ZOOM Instructional Guide
Joining a meeting

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To join a meeting:

- If you received a meeting invitation via email, open the invitation and **select the link** to join the meeting via **computer** (or mobile device) or join via **phone** by dialing the number and entering the meeting ID listed in the invitation.

Start time	Thu 9/28/2017		9:30 AM	▾	☐ All day event
End time	Thu 9/28/2017		10:00 AM	▾	

I am inviting you to a scheduled Zoom meeting. The meeting will be held in VSCPA Room E but you may join remotely by using one of the options below:

From PC, Mac, Linux, iOS or Android:
https://zoom.us/j/8042705344

From Telephone:
Dial: 646-558-8656 or 669-900-6833
Enter Meeting ID: 8042705344

Thank you,

Each meeting has an ID which is associated with it. The meeting ID number can be found within the body of the message.

NOTE: You may also join a meeting using one of the methods below

- [ZOOM website](#) – select **Join a Meeting**, enter the meeting ID, click **Join**
- **Desktop app** –select **Join a Meeting**, enter the meeting ID, click **Join**
- **Mobile app** –select **Join a Meeting**, enter the meeting ID, click **Join**

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Download and install the Zoom launcher if prompted.

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Select your audio source (phone call or computer audio) and click **Join Audio Conference**.

- If joining audio by **computer**, be sure to have a microphone and speakers/headphones attached (*and test them to make sure they are functioning correctly*). If joining by **phone**, dial the number and enter the meeting ID.

Choose ONE of the audio conference options ✕

Phone Call	Computer Audio

Join Audio Conference by Computer

Test Computer Mic & Speakers

☐ Automatically join audio by computer when joining a meeting

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For more information on joining meetings, view the video below:

Additional support for audio, video, and screen sharing can be found here.

For help with connectivity issues, view the information here.

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To mute/unmute your microphone or Start/Stop the video:

- Select **Mute** or **Start Video** from the toolbar at the bottom of the Zoom window.
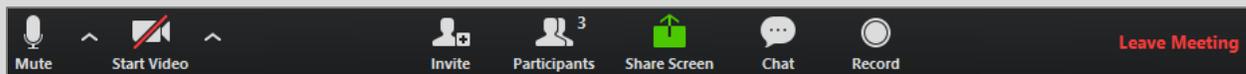
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To leave a meeting

- Select **Leave Meeting** from the toolbar at the bottom of the Zoom window.