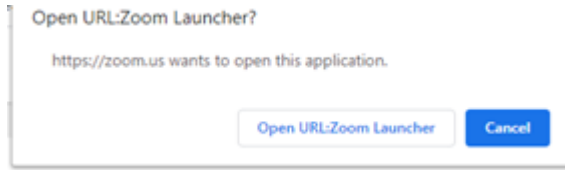


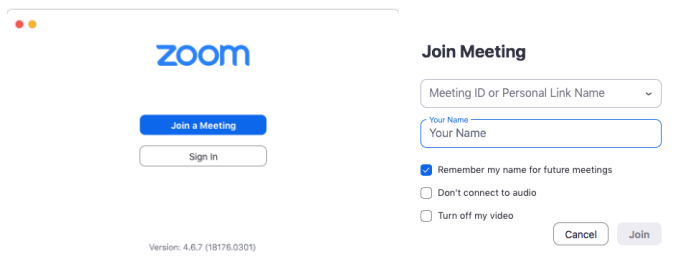
How to Join a Zoom Meeting

You either have a URL website address for a Zoom Meeting &/or a Meeting ID

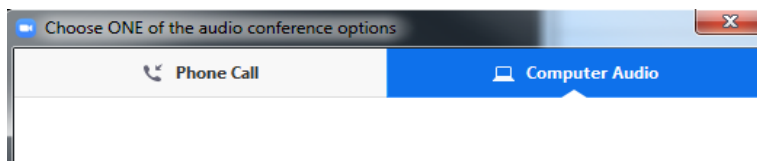
1. *Using the URL* – **Click on the URL Address Hotlink** (you will not be prompted to enter the meeting ID)
 - A pop-up will appear “Open URL: Zoom Launcher?”
 - click the Blue Link “Open URL:Zoom Launcher” (found beside the blue Cancel button)



- If this is the first time using Zoom on this particular computer/device, then you will be prompted to install the Zoom program/app. --> Simply click yes to all prompts and let the program install do its thing.
- **Alternatively** – Open the Zoom program/app on your computer/device
 - Click “Join a Meeting”
 - Enter the Meeting ID

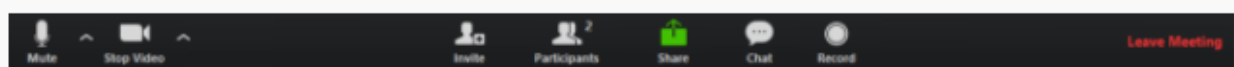


2. Next, chose ‘Computer Audio’ if your computer/device has a microphone
 - Otherwise, use the telephone call-in number provided.
 - This option requires a Meeting ID
 - If you prefer to simply listen to the meeting, a microphone is not required. You will only need speakers, headphones, or call into the meeting on the telephone.



3. Now you will join the meeting and see your name and live image on the screen (if you have a camera).
 - Participants are not required to have a camera
 - The buttons & controls on your screen may differ based on your computer’s operating system or the type of device used to connect to the meeting.
 - [Click here for operating system/device specific description of the Zoom interface.](#)

Image of basic Zoom attendee control bar



4. Optional – practice & test your equipment by [Joining a Test Meeting](#)