

## How do I join a Zoom meeting?

1. You need a meeting link or meeting ID to join a Zoom meeting.
2. You can either click on the link if you have it, or open the Zoom application.
3. What you see when you click the link or open the Zoom app may vary depending on whether you are on a phone or a computer. This document includes detailed instructions for joining Zoom meetings from both.

[Click here for Phone Instructions](#)

[Click here for Computer instructions](#)

[Click here for instructions on downloading Zoom](#)

[Click here for Frequently Asked Questions](#)

### ***Helpful tips***

- If you are using a phone, you will need to download the Zoom app. If you are using a computer, you can download the Zoom application or open it in your internet browser. Instructions for downloading the app on a phone or a computer or opening in a computer browser are included in this document.
- Check the time zone of the meeting you want to join. If it is not in your time zone, you will need to convert to your time zone so you can join the meeting on time.
- <https://justtobesafena.wixsite.com/website> has links to other websites that list online meetings, as well as a link to convert your time zone.

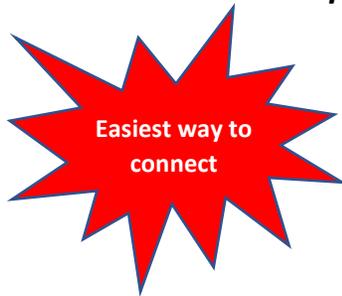
# Instructions for joining Zoom meeting from your phone

I used an Android phone to create these directions, so it may be a little different for iPhones.

## ***How do I join the meeting if I do not have the Zoom application on my phone?***

You will need to download the application. See instructions below for downloading instructions.

## ***I have the Zoom application on my phone and the Zoom meeting link. How do I join the meeting?***



1. Click meeting link.
2. It should take you directly to the meeting. If not, click "Sign In".

## ***I just opened Zoom on my phone, now what?***

1. Click Join.



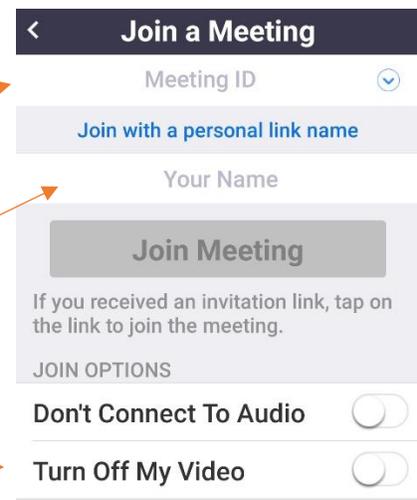
2. Enter the meeting ID.

3. Enter your name in the box under the meeting ID.

We suggest you enter your first name and last initial only. It is nice for people to see where you're from, so you can also add your city & state or country after your name.

4. If you don't want others to see you, click the button next to "Turn Off My Video". It is under the Join Meeting button.

5. Click Join Meeting button.



6. In the lower left, it may asked you how you want to connect to audio. If not, click the Audio icon in the lower left of your screen.

- Click **Call via Device Audio** (this is the easiest method) to use your phone's microphone and speakers.
- Click **Dial In** to call in. Click the phone icon next to any phone number listed. Click "Call". If the requests permission to make calls, select "Approve"



# Instructions for joining Zoom meeting from your computer

I used Google Chrome to create these instructions. It may look different if you use a different browser.

## ***I have the Zoom application on my computer and the Zoom meeting link. How do I join the meeting?***



1. Click on the meeting link.
2. The browser should open a window prompting you to open the meeting using Zoom.
3. Click Open Zoom Meetings.

## ***I just logged into Zoom from my computer. Now what?***

1. Click Join.
2. Enter meeting ID.
3. Enter your name in the box under the meeting ID. We suggest you enter your first name and last initial only. It is nice for people to see where you're from, so you can also add your city & state or country after your name.
4. Click the box next to "Turn off my video" if you do not want people to see you.
5. Click Join.
6. Select "Join with Call via Computer Audio" to use your device's mic and speakers. If your device mic and speakers do not work well or you prefer to call in using your phone, click Phone Call. Use any of the phone numbers listed to call in from your phone.



### Join Meeting

Meeting ID or Personal Link Name  
458-319-441

- Do not connect to audio  
 Turn off my video

Join

Cancel

Choose ONE of the audio conference options

Phone Call

Computer Audio

Join with Computer Audio

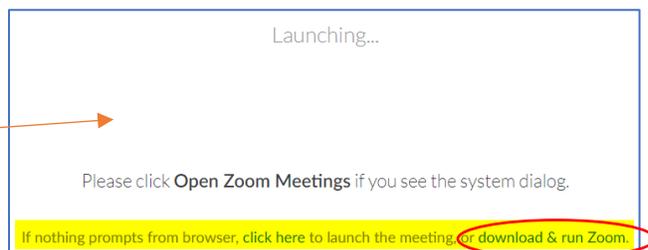
Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

# Downloading Zoom

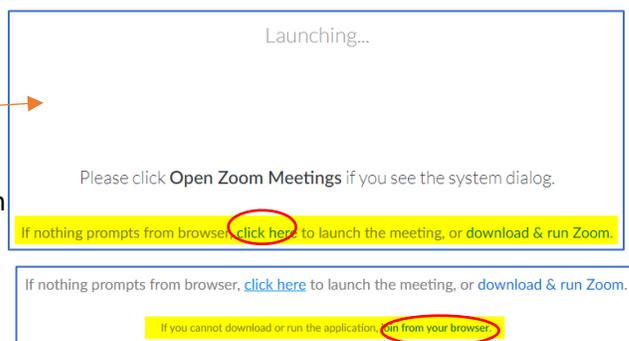
## ***How do I download the Zoom Application on my Computer?***

1. Click the meeting link (<https://zoom.us/j/458319441>).
2. It should take you to a page that looks like this  
Click “download & run Zoom”.
3. Open the downloaded file and run it to install Zoom.
4. Once it installs, it should prompt you to enter your name. Ex. John – Orlando, FL. There are people from all over logging into this meeting, so it is really cool to see where everyone is from. Click Join Meeting.
5. If it does not prompt you to enter your name, click the meeting link again to join the meeting.



## ***How do I open Zoom in my computer's internet browser without downloading it?***

1. Click the meeting link. (<https://zoom.us/j/458319441>).
2. It should take you to a page that looks like this:
3. Where it says, “If nothing prompts from browser, click here to launch the meeting, or download & run Zoom”, click “click here”.
4. A message should appear under this that says, “If you cannot download or run the application, join from your browser”:  
Click “join from your browser”.
5. Enter your name. Ex. John – Orlando, FL. There are people from all over logging into this meeting, so it is really cool to see where everyone is from. Click Join.



## ***How do I download the Zoom Application on my phone?***

1. Go to Google Play Store (android) or App Store (iPhone).
2. Search for Zoom Cloud Meetings.

# Frequently Asked Questions

## ***How do I mute or unmute myself?***

Mute/Unmute: Look for the microphone icon. You may need to click on the screen to see the icon. Click the icon to mute or unmute yourself.



## ***How do I turn video on or off?***

Video/No Video: Look for the video camera icon. You may need to click on the screen to see the icon. Click the icon to turn your camera on or off.



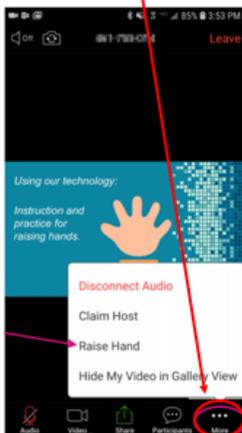
## ***How do I see who else is in the meeting?***

Click on Participants to see a list of who is on the call, including who has raised their hand.

On your phone, click the screen. On the bottom, you will see a talk bubble icon. Click on it to see a list of people on the call and who has raised their hand. You can also mute/unmute yourself and turn video on/off by clicking on the icon next to your name.

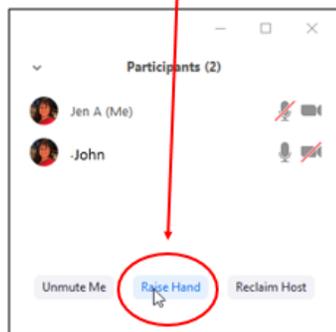
## ***How do I raise my hand to share?***

Click the 3 dots in lower left of screen.



Or click on Participants on the bottom of your screen.

Look for Raise Hand button.



Or click on your name

