Virtual Meetings Using Zoom

Cheat Sheet for Joining and Participating in Meetings

# How to Join a Meeting Using Your Computer

Follow the instructions in this [video tutorial](https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting), or follow these steps:

You should have received login information to join the meeting via Zoom via calendar event and email.

* Find the text that says Join Zoom Meeting
* Click on the blue hyperlink following it (if this doesn’t work, just copy and paste it into a new browser tab/window)
* This will open a new tab in your browser that has a pop-up asking, “Open zoom.us?”
* Click the button that says “open zoom.us”
	+ If this is your first time accessing Zoom, you may see instructions for how to install Zoom or allow a plugin → please follow those instructions
* If the host has started the meeting, you will see another pop-up that asks you to choose your audio option
* If it is your first time using Zoom, we recommend selecting “Test speakers and microphone” and following those instructions to make sure your system is functioning properly → if you hit any snags, you can just dial into the conference
* Assuming your mic and speakers are working, select “Join with Computer Audio”
* You will be placed into the meeting room
* IMPORTANT: Only join using ONE audio channel; if you join using your computer audio, do NOT dial-in as well – you will create and hear an echo

**Technical Requirements for Joining from a Computer**

* An internet connection – broadband wired or wireless (3G or 4G/LTE)
* Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
* A webcam or HD webcam - built-in or USB plug-in
* Preferred browser: Chrome or Firefox. Make sure you are using a current version

**If that does NOT work for you…**

* You may also join via your phone or Tablet
* To do so, you can either:
	+ Download the Zoom app from the App Store to your phone or tablet
	+ Launch the Zoom app on your phone or tablet, then:
		- Enter the meeting ID # from the invitation; OR
		- Open your calendar app on your phone or tablet and click the Zoom link from your calendar → it should open the meeting in the Zoom app

**If You Encounter Technical Issues**

**Trouble joining the meeting?**

* Confirm you’re using the right meeting link.
* Switch to Chrome as your browser and retry.
* Use [this link](https://zoom.us/test) to test your internet connection, video and audio.
* Restart your computer and try again.
* If NONE of the above work, just dial in using your phone.

**Can’t find your Zoom window after launching?**

* Minimize all your other application windows – it is probably just hidden.

**Can’t hear other people or be heard?**

* Follow the steps in this [video tutorial](https://youtu.be/HqncX7RE0wM).
* Make sure you joined the audio → check the bottom left corner of your window and if it says “Join Audio” or shows headphones, click on it.
* Make sure you’re not muted (bottom left corner of your window).
* Turn up your volume.

**Speaker gets stuck or you see “your connection is unstable”?**

* Try turning off your video and just use audio – it will free up bandwidth.
* If the problem persists, hang-up and rejoin via phone only.

**Can’t get chat to work or change your view?**

* You probably joined using your browser rather than the Zoom app
* You won’t have access to all the features but you shouldn’t miss anything

**How to Participate in the Meeting**

**When you join:**

* There will be a slide with instructions on the screen to help you find the main features you will need.
* You should automatically be “muted,” but please quickly check the lower left corner of the Zoom window to confirm your microphone is off.
* Check the chat window to see if there is a discussion question to comment on while you wait.

**During the kick-off:**

* You will be asked if you have a testimonial or someone to thank. If you do, please respond via chat and you will be called on when it’s your turn to speak.

**During introductions:**

* You will be called on when it’s your turn to introduce yourself.
* At that time unmute your microphone. Remember to re-mute yourself when you’re done speaking.

**During testimonials:**

* If you volunteered via chat earlier in the meeting, you will be called on when it’s your turn to give your testimonial.
* At that time unmute your microphone. Remember to re-mute yourself when you’re done speaking.

**During other times:**

* To prevent people from talking over each other or creating background noise, we ask that you remain muted unless called on.
* If you would like the Group Leader to call on you, please use chat to flag his/her attention.