



# Joining a Meeting in Zoom

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## Preparing for the Zoom Meeting

- **Download and Test in Advance:** It is recommended that you download the application and test the system prior to the live meeting.
- **Headset:** When preparing for the meeting, ensure you have a quiet location to participate and a headset that connects directly into your device to allow for optimal sound quality and to reduce feedback. Your headset needs to have a microphone if you will be speaking.
- **Physical Wi-Fi Connection:** When possible, connect to the Internet with a physical cable connection, not just Wi-Fi. This will give you much greater speed and service.
- **Close Programs:** Don't have several programs running while using Zoom. Close all unnecessary applications during your call so all processing power can be used to maximize the quality of your Zoom session.

## Installing the Zoom App on your Device

Joining a Zoom meeting is much easier when you already have the app installed on your respective device. Below are the links to each of the available Zoom apps:

[Windows 10 Zoom Client](#)

[Chromebook App](#)

[iOS Zoom App](#)

[Android Zoom App](#)

[Mac App](#)

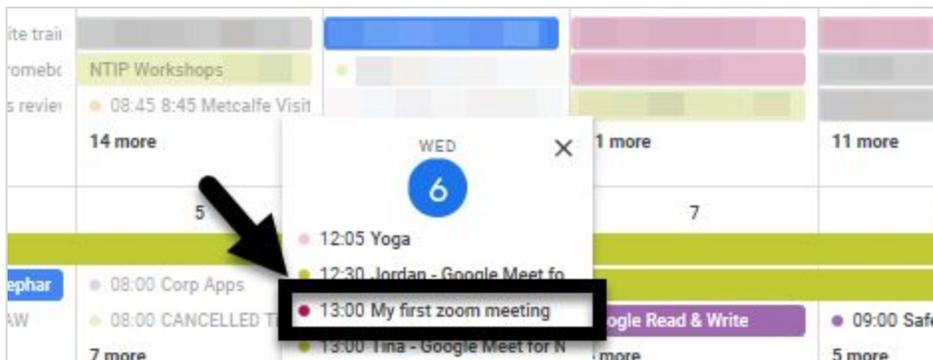


## Joining a Zoom Meeting

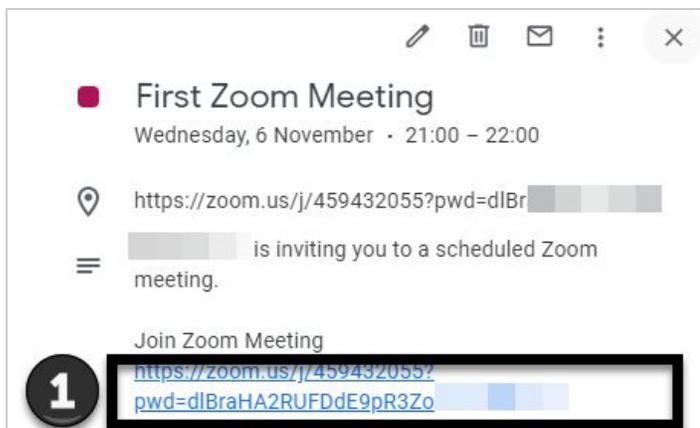
When you have been invited to a Zoom meeting, you'll receive an invitation via email. An event may also appear in your Google Calendar with the meeting link and details. Alternatively, you may also join using the [Meeting ID](#) found in the invitation. You may be prompted to also enter a passcode.

### Join from Google Calendar or Gmail

1. Open your [Google Calendar](#) and click on the Zoom calendar event to open it.



2. With the calendar event open, click the link in the event details (#1).





- Alternatively, you can go to your email and open the message containing the Zoom meeting details. Then in the meeting details, click on the link to the Zoom meeting:

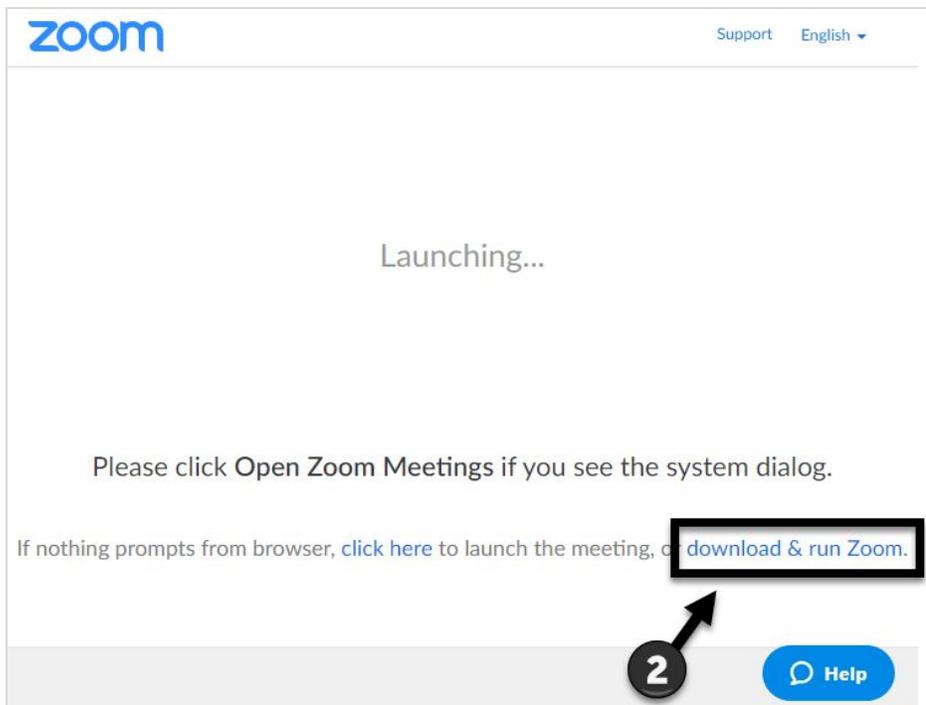
A screenshot of an email interface. At the top right, it says "3:51 PM (1 minute ago)". The email content includes a calendar card for "Mar 25 Wed", a "Zoom Meeting" title with a "View on Google Calendar" link, and details: "When: Wed Mar 25, 2020 4pm - 5pm (EDT)", "Where: https://ocdsb.zoom.us/j/813923", and "Who: LAS Team\*". There are "Yes", "Maybe", and "No" response buttons, and a "More options" link. To the right is an "Agenda" for "Wed Mar 25, 2020" with items at 11am, 2pm, and 4pm, all labeled "Zoom Meeting". Below this is a green banner: "You have been invited to the following event." followed by a "Zoom Meeting" event card. The event card shows "When: Wed Mar 25, 2020 4pm - 5pm Eastern Time, Toronto" and "Where: https://ocdsb.zoom.us/j/813923!". A black arrow points to the URL in the "Where" field, which is also enclosed in a black rectangular box. A "more details »" link is visible to the right of the event card. The email footer says "Calendar: Kelly Test".



4. If you are on a laptop or desktop and have already installed Zoom on your computer, click **Open Zoom Meetings (#1)** at the top of your screen.

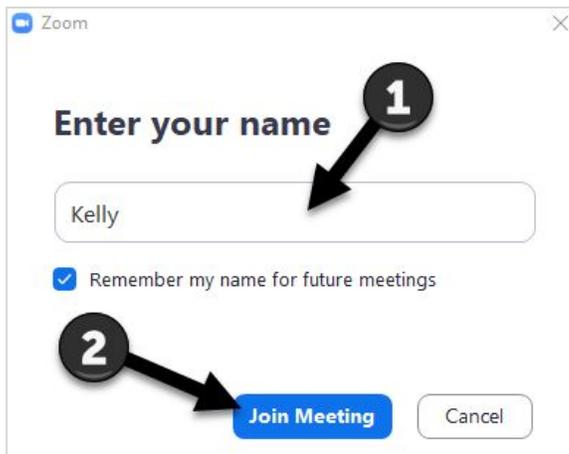


5. If this option does not appear on your laptop or desktop, it means you do not have Zoom installed. Click the option to **download & run Zoom (#2)** in the Zoom window as shown below.

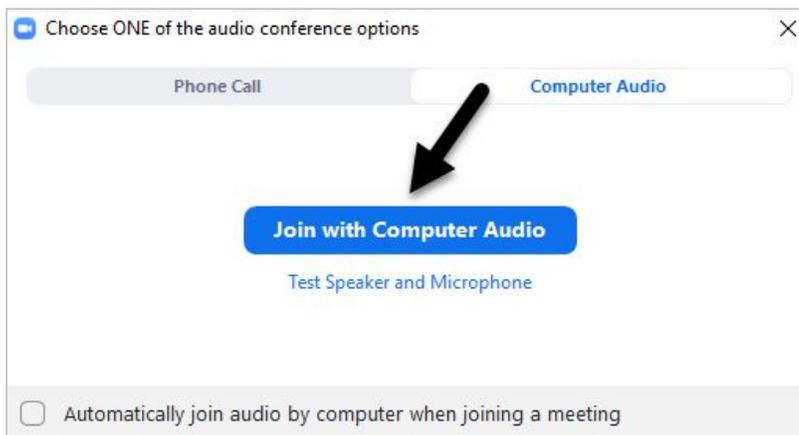




6. If prompted, enter your name (#1). You may need to replace the existing name.
7. Click **Join Meeting** (#2).



8. Select the **Join with Computer Audio** button and you'll be in the meeting room.  
Please note: If you wish to test your audio, click on Test Speaker and Microphone below the "Join with Computer Audio" button.





If you are having trouble hearing the meeting or you have unreliable internet, you can join via telephone while remaining on the video conference. **Please note, the phone number is not toll free and standard long distance charges will apply.**

### **To Join the Meeting via Phone**

1. On your phone, dial the teleconferencing number provided in your meeting invitation.
2. Enter the **Meeting ID number** (also provided in your invitation) when prompted using your touch-tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

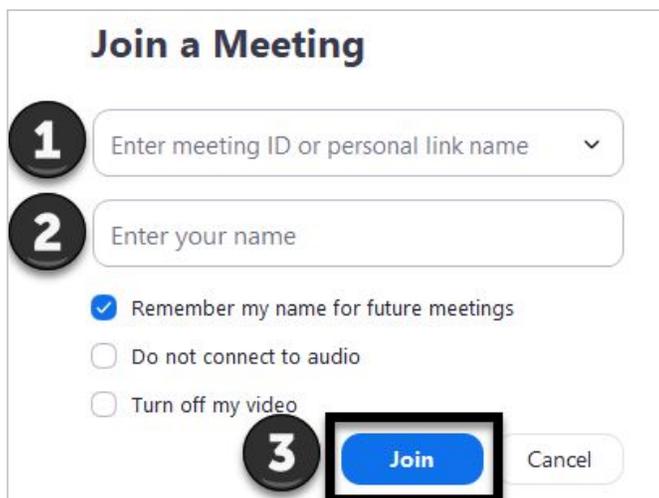


## Join using a Meeting ID

1. Launch the Zoom app from your device.
2. Click **Join a Meeting**.



3. Enter the 6 digit **Meeting ID** (#1), your **name** (#2) and click **Join** (#3)

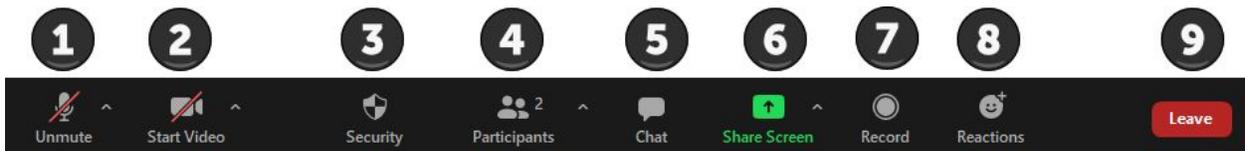


4. If prompted for a meeting password, enter it and click **Join Meeting**.



## Meeting Controls

Once you have entered the meeting, you may have some or all of the following controls, depending on your role in the meeting. Hosts and co-hosts of the meeting will see more of the controls. Please note that the controls may be hidden until you move your cursor or tap your screen if you are on a mobile device such as an iPad or iPhone.



1. **MUTE:** Click to mute/unmute your **microphone**. To limit noise, we request that you mute yourself upon entering the meeting. When you have a question, [raise your hand](#) and you will be called upon and at that point, you can unmute yourself.
2. **START VIDEO:** Click to start and stop your **camera**. To prevent issues with bandwidth and limit distractions, we request that you turn OFF the video option.
3. **SECURITY:** These are extra controls that are available to meeting hosts and co-hosts.
4. **PARTICIPANTS:** See who else is in the meeting room. Clicking on it and then hovering over your name allows you to change your display name. Please ensure your display name matches your name so that you are identifiable.
5. **CHAT:** Type messages to all meeting participants or select individuals. We kindly request that you do not use this feature.
6. **SHARE SCREEN:** If available, this allows you to share your computer screen with attendees. We kindly request that you do not use this feature.

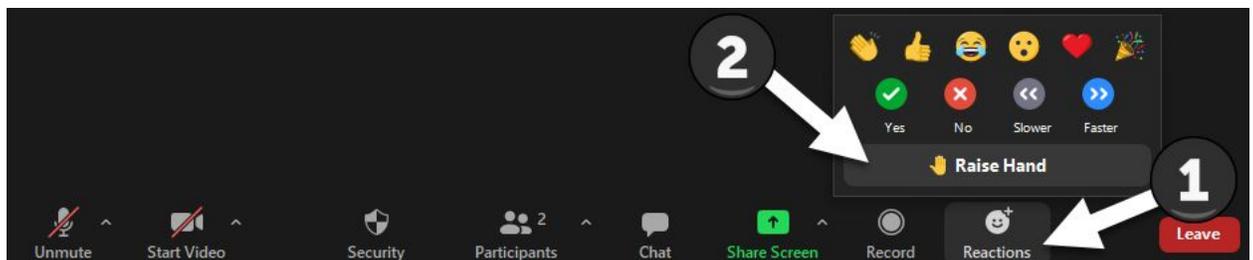


7. **RECORD:** Only available to meeting hosts and co-hosts. When meetings are recording, the word “recording” will appear in the upper left corner of the Zoom screen.
8. **REACTIONS:** Allow participants to silently raise their hand. Selecting “raise hand” will display a hand icon beside the person’s name.
9. **LEAVE MEETING:** Click to take yourself out of the meeting.

## Raising your Hand

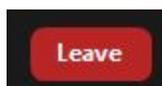
The raise hand feature allows attendees to raise their hand to indicate that they need something from the meeting host or from the panelists.

1. Click on the **Reactions** icon in the meeting controls (#1 below).
2. Click on the **Raise Hand** icon (#2) as shown. This will put a hand icon beside your name in the Participants list to signal to others that you have your hand up.



## Leaving the Meeting

1. Click **Leave** in the meeting controls.



2. This removes you from the meeting.



## Troubleshooting

If you are having any difficulties with Zoom, please contact their technical support centre:

Phone dial-in US: +1-888-799-9666 ext. 2

[Other Troubleshooting from Zoom](#)