invitation with a Zoom link (a series of letters and numbers underlined), the Zoom connecting code (a series of numbers) and a passcode (numbers or letters). \*\*\*See the example at the end of the document\*\*\*

- Open your email invitation with the Zoom link in it.
- You will then have the choice of downloading zoom onto your device or you can click on the link and join through your web browser.

### IF YOU ARE ON A COMPUTER:

- 5 minutes before the meeting is supposed to start, click the link for the meeting. This will take you directly to the Zoom website and open the meeting. A screen with your photo should automatically open.
- Under your picture, you will see a blue button that says, “Join with video”. Click that button.
- Two things will now happen at the same:
  - A new screen with your photo will come up. Do not do anything with that yet.
  - A second box will pop up that asks you if you want to join the meeting with computer audio. Click the blue button that says join with computer audio.
- Now you can work with the box that has your picture. At the top of the picture there is a “full screen” symbol/icon to make that small image take up your full screen. The icon is small and only appears if you move your mouse over the top right of the picture. Click that icon.

Now you will be in the meeting 😊

## **IF YOU ARE ON A TABLET:**

- Open the Zoom app, and you will see the highlighted words “Join a Meeting”. Click on that.
- You will see a prompt asking for the first code. Enter it exactly as it shows in the email.
- This will be followed by a prompt asking for the passcode. Enter it exactly as it shows in the email.
- You then will be given a prompt to “connect with video”. Click on that.
- Then, you will see your face on the screen, and another prompt, “connect with computer audio”, or “connect with internet audio”. **Now you will be in the Zoom meeting.** 😊

## **IF YOU ARE ON A TELEPHONE:**

- In the invitation, there will be a phone number. (The number may be long-distance and charges will apply.)
- Call that number and follow the prompts to enter the meeting code and pass code. You will then be in the meeting. 😊
- You will not see or be seen, but you can hear and you may participate in the conversation.
- The following commands can be entered using your phone's dial pad while in a Zoom meeting:

**\*6 - Toggle mute/unmute**

**\*9 - Raise hand**

One special note: It is helpful to either put yourself on mute (internet directions below), or to refrain from speaking or making noises of agreement when others are speaking. Zoom is very sensitive, and it can interrupt the audio of the main speaker.

\*\*\*\*When entering your name into Zoom, please enter both your first and last name.  
This is important for AGM registration purposes.\*\*\*\*

## **How to Mute when you are in a Meeting**

### **For a PC:**

- When you are in full screen mode, there will be a tool bar at the bottom of the screen.
- At the far left of the tool bar, there is a symbol/icon of a microphone.
- Click on the microphone with your mouse to mute yourself while the service or program is being led.
- If you want to contribute to the conversation or have something to say, click on the microphone again to un-mute yourself.

### **For an iPad:**

- The symbol/icon for the microphone will be in the tool bar at the top right of your screen. Tap on the icon to mute, and then again to un-mute.

### **For an Android Phone:**

- The symbol/icon for the microphone will be in the tool bar at the top right of your screen. Tap on the icon to mute, and then again to un-mute.

Screenshot Example of Zoom Invitation (keep in mind the actual one will be from the church, not Elke)



Hi there,

Elke Pritchard is inviting you to a scheduled Zoom meeting.

[Join Zoom Meeting](#)

One tap mobile: Canada: [+17789072071,,66860883922#](tel:+17789072071,66860883922)

Meeting URL: <https://ca01web.zoom.us/j/66860883922?pwd=RXYRNXY2dmxIY1dHaVMzZTFUU0wzZz09>

Meeting ID: 668 6088 3922

Passcode: 101219

**Join by Telephone**

For higher quality, dial a number based on your current location.

Dial:

Canada: +1 778 907 2071

Meeting ID: 668 6088 3922