

JOINING A ZOOM MEETING

*In order to join a meeting created by someone else, you do **NOT** need to have a Zoom account. You only need an account if you are the host.*

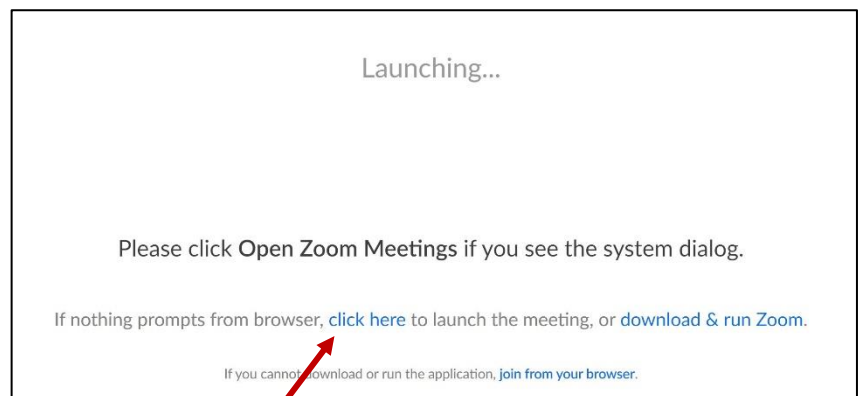
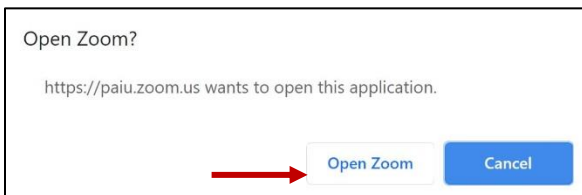
JOINING WITH A COMPUTER:

The person hosting the Zoom meeting should have sent you an email/message with the meeting information. Open this message.

Click the **link** to open the website. If the link is not working, highlight the web address and copy and paste it into an Internet browser.

Example: Join from PC, Mac, iOS or Android: <https://paiu.zoom.us/j/#####>

Once you open the link you will see two dialog boxes. Click **OPEN ZOOM** on the small one to enter the meeting.

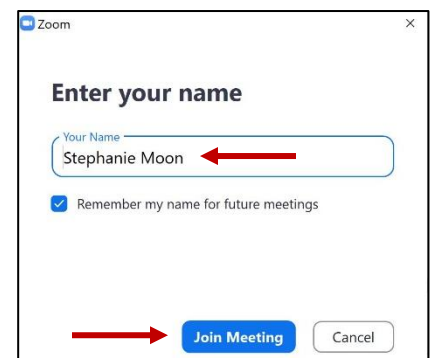


***NOTE:** If nothing happens when you click OPEN ZOOM, click here to launch the meeting and download and run Zoom. The program will download to the bottom of your screen. Click it once to open.*

On the next screen, you will be asked to **ENTER YOUR NAME**. This will be viewable by all members of the meeting. After you enter your name, press **JOIN MEETING**.

On the next screen, you can choose to **JOIN WITH** or **JOIN WITHOUT VIDEO**. If you choose to join without video, other meeting members will see a solid black box with your name centered across the screen for your video frame.

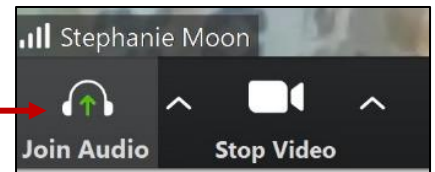
***NOTE:** You can change this preference after you join the meeting.*



After you join with/without video, you will be directed to the **WAITING ROOM**. Once the host grants you access to the meeting, you will automatically enter the meeting room.

After entering the meeting, you will need to **JOIN YOUR AUDIO**. Click on the **JOIN AUDIO** button in the bottom left hand corner of your screen.

NOTE: If you do not see these buttons, hover your mouse over the bottom of the screen and they will appear.



*NOTE: You have the option to start or stop **your** video here as well. If you choose **STOP VIDEO**, other meeting members will see a solid black box with your name centered across the screen for your video frame. You will still be able to see other meeting members.*

When you select **JOIN AUDIO**, you will see three tabs.

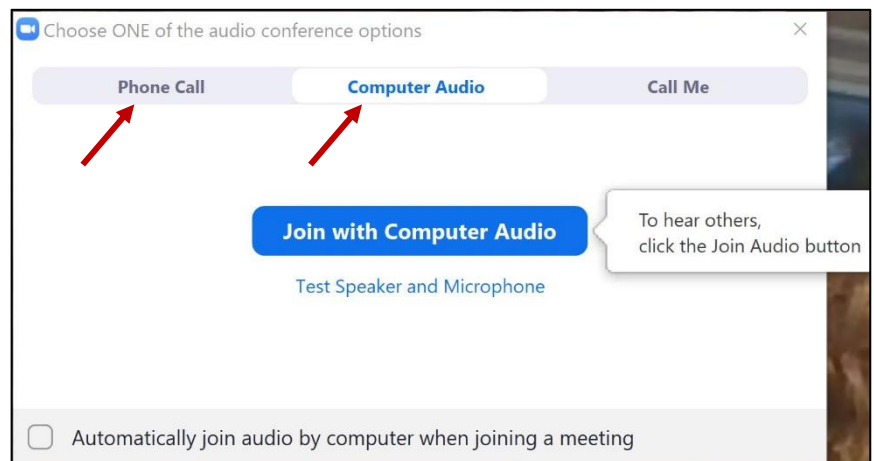
- **COMPUTER AUDIO TAB:**

(Most commonly used)

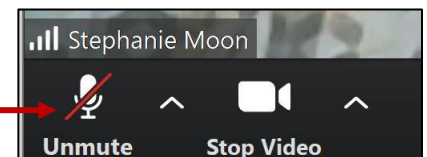
If you click the **Join with Computer Audio** button, you will use the speaker and microphone on your computer or laptop.

- **PHONE CALL TAB:** You can use the computer for video only and then call in with your phone for audio.

Dial one of the toll-free numbers. Enter your **meeting ID number** and press #. Enter your **Participant ID number** and press #. *(Your Participant ID can be found in the **PHONE CALL tab**.)* You will then be connected with your phone for audio.



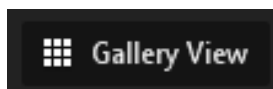
*NOTE: If you choose to **Join with Computer Audio**, you will need to **UNMUTE** your microphone in the bottom left hand corner. Also, make sure to turn the volume up on your computer so you can hear others.*



Gallery View vs. Speaker View



The default setting of **Speaker View** will display all participants in thumbnails on the right side or the top. The “active speaker” (i.e. the person currently speaking) will be the one in the large display. As different people speak, this window will change accordingly.



Gallery View will display equal size displays of all participants in the meeting. The active speaker will have an outline around his/her display.

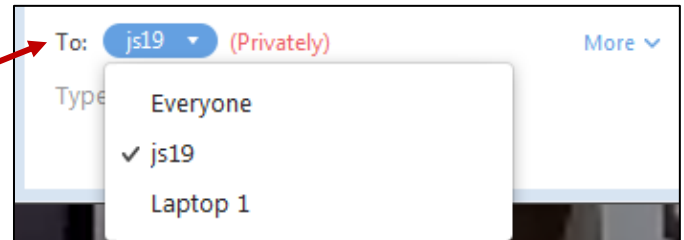
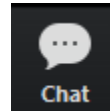
Chats:

Chats can be sent privately to certain participants or can be sent to everyone as a whole. You must select the recipient before sending the chat.

Click on the **Chat** box at the bottom of the screen.

The chat panel will open on the right side of your screen. Choose the recipient by clicking on the drop-down arrow next to the word “**To:**”.

Type your message and press **Enter**.



JOINING BY PHONE (AUDIO ONLY):

Other meeting members will see a solid black box with a phone icon centered across the screen for your video frame. Your phone number will be listed at the bottom of your box instead of your name.

The person hosting the Zoom meeting should have sent you an email/message with the meeting information. Open this message.

There are two **US Toll Free Numbers** available in the invite. You may choose to call either one.

Enter the **Meeting ID** number followed by the # sign.

Press # again.

You will be placed in the **WAITING ROOM**. Once the host grants you access to the meeting, you will automatically enter the meeting room.

Example: *(NOTE: This is just an example. Please refer to YOUR invitation for the correct Meeting ID number.)*

+1 646 558 8656 or +1 312 626 6799 (US Toll)
877 369 0926 (US Toll Free)
855 880 1246 (US Toll Free)
Meeting ID: 888 368 347
International numbers available: <https://paiu.zoom.us/j/aBXoJX5PT>

JOINING WITH APP ON YOUR PHONE/TABLET:

Download the **Zoom app**.

The person hosting the Zoom meeting should have sent you an email/message with the meeting information. Open this message.

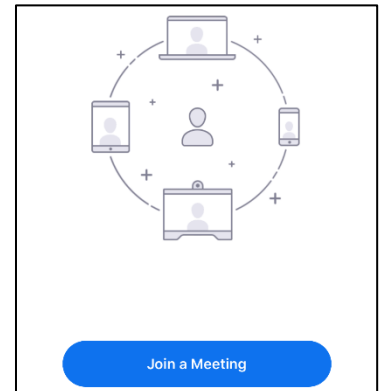
Click the **link** to open the website.

Example: Join from PC, Mac, iOS or Android: <https://paiu.zoom.us/j/#####>

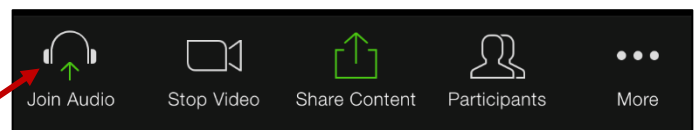
*NOTE: If the link does not work, open the app on your phone/tablet. Click **Join Meeting** and enter the **Meeting ID number**.*

Choose to **Join with Video or Without Video**.

You will be placed in the **WAITING ROOM**. Once the host grants you access to the meeting, you will automatically enter the meeting room.



Click the **JOIN AUDIO** button in the bottom left.



Choose **Call Using Internet Audio** to use the microphone and speaker on your phone/tablet.

*NOTE: If you would like to use the chat feature, click the **MORE** button and choose **CHAT**. Choose the recipient by clicking on the drop-down arrow next to "Send to:". Type your message and press Send.*

