

## Joining a Zoom meeting

You join a Zoom meeting normally through an email invitation.

There will be a link in the email invitation which you will need to click.

### Email invitation received on a computer

Click the join link in your email invitation.

Joe Bloggs is inviting you to a scheduled Zoom meeting.

Topic: It's All Greek To Me

Time: Nov 4, 2020 11:00 AM Greenwich Mean Time

Join Zoom Meeting

<https://zoom/j/1234567890?pwd=TXBqUzVjME42NFFhVFdndGtWcFJEZz09>

Meeting ID: 123 456 7890

Passcode: (The Passcode will be shown here)

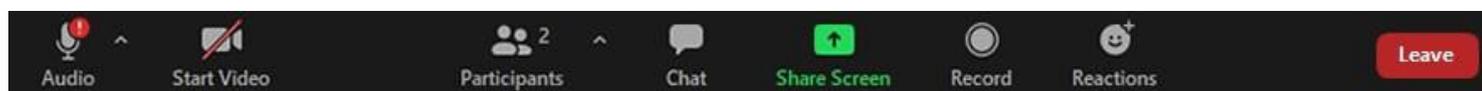
You will be prompted to download and install Zoom when you click the joining link in the email, or it's much easier to simply click the link "Join from your browser".

Enter your name that the host will recognise and click "Join". You then need to agree to the Terms of Service and the Privacy Policy.

You may get one of the following messages:

- "The meeting has not started"
- "Please wait, the meeting host will let you in soon."

When the meeting host admits you to the meeting, click the "Start Video" button and the "Join Audio" symbol - both can be found on the bottom left of the screen. (You may need to move the mouse to see these buttons and other meeting controls that are sometimes hidden at the bottom of the screen.)



Then click the "Join Audio by Computer" button. Click "Allow" when the message appears "Zoom wants to use your microphone".

If you wish to install the Zoom application and you have a PC, double-click the file named ZoomInstaller.exe to install the program.

If you have an Apple computer, double-click the file named Zoom.pkg which is typically saved to your Downloads folder.

You may need to input the Meeting ID and/or password which will be included in the email.

Depending on your web browser, you may be prompted to open Zoom.

If you use video, other people in the meeting will see you. If not, they will just see your name.

Zoom then asks about audio. Click "Join with Computer Audio" so that you can hear and be heard in the meeting.

Once you have joined the meeting you can see and hear the other participants. Each is represented by a square that displays their face (if they've chosen to join with video) or just their name.

You may want to mute your microphone as it can pick up a lot of background noise. The mute button is at the bottom left corner of the screen and has a red line through it if it is muted. No one in the meeting can then hear you. You may need to move the mouse to see these buttons and other meeting controls.

It is recommended that only one person talks at a time and Zoom indicates who is speaking by highlighting their image in yellow.

There is also a useful "Chat" feature in Zoom, which allows you to type short messages to other meeting participants. Participants can send a message to everyone in the meeting, or to just one selected participant. With the chat screen open, select "Everyone" or just the person you wish to send your message to. Type the message and press the Enter key to send it.

However, after the meeting, the host can view the transcripts of all chats so it is not completely private. If someone has sent you a message during the meeting a notification appears on the chat button, which looks like a speech bubble. Click the button to open the chat window.

To leave the meeting, click the red "Leave" button in the bottom right corner. Alternatively, the host may end the meeting for all participants.

## Android Tablets and Smartphones

Download the app from the Google Play Store by searching for Zoom Cloud Meetings and then install it. It is probably best to do this well in advance of your meeting.

Click the link in the email and then "Open with Zoom".

You may get the following message:

- "Waiting for the host to start this meeting"

Then you will be asked to enter your name. Enter your name that the host will recognise, and click "OK". You then need to agree to the Terms of Service and the Privacy Policy. This message will then appear:

- "Please wait, the meeting host will let you in soon."

When the meeting host admits you to the meeting, click the start video button and the join audio symbol - both can be found on the bottom left of the screen. (You may need to tap the screen to see these buttons and other meeting controls that are sometimes hidden at the bottom of the screen.) Then click the "Call Over Internet" button. Click "Allow" when the message appears "Zoom wants to use your microphone".

It would be helpful for other people in the meeting if you could prop up your tablet or smartphone against something to steady it so that the picture remains stable and doesn't wave around.

If you want to send a chat message as described above, tap the screen to access the controls, select the "More" button (it has three dots) and select the "Chat" option. It works in the same way as described above.

To leave the meeting, swipe the tablet/phone screen to the right and click the red "Leave" button in the top right corner. Alternatively, the host may end the meeting for all participants.

## Apple Tablets and Smartphones

Download the app from the Apple App Store by searching for Zoom Cloud Meetings and then install it. It is probably best to do this well in advance of your meeting.

If you have an Apple device it will work in much the same way as the instructions given above for Android Tablets and Smartphones.