Join a Zoom Meeting

Join a Meeting via URL

1. Click the **Meeting URL** provided by the host.
2. If necessary, follow the prompts to download and install the **Zoom desktop application**.
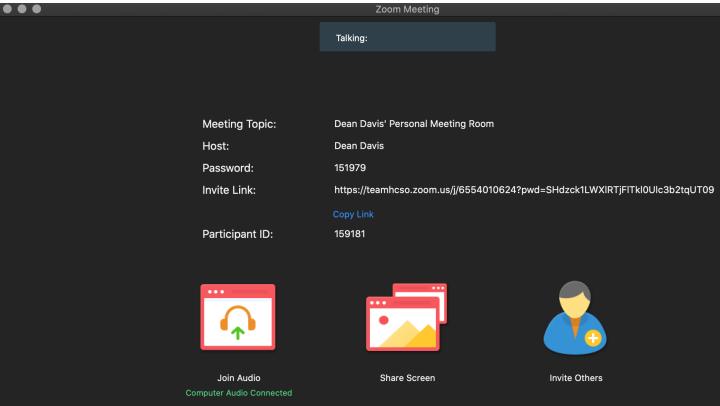
NOTE: You will need to download and install the Zoom desktop application to use meeting chat and participate in polls.

Join a Meeting via the Zoom Web Portal

1. Navigate to the Zoom Web Portal at https://zoom.us/join in your web browser.
2. Click **Join (Connect to a meeting)**.
3. Enter the **Meeting ID** into the field. The meeting ID is the 9, 10, or 11-digit number located in the meeting invitation or at the end of the Zoom meeting URL.
4. Click **Join**.
5. If necessary, follow the prompts to download and install the **Zoom desktop application**.

NOTE: If the host has decided not to allow participants to join before the host, you will see a message appear on your screen and you will automatically join the meeting when the host arrives.
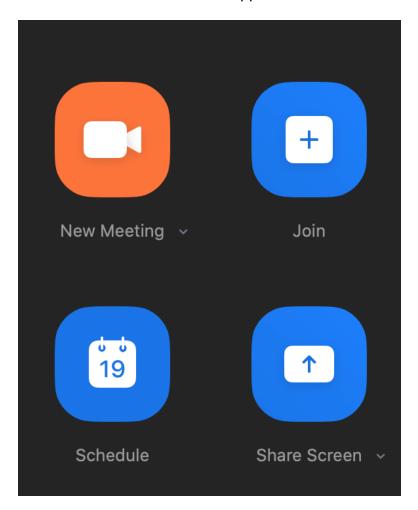
The Zoom meeting window is displayed. A menu bar containing participant tools appears at the bottom of the Zoom meeting. This menu bar will appear and disappear as you roll your mouse over the area. If a meeting is being recorded, an icon will appear at the top of the window.

Join a Meeting Using the Zoom Desktop Application

To Join a Meeting with a URL or Meeting ID

1. Open your Zoom desktop application.
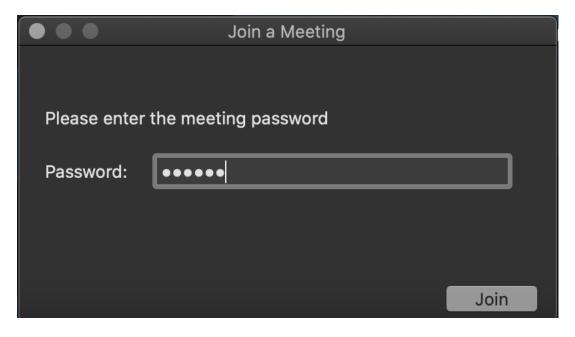2. Click **Join** in the Zoom application window.

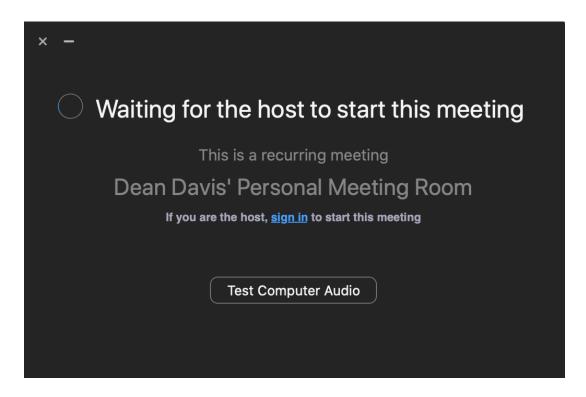3. Enter the URL or meeting ID in the **Meeting ID or Personal Link Name** field.
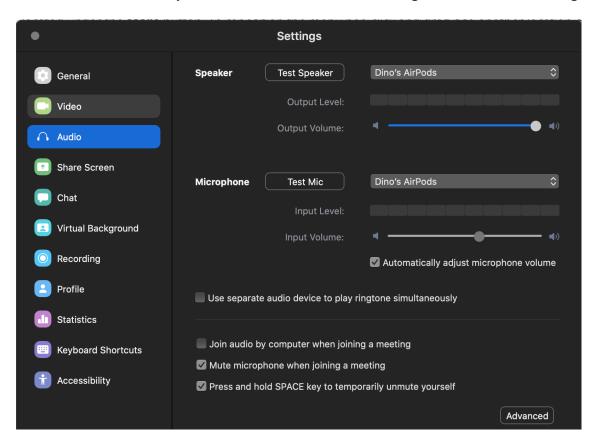
Click **Join**.

4. Now enter the Meeting Password provided by you host.

5. If your host has not started the meeting yet you will get the waiting on host screen.

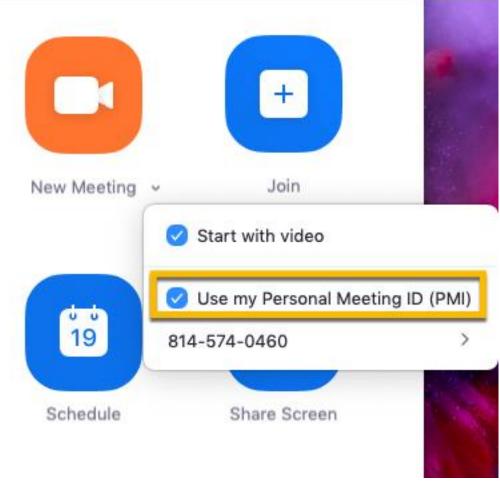6. Go ahead and test your audio and video while waiting to avoid issues during meeting.

7. Once the host has started the meeting you will see this screen.

Just click Join with Computer Audio.

To Join/Launch Your Personal Meeting Room

1. Open your Zoom desktop application.
2. Click the **drop-down tab** next to New Meeting.
3. Select the checkbox next to **Use My Personal Meeting ID (PMI)**.

Click the **camera icon** above New Meeting to launch your personal meeting room.

Mute/Unmute Audio and Adjust Audio Options

Using audio in a Zoom meeting requires you to have access to either a microphone through your computer or a telephone. Please be aware that the host can control participant audio during the meeting. This means the host can mute and unmute you at any time. Check the icons in the menu bar and the Participants panel to determine your current audio setting.

1. To unmute yourself and begin talking, click the **Unmute** button (microphone) in the bottom-left corner of the meeting window.
2. To mute yourself, click the **Mute** button (microphone). A red slash will appear over the microphone icon indicating that your audio is now off.
3. To test your computer microphone and speakers, click the **up arrow** to the right of the microphone icon and select **Audio Settings**.

NOTE: You can switch to a different audio input device using the Audio Settings option. If you have joined the meeting via computer audio, be sure to leave computer audio before dialing in to the meeting via the phone.

Start/Stop Video and Adjust Video options

1. Click the **Start Video** button in the menu bar at the bottom of the window to begin your video stream.
2. Click the **Stop Video** button to stop sharing your video stream.
3. To choose a different webcam or adjust your video settings, click the **up arrow** to the right of the Video icon and select **Video Settings**.

NOTE: When your video is activated, The **Enter/Exit Full Screen** options are available in the upper right of the screen.

NOTE: If you choose not to turn on your webcam in the meeting and video has been activated, your video window will display either your name, email address, or a photo, depending on how your profile is set up in the Zoom Web Portal.

Send Messages with Chat

You can send a chat message to all participants in the meeting or privately to specific individuals.

NOTE: When you enter a meeting, any messages posted in chat prior to you joining the meeting are not visible to you in the chat panel.

Send a Message to Everyone

1. Click the **Chat** button in the menu bar to open the Chat panel.
2. Type your message in the **Text box** at the bottom of the panel.
3. Press **Enter** to send the message.
4. To save the chat transcript, click the **More** button at the bottom of the chat panel and select **Save Chat**.

Send a Private Message

You can send a private message to a single person by clicking the down arrow in the **To:** field and selecting the person's name from the list. The person's name will stay selected until you click the down arrow again and select **Everyone (In Meeting)**.
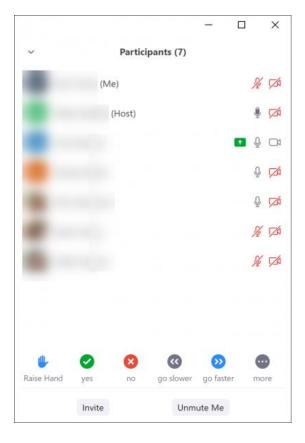
Participate in Polls

The host may ask you to participate in a poll during the session. A poll is typically used for voting or for gathering information from the audience. When the host launches the poll, the poll dialog box will appear on the meeting screen. You can move the poll dialog box to any location on your screen.

1. Select the **radio button** to the left of the desired response.
2. Click **Submit**.
3. The poll will disappear from the meeting screen.

Provide Feedback with Nonverbal Feedback Icons

Nonverbal feedback icons allow you to indicate to the host that you have a question, let the host know what you are thinking without interrupting the meeting, and respond quickly to questions or prompts from the host. Nonverbal feedback icons include options for raise hand, yes, no, thumbs up, away, and more. This feature must be enabled in both the host and participant's meeting settings in the Zoom Web Portal prior to the meeting.

1. Click the **Participants** button in the menu bar to open the Participants panel.

2. Click any **nonverbal feedback icon** to display the response to the right of your name in the participant panel.
3. Click the **icon** again to clear it.
4. Click the **…more** button to display additional icons, such as thumbs up or thumbs down.
5. You can only have one icon visible at any time. After clicking an icon, clicking another icon will overwrite the first icon.

NOTE: Be sure to enable non-verbal feedback in your meeting settings in the Zoom Web Portal.

Share Your Screen

Both hosts and participants can share their screen in Zoom. However, participants cannot share if the host is already sharing or if the host has disabled this feature for participants.

1. Click the **Share Screen** button on the menu bar.
2. Select the desktop or application you would like to share or select **whiteboard** to share a whiteboard. Selecting **Screen** will allow you to share any open window on your computer.
3. Click the **Share** button at the bottom of the screen.

   When sharing your screen, the menu bar moves to the top of your screen and disappears until you roll your cursor over the area. Additional tools, such as Chat, Remote Control and the Audio options are located under the **More** button. To reposition the menu bar, click and drag it to another location on your screen.

Figure 7: Screen sharing menu bar in expanded view

4. If you receive a chat message while you are screen sharing, the More button will blink. To view the chat message, click the **More** button and select **Chat** from the menu.
5. Click the **Annotate** button to open the annotation toolbar. Use the draw tools (arrows, shapes) to direct participants' attention to an area of your screen or use the text tool to type notes on the screen.
6. Click the **X** in the upper right of the annotation menu to close the annotation menu.
7. Click the **More** icon to view additional options.
8. Click **Stop Share** in the small menu bar to stop sharing your screen.

NOTE: The host can control who can share their screen, therefore this feature may be disabled in your meeting.

Control Someone Else's Screen

The remote control feature in Zoom allows you to request control of someone else's screen to share specific content or give another individual control of your screen. This feature must be enabled in both the host and participant's meeting settings in the Zoom Web Portal.

To request control:

1. At the top of the Zoom meeting window, in the View Options drop-down list, select **Request Remote Control**.
2. Click the **Request** button in the dialog box. Once the individual has approved your request, the mini menu bar at the top will indicate that you are controlling their screen.
3. To stop controlling a person's screen, select **Give Up Remote Control** from the View Options drop-down list.

When control is given by someone else:

1. When an individual has given you control of their screen, a message will appear and the mini menu bar will change to reflect that you have control.
2. To stop the control, select **Give Up Remote Control** from the View Options drop-down list.
3. To stop this feature, click the **Remote Control** icon in the menu bar again and select **Stop Remote Control**.

NOTE: If you have shared your desktop, the individual with control will be able to open, edit, or delete any files or programs on your desktop.

Leave a Meeting

1. Click the **Leave Meeting** option in the menu bar to exit the meeting.
2. Click the **Leave Meeting** button in the confirmation dialog box.