

# Joining a Zoom Meeting

## Before the Meeting

Before joining a Zoom meeting, it would be good to check to see if you have a webcam enabled on your computer, or if your computer's built-in microphone works. Most computers allow you to check these in your system settings.

## Joining a Zoom Meeting

There are two ways to join:

1. Click on the Zoom link you were sent via email (it will look something like this: <https://calpoly.zoom.us/j/259887556>), or
2. Go to [zoom.us/join](https://zoom.us/join) and enter the Meeting ID that may have been sent to you. Click Join.

## Joining from a Mobile Device

If you are joining from a mobile device (Android smartphone/tablet, Apple iPhone/iPad) then when you click the link, your device will simply prompt you to download the Zoom Cloud Meetings app from the App/Play Store.

## Join via Telephone Only

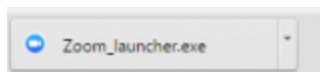
1. If you are unable to join from Zoom on a computer or mobile device, then you can join on the telephone instead.
2. If you would like to attend a Zoom meeting via telephone, call the closest regional number to you provided in the email invitation. Then enter the Meeting ID and PIN (if required) when prompted.

## Joining from a Computer

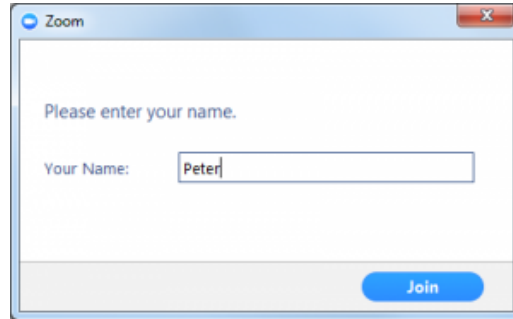
If you have used Zoom before, jump to the "If You've Already Used Zoom on this Computer Before" section.

## First Time Using Zoom

1. When entering a Zoom meeting for the first time from a computer you will need to download a small application file.
2. This process is easy to complete on all commonly used browsers. In most cases, your browser will automatically download a file and ask you if you want to run or save it (always choose to run or save as directed). If it doesn't run automatically, you may have to double click on an .exe file like the one seen below to open it, but this usually is not necessary.



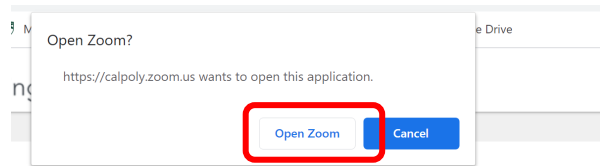
3. Just before entering the meeting you may be prompted to enter a display name. This name is simply to identify you in the meeting.



4. Jump to “Once Zoom Has Successfully Launched.”

### If You’ve Already Used Zoom on this Computer Before

1. Your computer will automatically begin launching the Zoom software. Click Open Zoom.

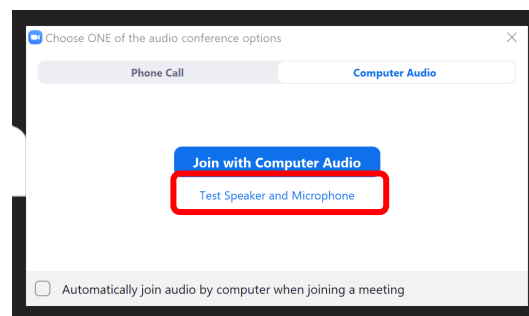


Launching...

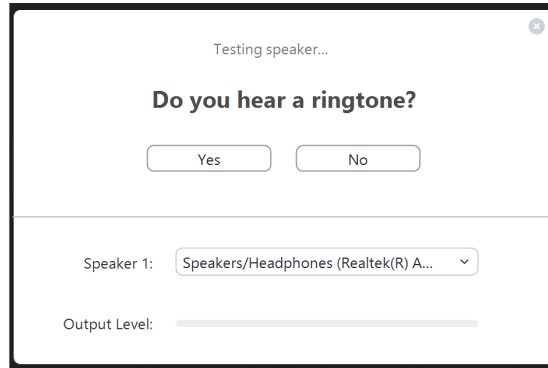
### Once Zoom Has Successfully Launched

You will be asked about audio options.

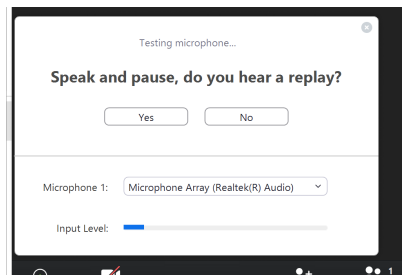
1. The most common option is to use your computer audio. However, it is recommended that you always test your speaker and microphone before joining the meeting. Click Test Speaker and Microphone.



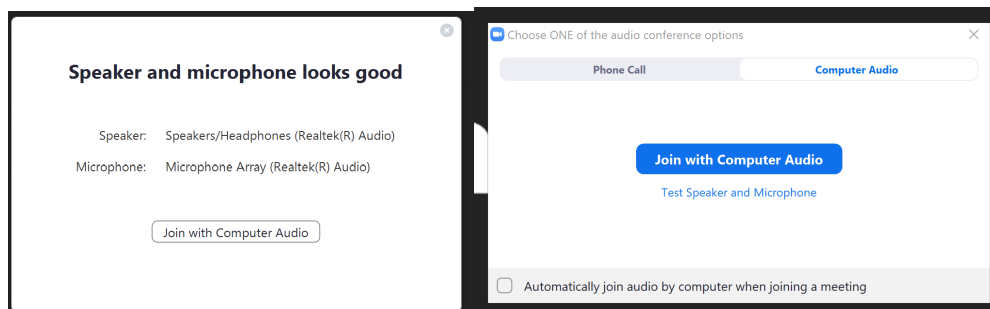
2. Your speakers will be tested first. You should hear some music playing from your speakers. If you do, click Yes. If not, select a different speaker in the drop-down box and try until you find one that works.



3. Next, you will be prompted to test your microphone by speaking out loud. Say a few words and then pause. If the bar beside "Input Level" shows blue as you speak, your mic is working. The system will automatically replay your voice to you. If nothing happens, select a different speaker in the drop-down box and try again.



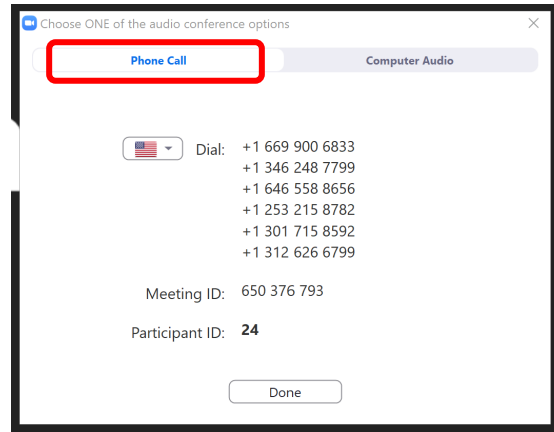
4. You will then be asked again if you want to join with your computer audio with one of either of these two boxes. **Click Join with Computer Audio.**



## Join via Computer & Audio via Telephone

It is also possible to use a combination of computer for video and phone for audio.

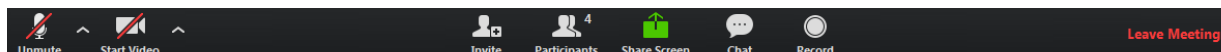
1. If you use this option, then enter by computer first by following the “Joining from a Computer” instructions. When Zoom launches, instead of testing your computer audio, click on Phone Call.



2. Dial in via any one of the numbers listed
3. Enter the Meeting ID
4. When asked for the Participant ID, simply enter the number given (in this example, 24) followed by # (in this example, enter 24#) and your video and audio will be synchronized

## In the Meeting on Your Computer

Almost everything you need to control options in your meeting can be found in the control bar at the bottom of the Zoom window. If you can't see it, move your cursor near the bottom of the screen and it will appear.



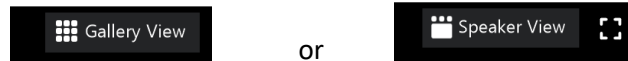
## Muting Yourself or Turning off Your Video

- In meetings of more than about four or five people, or if there is background noise where you are, it is considered best practices to mute yourself when you are not talking. You can also choose to stop your video but remain in the meeting if you need to do something that would be distracting.
- Both audio and video are on the controls bar, and you simply click each one to turn it on or off. If either is turned off, it will have a red slash over it. For example, this is what it looks like when your audio is on (others can hear you) but your video is off (nobody else can see you, but you can see them).



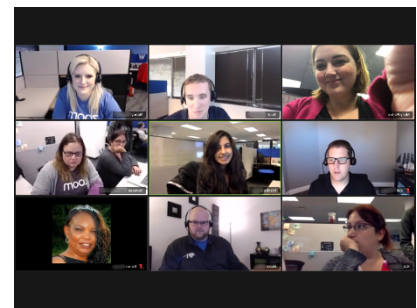
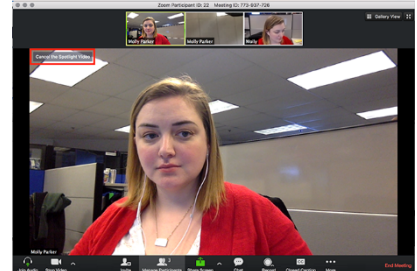
## Display Options

- In the upper-right corner of your Zoom window for most computers (sometimes in the upper-right for iPads), you can choose whether you see one person at a time or all at once. You may need to move your cursor to one of the upper corners of the window to see it. Depending on which option you currently are viewing, you will see either:



- Clicking either icon will switch between the two. The options are:

- Speaker View: Whoever is currently speaking will appear largest on your screen.
- Gallery View: Everybody's video appears tiled, and the same size. The box of the person speaking will automatically highlight.

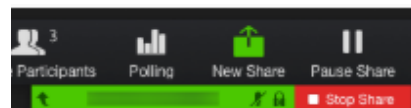


## Screen Sharing

- If the meeting host allows screen sharing, if nobody else is currently sharing a screen, you can share yours by clicking on the green Share Screen icon.



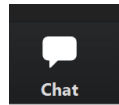
- Select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a whiteboard, or an iPhone/iPad. Click "Share."
  - Note: On some computers, you must give permission for the Zoom app to access your screens. You may need to go into your computer settings to enable this.
- You will notice that your control bar has moved to the top of your screen.
- To stop sharing your screen, click on the red "Stop Share" button.



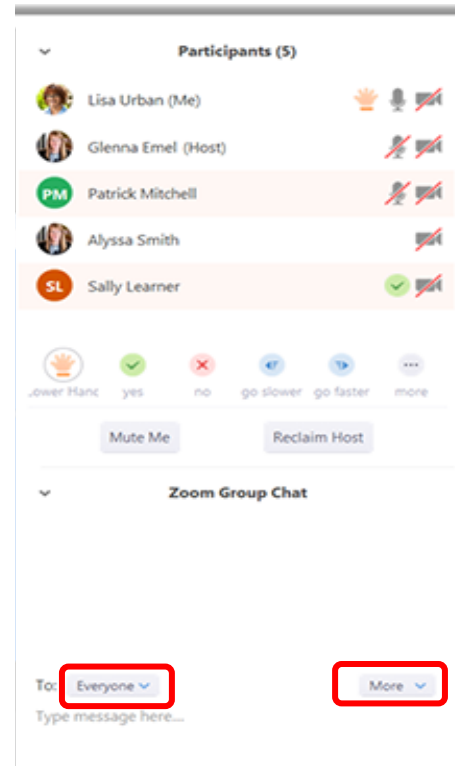
## Chat and File Sharing

Every participant has a chat icon on their control bar. The chat feature allows anyone to send a direct message either to the entire group, or to a single person in the meeting.

- To send or view a chat, click on the chat icon. This icon will appear orange if there is a message waiting for you.



- The chat window will appear, usually on the right side of the window, and usually under the list of participants (see screenshot to the right).
- Any previous messages will appear in this window.
- You can send a message to all participants, or to one.
- To send to everyone: If “Everyone” appears beside “To:”, type a message in the “Type message here...” box and hit Enter/Return to send.
- To send to one person: Select the down arrow next to “Everyone” and select a participant’s name. Then type a message and hit Enter/Return to send.
- You can also click the “More” button and choose to attach a file, which will be sent via the group chat to either Everyone or the person designated beside the “To” area.



## How to Leave a Meeting

- On the right-hand side of your control bar, click “Leave Meeting.”

