Instructions for Joining a Zoom Meeting by Computer

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

   Hi there,
   
   [Name] is inviting you to a scheduled Zoom meeting.
   
   Join from PC, Mac, Linux, iOS or Android [https://example.zoom.us/j/1234567890]

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

   Do you want to allow this page to open “zoom.us”?

   [Cancel] [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**.

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**.