

How to Join a Zoom Meeting

This guide is for someone completely new to Zoom. The aim is to explain how Zoom works and how to respond to an invitation to join a Zoom meeting.

It may be possible that your computing device may have window/screens pop up that are not shown in this guide. That doesn't mean you have done something wrong. Please don't give up from being connected to our community. Call us and we can set up a phone chat to assist you.

How Zoom works

Zoom is a way for people to communicate and chat via video and audio on your device. You can join a Zoom meeting on a range of devices that have an Internet connection such as a computer, iPad, tablet or smart phone.

When you have a Zoom meeting, everyone in the class can see and hear each other via your device. You can turn the video and microphone on or off at any time during the meeting if you do not want to be seen or heard.

If you are watching a live presentation, then you have the option to just watch and listen, as if you were part of the audience. Any videos or slides that the trainer uses will appear on your screen while the presenter is talking.

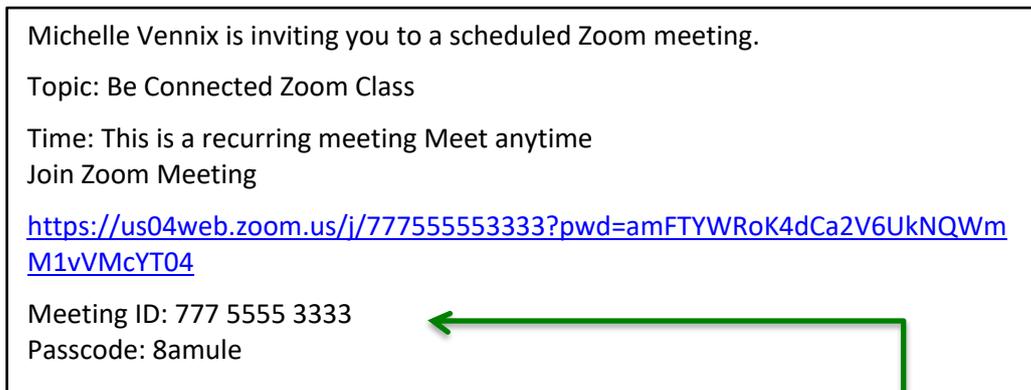
This guide is to get you connected.

Setting up

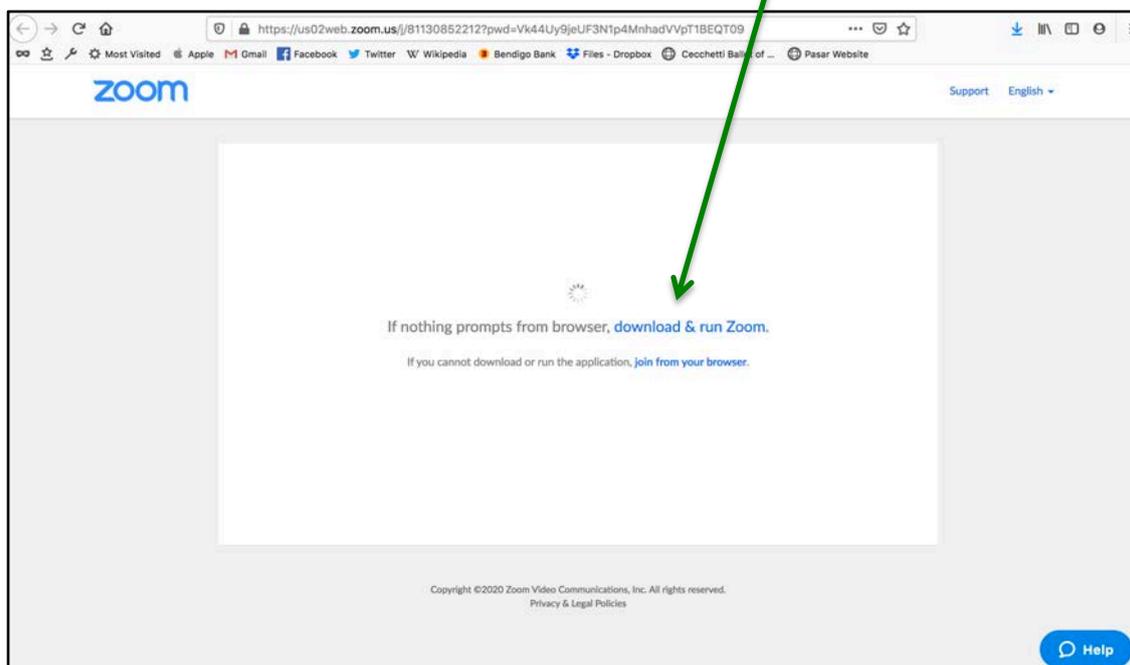
1. You will need a computer, iPad, tablet or smartphone and Internet connection.
 - ❖ To use the video chat capability your device will need to have a camera and a microphone
2. Set your device up in a quiet space to minimize noise and distractions.
 - ❖ Think about what is behind you when you are at your computer. When people see you, they will also see what is behind you
 - ❖ Lighting should come from the front of you, or from the side, in order to best light your face
3. You do not need to download the Zoom app yet.
 - ❖ When you accept an invitation to your first Zoom meeting, there will be an option to download the Zoom app
 - ❖ If you wish to download the app beforehand, see the guides below
4. Close down any unnecessary apps or tabs in your internet browser (use the 'X' to close the tab) so you can maximize your internet speed.
5. It may be possible that your computing device may have windows/screens pop up that are not shown in this guide. That doesn't mean you have done something wrong. Please don't give up from being connected to our community. Call us and we can set up a phone chat to assist you.

Joining your 1st meeting: Installing the Zoom app

1. The person creating the meeting will email an invitation to all participants. The email will include the following: (Please note: This is a sample meeting invite and will not connect you to a real zoom meeting)



1. Click on the link to join the meeting.
2. Sometimes you might be asked for your Meeting ID and Password.
3. The very first time you click on a link to join a Zoom meeting you will be asked to download and run zoom. To begin installing the Zoom app, click on the link “[download & run Zoom](#)”. This will begin to download the app installation file.



The next few steps depend on the device and underlying software on your system.

iPads, tablets or smartphones

For Apple iPads and iPhones, the Zoom app will install automatically from the App Store. You may need to give permission to/authorise the installation of the app.

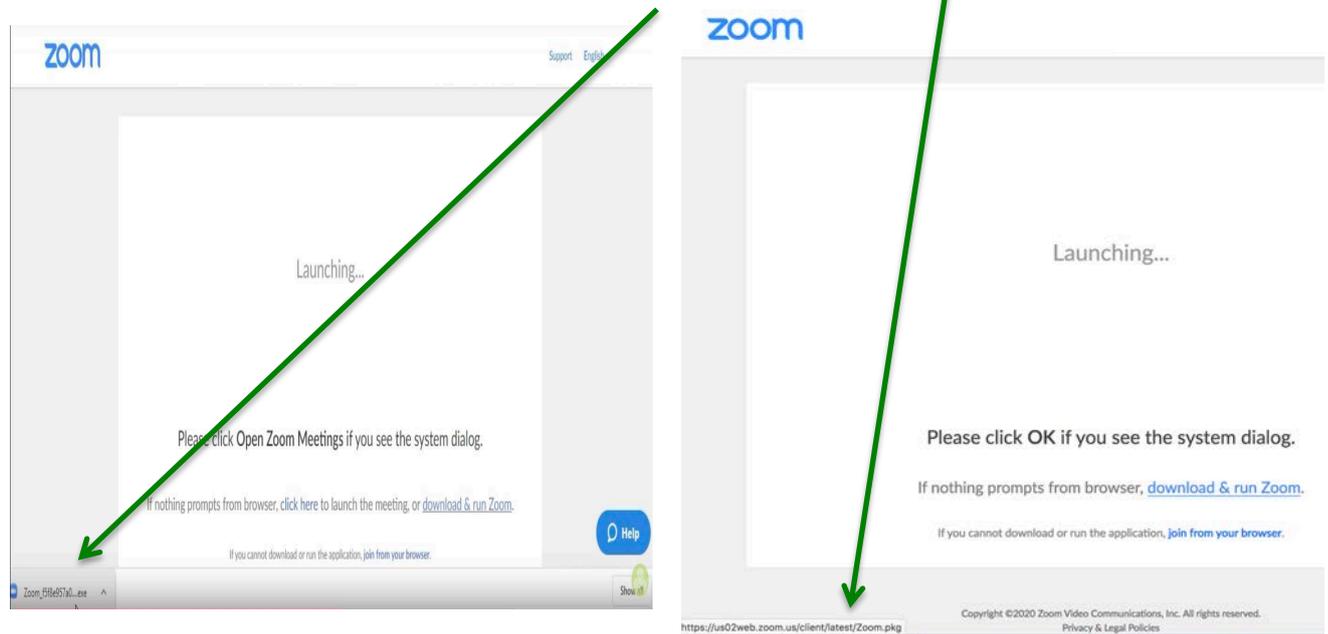


For Android tablets and smartphones, the Zoom app can install from either Google Play or from Zoom. You may need to give permission to/authorise the installation of the app.



Computers with Microsoft Windows or Apple iOS systems

Click on the downloaded app installation file to install the Zoom app. It will either open automatically or can be located in your download folder. The file name will be provided down here



For Microsoft Windows systems the file is called (or similar to) ZoomInstaller.exe

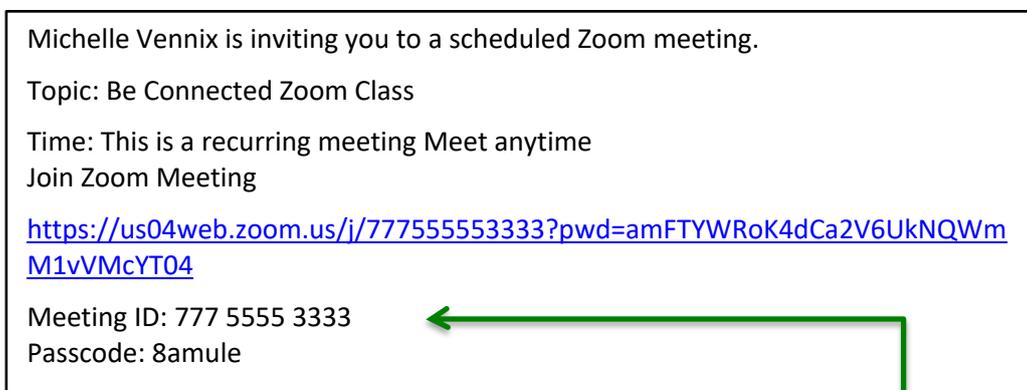
For Apple iOS systems, the file is called Zoom.pkg

Opening this file will install the app.

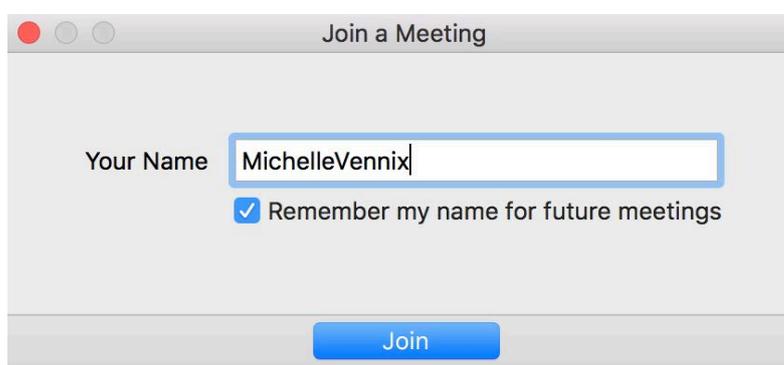
Depending on your system, you may need to give permission to install the app by entering the system password.

Joining the Zoom meeting invite

2. Return to the email with the invitation to the Zoom meeting.
(Please note: This is a sample meeting invite and will not connect you to a real zoom meeting)



3. Click on the link to join the meeting.
4. Sometimes you might be asked for your Meeting ID and Password.
5. You will be asked to enter your name (people in the meeting will see your name) and click on the button to join the meeting.



6. You will then be asked to

Join With Video

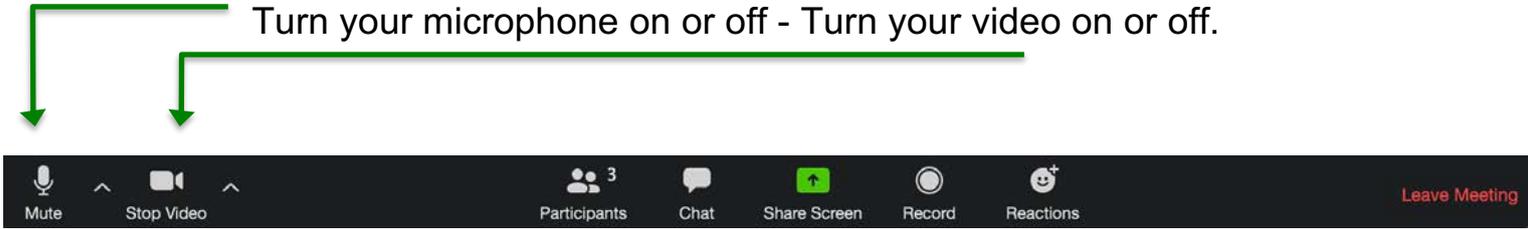
Join Without Video

- ❖ This lets you decide if you want people to see you or not
- ❖ If you join with video, then you can still turn it on or off in the meeting
- ❖ You may also be asked to Join With Computer Audio

Join With Computer Audio

7. The Zoom app joins you to the meeting and you will be able to see a participant screen. If someone has their video off, then you will only see their name

8. At the bottom of the participant screen you have the option to: -
Turn your microphone on or off - Turn your video on or off.



9. This bar also lets you leave the meeting.

The next time you join a meeting, the Zoom app will already be installed. So, when you receive an email invitation, just click on the link in the invitation to join.

Happy Zooming and let us know how you get on!