

# JOINING A ZOOM MEETING

## **OPTIONS 1 - USING THE BROWSER OPTION - (does not require installation of Zoom program)**

You can join a Zoom meeting without having to download the app or creating an account. You will receive an email invitation containing a link to the meeting. Please do not share this the invitation with other people.

All you have to do is click the link and enter your name. You may receive a screen telling you to launch or download the app. You do not need to do this, instead click the link at the bottom that says join from your browser. No need to download the app and create an account.

Zoom makes the Web option difficult to find after clicking on the Join a Meeting link. You should be able to use the browser only after refusing the download and then choosing “join from your browser”. Users opting for the browser option will have the best results if they use Chrome. Firefox and other browsers may prevent some key features, such as audio and video, from working at all.

You may have to enter the Meeting ID and the Password (in the invitation). You may be sent to the Waiting Room where you will be admitted by the meeting host.

**Tip:** Once in the meeting on the top right-hand corner you can choose Gallery View (see all participants) or Speaker View (see who is speaking at the time).

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**Optional info:** The procedure is demonstrated in the two minute You Tube video

“How to Join a Zoom Meeting Without Installing Zoom” or click

<https://www.youtube.com/watch?v=cDZOx-N39EU>

You can also find many other online tutorials at [www.zoom.us](http://www.zoom.us)

## **OPTION 2 - USING THE ZOOM PROGRAM - (You must install Zoom for this option)**

### **Zoom Installation**

If you have not already done so, go to <https://zoom.us/download>. There you will find apps for Windows, Mac, iOS (iPhone and iPad), and Android (phones and Kindle Fire tablets). You do not need to create a Zoom account, but it may help you with future online activities. Your Zoom account can be used Zoom for any meeting as well as ICL courses.

### **Testing**

After you have installed the app, go to <https://zoom.us/test> to make sure that your audio and video options are set up properly. If you are using a desktop or laptop computer, make sure that you know how to turn your computer's microphone and speakers on and off. Both need to be on to ensure that you have the best online experience.

### **Joining the Meeting**

For each class session, the host will send you an invitation with a link in an email. A few minutes before the official start time, click on the link and follow the instructions. You may see a popup that prompts you for a password. Enter the meeting password that was included in the meeting invitation. As you join, your microphone may be on and if so, you can greet your host and friends. Once the session starts, you should be on mute. To ask a question, you can raise your hand or type a question into the chat window.

## **ZOOM MEETING CONTROLS**

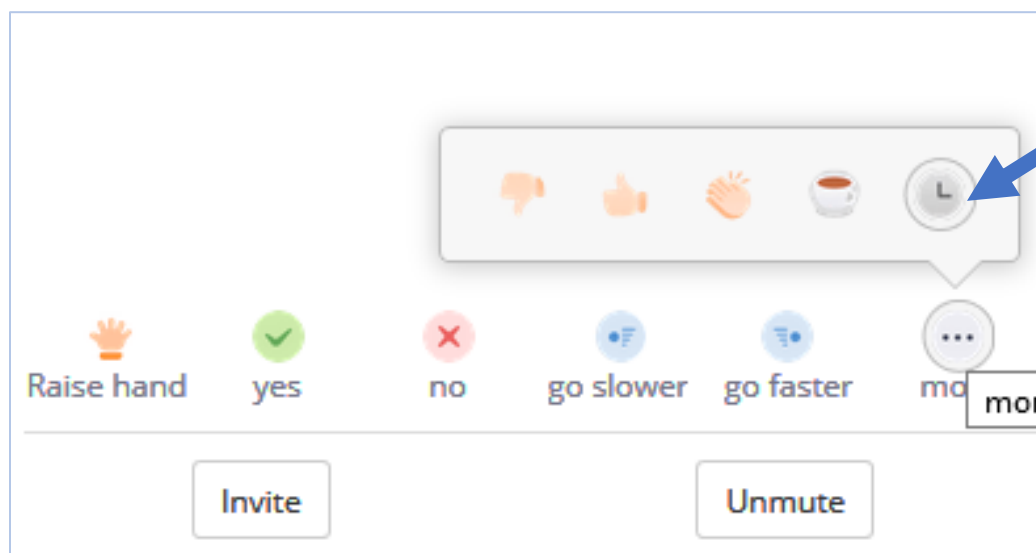
### **Windows or Mac**



1. Mute and unmute your audio. If the Host has the session on Mute, you may not be able to unmute yourself.
2. Stop your video. This is helpful if you need to move around a bit and do not want to distract the other attendees. Note: you can add a customized profile picture that will be displayed instead of just your name. See the Zoom Help for details.
3. Participants. This opens a window to show who is in the session. At the bottom of the Participants window, you can let the host or moderator know that you would like to speak by clicking Raise Hand.

4. Chat lets you send messages to the group of attendees or privately to selected individuals.

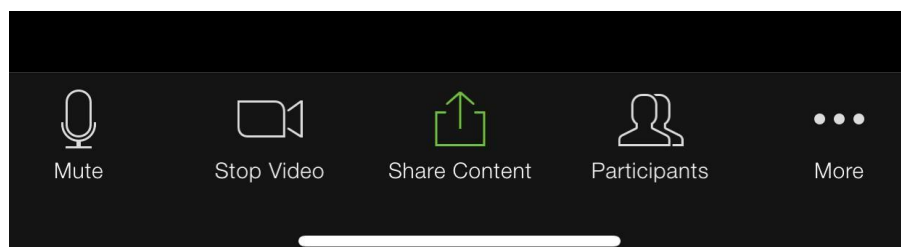
### Participant's Window



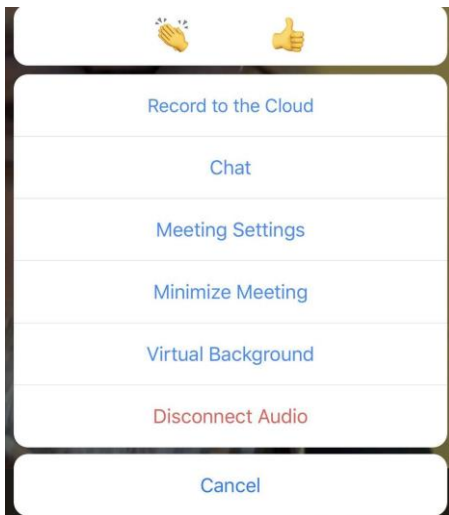
Click **More** to see additional icons

### IPHONE, IPAD, ANDROID PHONES AND AMAZON FIRE TABLETS

The basic controls for the above devices are at the bottom of your screen.



When you tap on **More** you will see additional options.



## **OTHER RECOMMENDATIONS**

Zoom performs best with laptops and desktop computers that have built in microphones and cameras. Zoom works poorly and sometimes intermittently with tablets and cell phones largely depending upon the quality of the internet connection. Experience has been that tablets and cell phones connected to the internet through wireless residential routers frequently suffer video and/or audio freeze.

Zoom works best for folks that have at least 25 mb of bandwidth and a router that can handle same. Even folks who sometimes have adequate bandwidth will have problems at times when internet usage is high. To determine your Internet speed, do a search on “test internet speed” and select one of the choices. This usually takes less than 60 seconds. One example is of a speed test is <https://testmy.net/>.