Joining a Zoom Meeting

- Instructions Sheet (with screenshots) -

Contents:

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1. What does a Zoom Meeting invite look like?

You will usuallyreceiveanemail orcalendar invitethatcontains:

- A **blue clickable link** that starts with https://zoom.us/…

- A **Meeting ID** (a 10 or 11-digit number)

- A **Passcode** (can be letters and numbers)

  If there is not a passcode in the invite this is because the meeting organiser has not set one up so it will not be needed to join the meeting

- Sometimes there will be phone numbers to dial in to the meeting as well (ignore these if you are joining a video meeting)

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2. Your First Step: Download Zoom

We recommend doing this as soon as possible after receiving the invite. It should only take a few minutes but it's good to do it in advance so you don't have to worry about it when joining the meeting later.

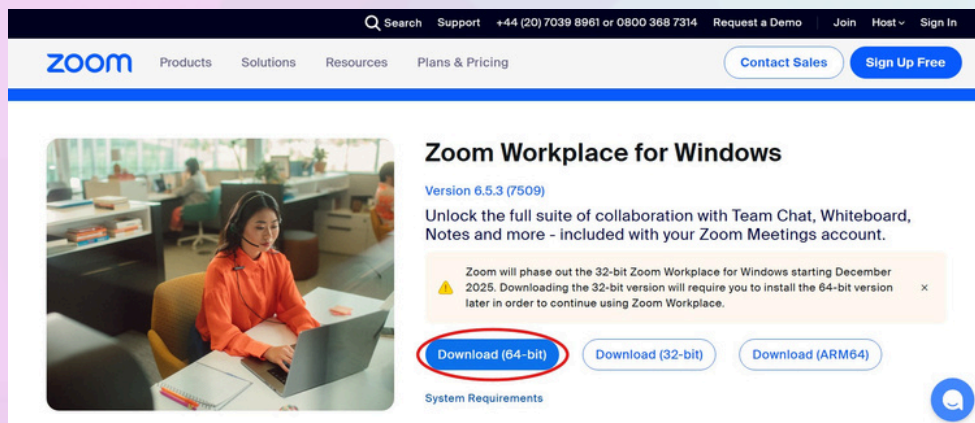If you already have Zoom downloaded, you won't need to download it again.

On a Computer (Desktop or Laptop)

1. Go to this website in your browser:
   👉 **https://zoom.us/download**

2. Click the **blue "Download" button**
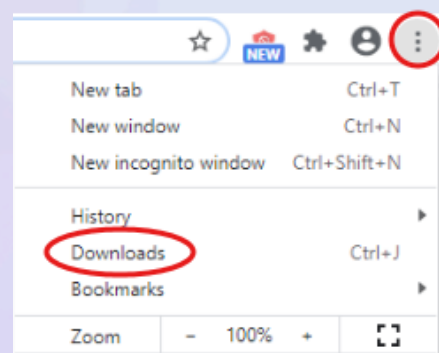

3. Once downloaded, open the file (this will usually appear on your screen or you can find it in your Downloads folder)
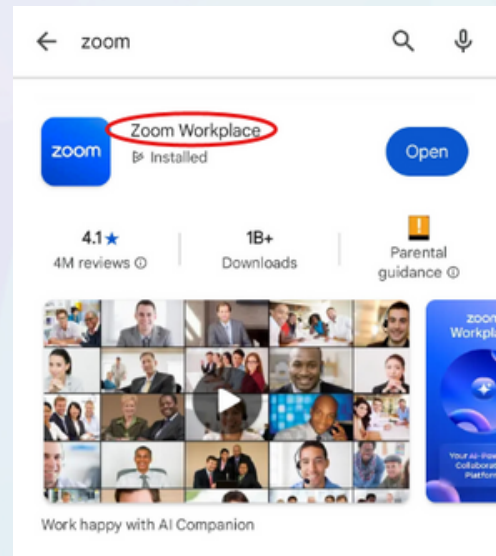
   To open a downloaded file:

   - ***Go to the three dots at the top of your browser screen next to the URL bar and click Downloads, or***
   - ***Open File Explorer and go to the Downloads folder***

4. Follow the instructions on screen to install the app

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On a Smartphone or Tablet

1. Open the App Store (for Apple devices like iPhone/iPad) or Google Play Store (for Android devices)

2. Type "Zoom" in the search bar

3. Tap the app called **Zoom Workplace**

4. Tap the "Download" or "Install" button

5. Wait for it to finish installing and then open the app

Can I join a Zoom meeting without downloading Zoom?

Sometimes you can join a meeting without downloading anything by clicking the "Join From Your Browser" link after opening the meeting link.

- This option only works on a computer (like a laptop or desktop) so, if you're using a smartphone or tablet, you'll need to download Zoom first.
- It also only works if the person hosting the meeting has allowed it.

Note for hosts: To allow participants to join through browser, you will need to have ***Show a "Join From Your Browser" link*** enabled.

Do I need to create a Zoom account?

No, you don't need to create a Zoom account just to join a meeting.

Once Zoom is installed, you can join as a guest.

Just click the meeting link in your invite or calendar and follow the instructions (see below for more information on joining a Zoom meeting).

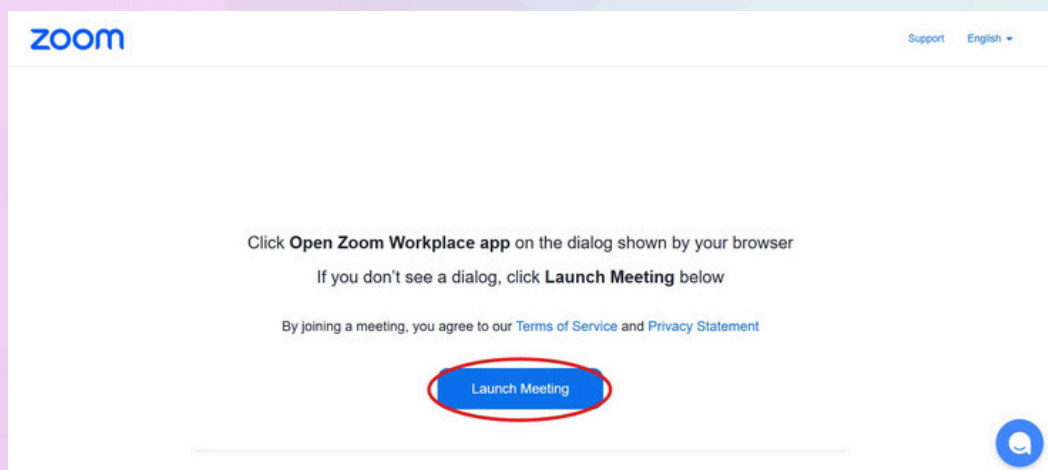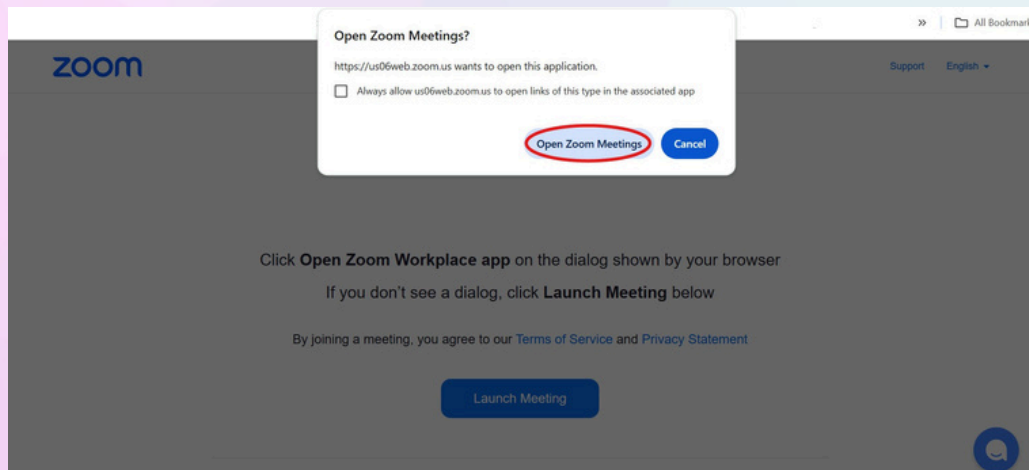# 3. Joining a Zoom Meeting on a Desktop or Laptop
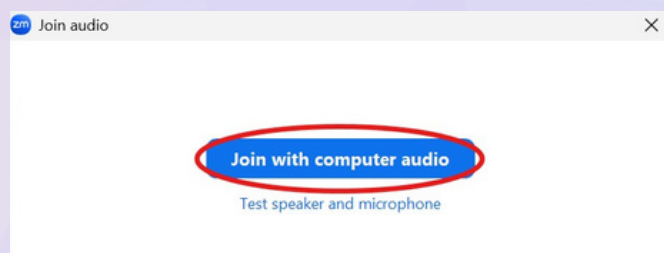
Option A: Using the Invite Link and Zoom App

1. Open the email or calendar invite

2. Find and click the blue link. It will look something like: "Join Zoom Meeting: https://zoom.us/j/123456789"

3. A web page will open in your browser with a pop-up message that says "Open Zoom Meetings?"

4. Click the button that says **"Open Zoom Meetings"**

   If nothing happens or you don't see this pop-up, click the blue button in the middle of the screen that says "Launch Meeting"

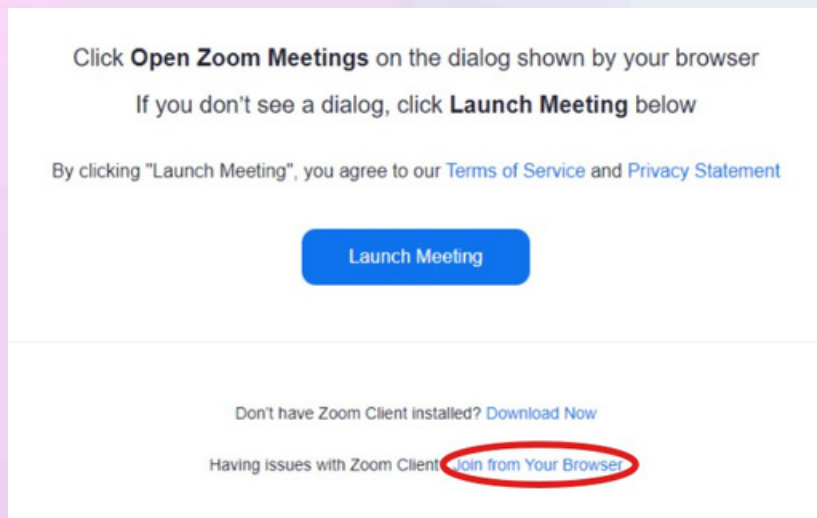5. You may be asked to enter the meeting ID or passcode. These will be in your meeting invite.

   Meeting ID - a 10 or 11-digit number

   Passcode - can be a mix of numbers and letters

   Zoom will open and show a screen that says "Connecting..." and then you'll be taken

6. to the meeting.

   If prompted, click the blue button

7. on the screen that says "Join with computer audio" to turn on your sound.
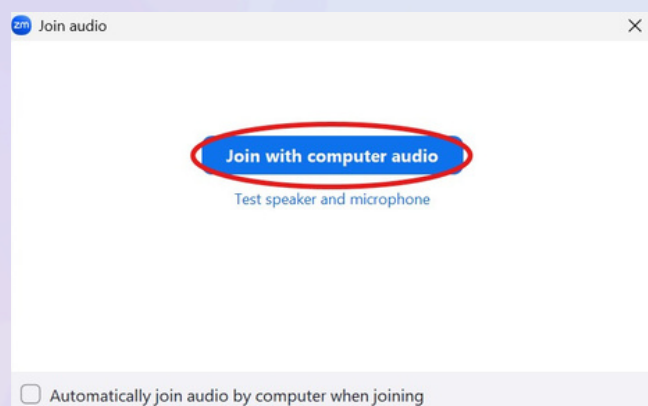
◆ Option B: Join from Your Browser (No Download Needed)

This option will only work on a desktop or laptop

1. Open the email or calendar invite

2. Find and click the blue link. It will look something like: "Join Zoom Meeting: https://zoom.us/j/123456789"

3. A web page will open in your browser

4. Look for the small line of text under the main box that says: "If you cannot download or run the application, join from your browser."

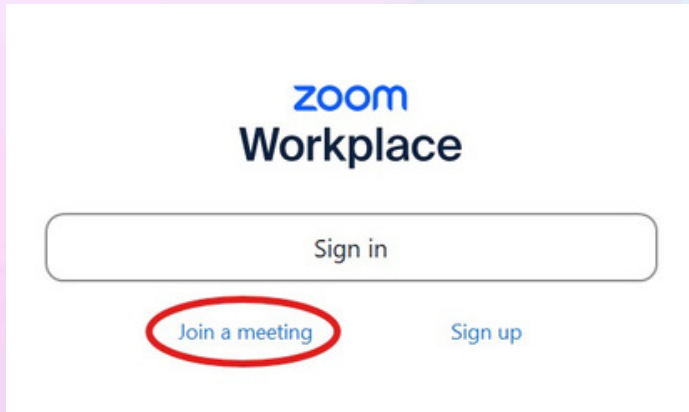5. Click **"join from your browser"**

6. Enter your name in the box

7. Click **"Join"**

8. If prompted, click the blue button on the screen that says "Join with Computer Audio" to turn on your sound.

9. If prompted, allow the website to use your camera and microphone (click "Allow" when asked)

    If your sound isn't working, check that your device does not have your microphone or volume muted.

◆ Option C: Enter Meeting ID and Passcode in the Zoom App

1. Open the Zoom app you downloaded

2. Click the blue link button that says **"Join a Meeting"**

3. Type in the Meeting ID (a 10 or 11-digit number from your invite)

4. Click **"Join"**

5. If prompted, enter the password (this will be in your invite and can be a mix of numbers and letters)

6. Click **"Join Meeting"**

7. If prompted, click the blue button at the bottom of the screen that says "Join with Computer Audio" to turn on your sound.

8. If prompted, allow the website to use your camera and microphone (click "Allow" when asked)

   If your sound isn't working, check that your device does not have your microphone or volume muted.
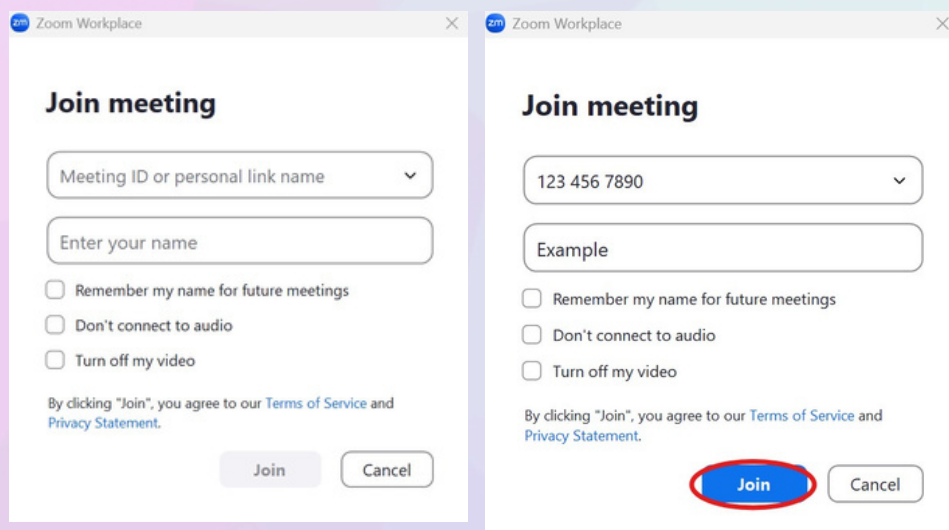
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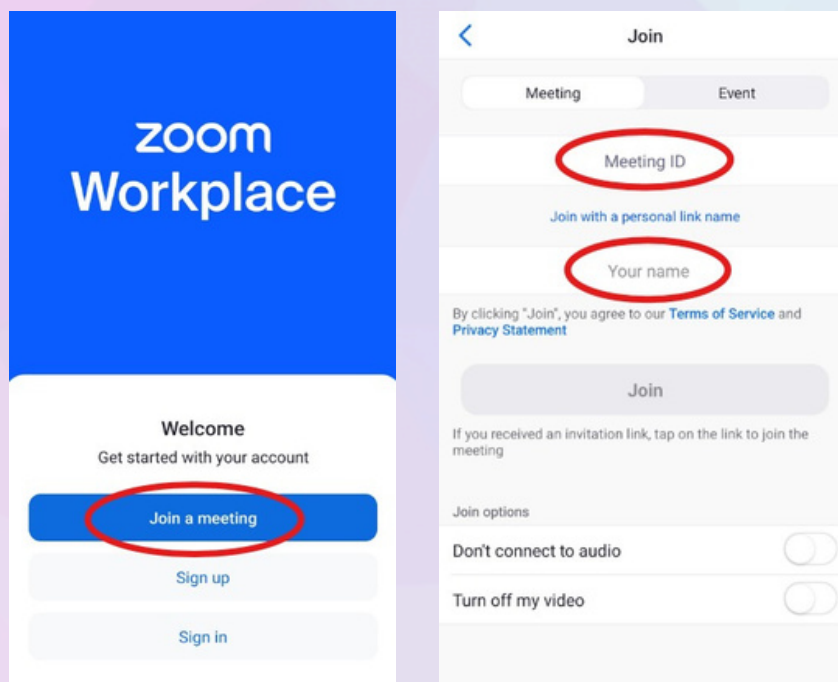# 4. Joining a Zoom Meeting on a Smartphone or Tablet

If you are using a smart phone or tablet ,you will to download the Zoom app first (see section 2).

◆ Option A: Using the Invite Link and Zoom App

1. First, check you have downloaded the Zoom app

2. Open the email or calendar invite

3. Tap the blue Zoom link that starts with https://zoom.us/...

4. The Zoom app will launch and connect you to the meeting

5. If prompted, click **"Join with Internet Audio"** to hear and speak in the meeting

6. If prompted, click **"Allow"** to give Zoom access to your camera and microphone

◆ Option B: Enter Meeting ID and Password in the Zoom App

1. Open the Zoom app you downloaded

2. Click the blue button that says **"Joinameeting"**

3. Type in the Meeting ID (a 10 or 11-digit number from your invite)

4. Enter your name and click **"Join"**

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5. If prompted, enter the passcode (this will be in your invite and can be a mix of numbers and letters)

6. Click **"Join Meeting"**

7. If prompted, click **"Join with Internet Audio"** to hear and speak in the meeting

8. If prompted, click **"Allow"** to give Zoom access to your camera and microphone

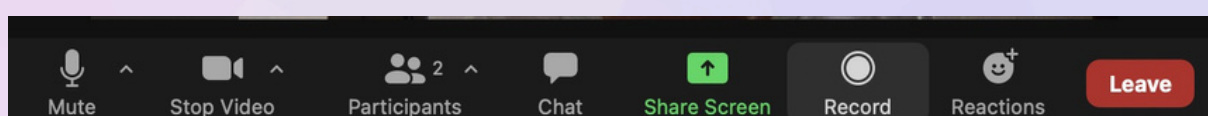# 5. During the Meeting - What You'll See and Use

Once you're in the meeting, here's what to expect:

● If the host hasn't joined yet, you might see:
  🕐 "Please wait for the host to start this meeting"

● When the meeting starts, Zoom might ask:
  🎧 "Join with Computer Audio?" → Click the blue button to hear and speak in the meeting

● You might also see messages like:
  "Allow Zoom to use your microphone?" → Click **"Allow"**
  "Allow Zoom to use your camera?" → Click **"Allow"**

Zoom Controls

This table explains some of the key controls you might use in a Zoom meeting (usually these will be at the bottom of your screen).

Icon	What it does
Microphone	Click this to mute/unmute yourself and speak in the meeting
Camera	Click to turn your video on/off
Participants	This shows how many people are in the meeting
Chat	Click this to open the chatbox and type messages to others in the meeting
Leave or End	Click this to exit the meeting

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6. Troubleshooting: If Something Isn't Working

If you can't hear anyone:

- Click the arrow next to the microphone icon (bottom left of Zoom)
- Choose **"Select a Speaker"** and try a different option (like your computer speakers or headphones)
- Make sure your volume is turned up

If others can't hear you:

- Click the arrow next to the microphone icon
- Under **"Select a Microphone"**, choose another option (like "Same as system" or your headset)
- Make sure you're not muted (the icon should look like a plain microphone with no red line)
- Ifyou are using a computer with a microphone button on your keyboard, check that this is not on mute (usually it will have a light on if it is muted)

If Zoom isn't opening or is frozen:

- Try closing Zoom and opening it again
- Restart your device
- If you are using a computer, try joining from your browser instead (see section 2B)

7. Need more help?

- To test your Zoom set-up goto: https://zoom.us/test
- You can also visit: https://support.zoom.us