

Instructions for Joining a Zoom Meeting by Computer

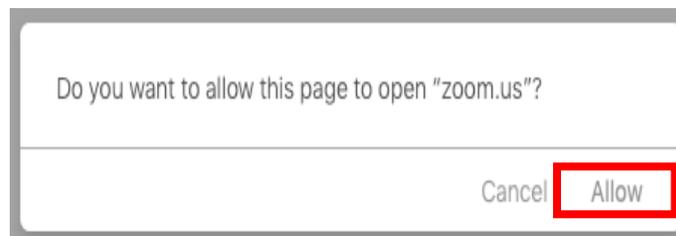
1) Click on join link on your email or calendar invitation.

Hi there,

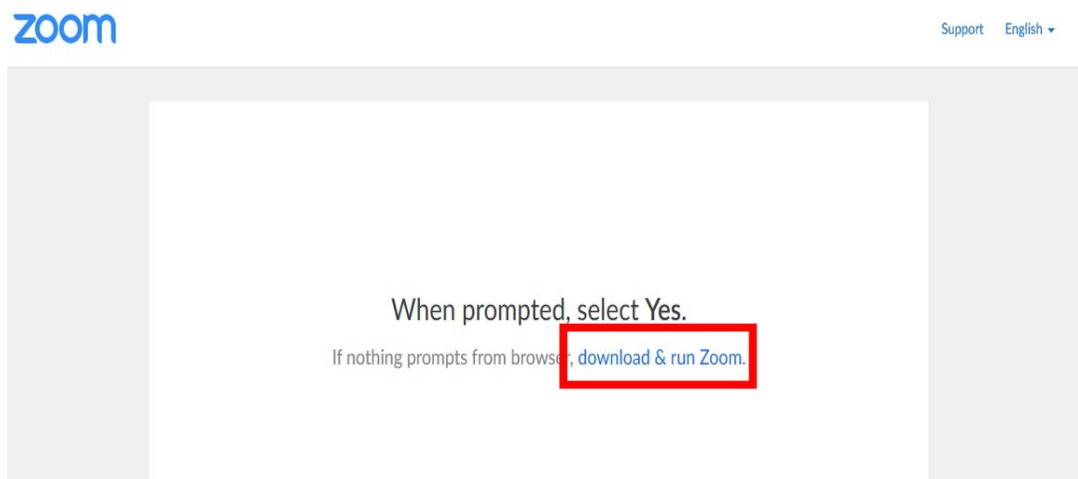
John Smith is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android <https://zoom.us/j/1234567890>

2) Next, you will be prompted to open zoom. Click "Allow"

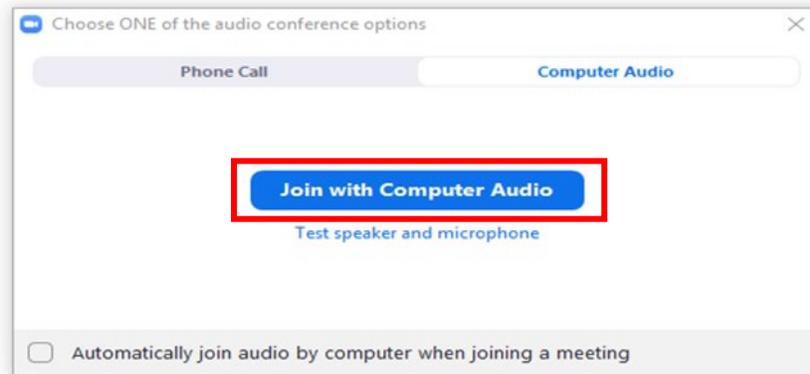


If you are **not** prompted, click the link that says **download & run Zoom**



3) Next, you will be prompted to join zoom with computer audio or by phone call.

A. For computer click on the blue box to **join with computer audio**



B. For phone audio while using zoom on the computer

Click **Phone Call**.



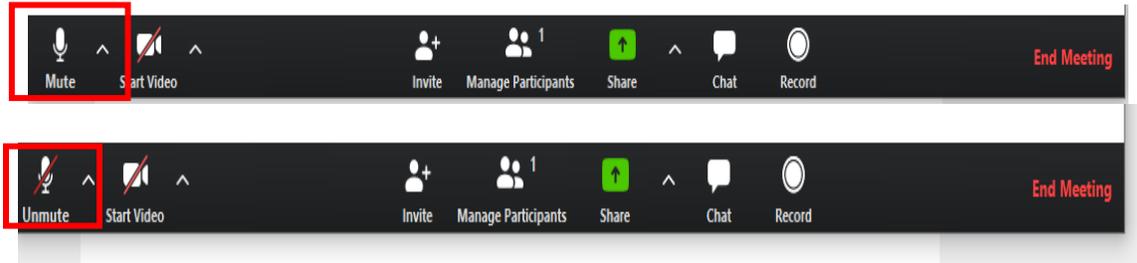
 Dial: +1 669 900 6833
+1 646 876 9923
Or 877 853 5247 (Toll Free)
888 788 0099 (Toll Free)
Meeting ID: 727 288 954
Participant ID: **44**

Done

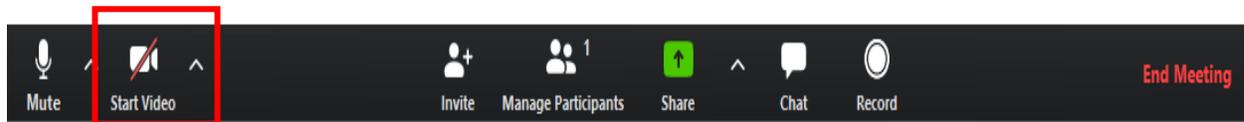
➤ **Follow the instructions for dialing in:**

- Select the country you are calling from in the flag drop-down menu.
1. Example: United States of America Flag
- Call one of the numbers provided.
1. Example: 1-669-900-6833
- Enter your meeting ID followed by pound key (#).
1. Example: 727-288-954#
- Enter your participant ID followed by pound key (#).
1. Example: 44#

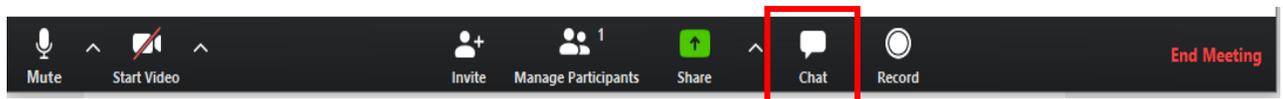
4) To mute or unmute click on **microphone** in the bottom left corner of the page



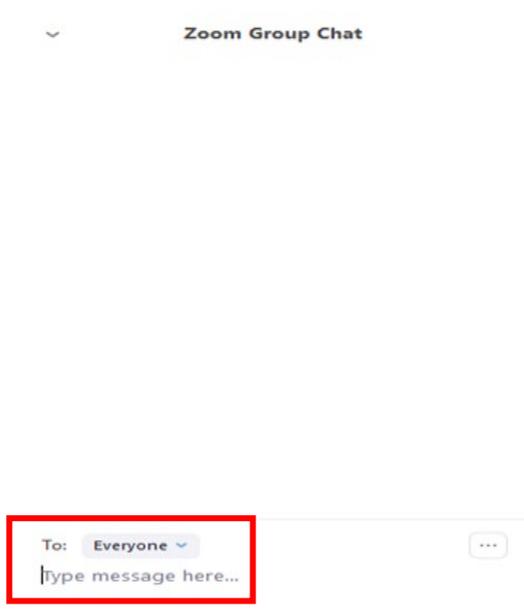
5) To **Start Video or Stop Video** click video camera in the bottom left corner of the page



6) To message meeting participants click on the **chat box** in the bottom of the page

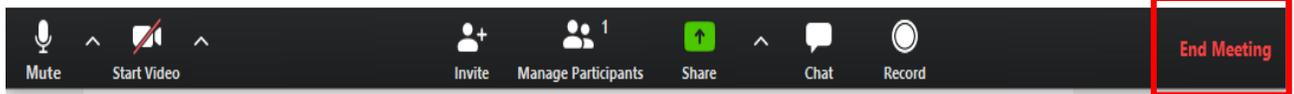


- The chat box will pop up on the side of your screen
- You can either chat with everyone in the meeting or a certain participant to send an individual message.



7) Leaving the meeting

A. Click on the **End Meeting** button on the bottom right of your page



B. A box will pop up. Click the button that says **Leave Meeting**.

