

2. How to Join and Participate in a Zoom Meeting

Meeting — *But if your computer does not have built-in microphone & speaker, Go To #6 for Phone-In instructions to get Audio*

- A. You will receive an email containing a “**Meeting Invitation**” automatically generated for the **Host** who set up your meeting. Click on the bolded **web location** (*hyperlink*) in the **Meeting Invitation** (see example below).
- B. At that website, you will be asked if you want to **open** the Zoom app (calling it “*zoom.us*” or “*zoom.us.app*” depending on your web browser and type of computer or hand-held device).
- If the Zoom app is not yet installed on the device you're using, Zoom will prompt you to start downloading/installing the Zoom app on that device.
 - Click to allow that, and the Zoom app will open the meeting window with you in the meeting and in “**Speaker View**” showing the Host and thumbnail images of other participants. If asked to allow Zoom to use your camera and/or microphone, click “**Allow**”.
- C. **Troubleshooting:**
- **If you do not see yourself in the Zoom app's window**, click “**Start Video**” (near lower left of Zoom window on computers — and be sure your computer/device's camera is not blocked).
 - If “**Unmute**” shows at lower left, click it. Be sure “**Mute**” & “**Stop Video**” then show at lower left because that means you are now unmuted and you can be seen by other meeting participants.
 - **Not seeing everyone:** Your Zoom window will show a larger view of whoever is speaking plus thumbnails of some of the other participants. At upper right on computer screens, you can toggle between that “**Speaker View**” and “**Gallery View**” where thumbnails of all participants fill your window.
 - **On smart phones or tablets**, instead of Gallery View, try swiping left/right to see all thumbnails. Also, click in dark area to see other Zoom controls. (Other controls may also be located differently than on computers.) Turning hand-held device 90 degrees counter-clockwise (to horizontal) may show more controls.

Example Meeting Invitation:

Underlined link is what you click on in Step #1
(password is encrypted and embedded in the link so you never need to enter it)

