## How to Join a Zoom Meeting

While Zoom meetings are, in theory, a videoconference meeting, you have the option of participating in four main ways:

1. With audio and video through your computer or smart phone.
2. If you have a webcam, but don't have a microphone or speakers with your computer, you can participate with video from your computer, and audio from your phone.
3. If you don't have a webcam with your computer, you can watch the others on video from your computer, and participate through your phone.
4. If you don't have access to a computer or internet connection, you can just participate using your phone.

What option you choose will depend on the equipment you have.

**Step 1:** Open the email invitation you received to the meeting.
- If you are connecting with your computer for a video call, click the "Join Zoom Meeting" Link, and skip to Step 2.
- If you are going to call into the meeting, dial the phone number listed below, and enter the Meeting ID number when prompted.
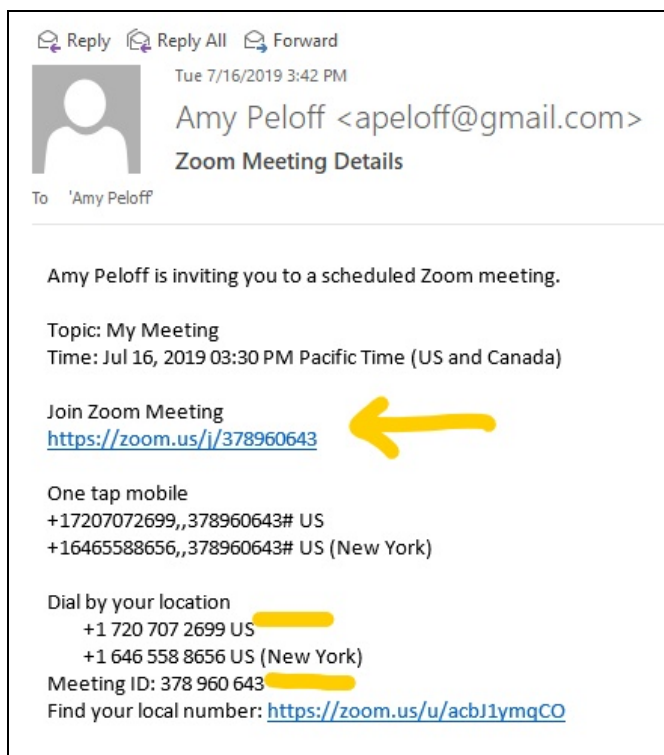
**Step 2:** Click "Open Zoom Meetings."
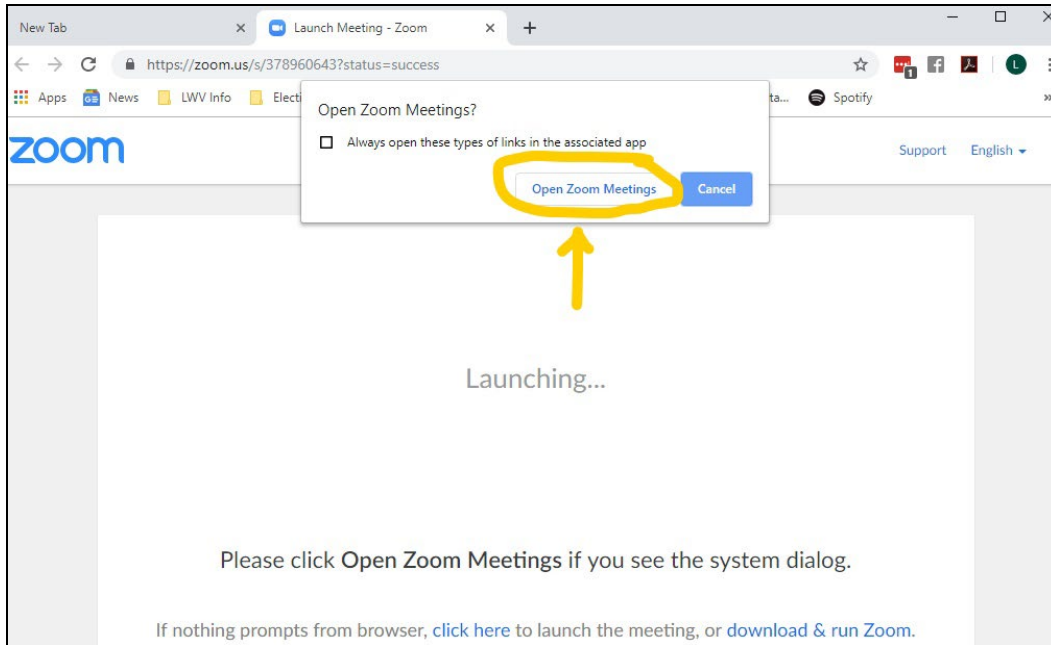


This will install (if necessary) and launch the Zoom Meeting app, and automatically add you to the meeting.

**Step 3:** Choose an audio option.
If your computer has a speaker and a microphone, choose "Join with Computer Audio." (If your computer has a video camera, it will almost certainly have these things.) If it doesn't, then choose "Phone Call," and follow the instructions on how to call into the meeting while also staying on video.
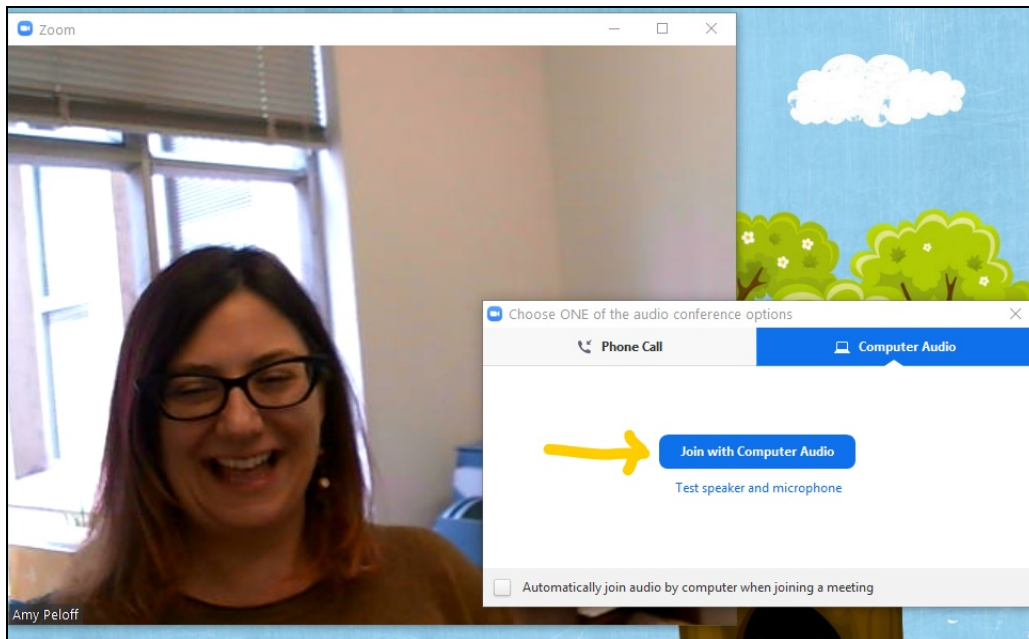
This is what a meeting with one other person (or ceiling lamp, as the case may be) looks like:
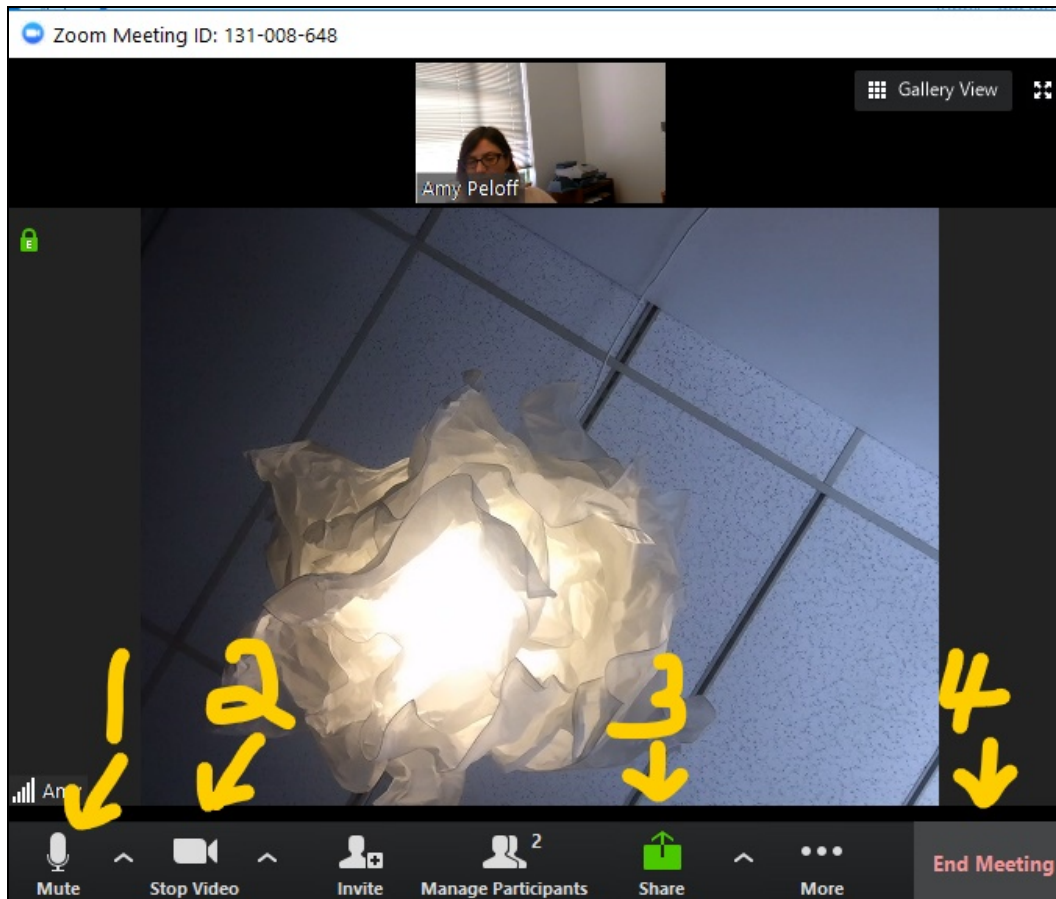


**Feature 1: Mute**
Click on this icon to turn off your microphone. This is useful if you are eating something crunchy, or are in a noisy space, or if there a more than 2 or 3 people on a call because it helps eliminate background noise on a call. You would just click it again to unmute yourself when you want to speak.

**Feature 2: Stop Video**
This works the same way as the mute button, but for your video camera. If you need to leave the meeting for a minute, or do something private, click this button to hide your image from everyone else.

**Feature 3: Share Screen**
This enables you to show people what in currently happening on your computer. This is useful for sharing documents or showing people how to do something on a website or with software. (See next image for what this looks like.)

**Feature 4: End Meeting**
This is your hang-up button—it ends your participation in the meeting.

**More on Screen Sharing**

After you click "Share Screen," a window will pop up asking you to choose a window or application that you would like to share with the other people on this call. (1) Click on the window you want to share, and then (2) click "Share."
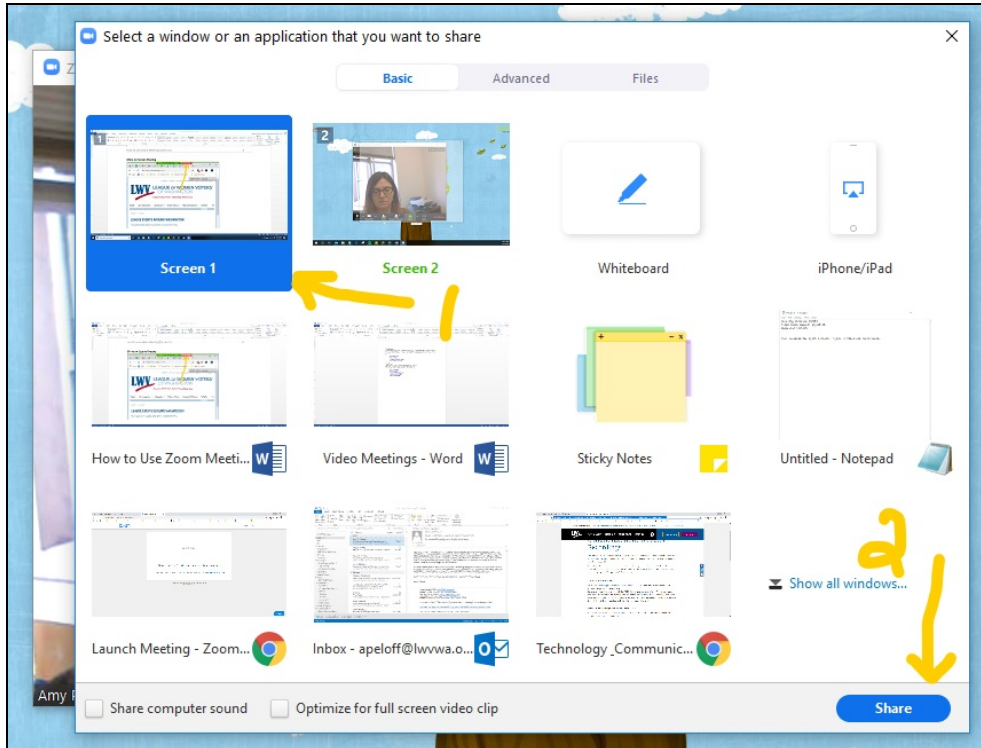


When you are ready to stop sharing your screen, click the red "Stop Share" button at the top of your window.