



HOW TO ZOOM — A USER'S GUIDE

How to join a Zoom meeting

Zoom provides a way to meet with people via video on your desk computer, laptop computer, smartphone or computer tablet.

To use Zoom, you need to set up a Zoom account. Please see our “How to Create a Zoom Account” document to learn how.

Here's how to put that Zoom account to work — how to join a Zoom meeting.

(For more helpful How-To's on using Zoom, feel free to visit the Getting Started page on Zoom's website at <https://support.zoom.us/hc/en-us/categories/200101697>).

For this example, we are using a PC desktop using the Windows operating system and the Firefox web browser.

NOTE: To increase the size of type on this or other documents, hold down the Control key (use the Command key on an Apple computer) and click the + sign on your keyboard. To decrease the type size, hold down the Control key (or Command key) and click the – sign.

STEP 1

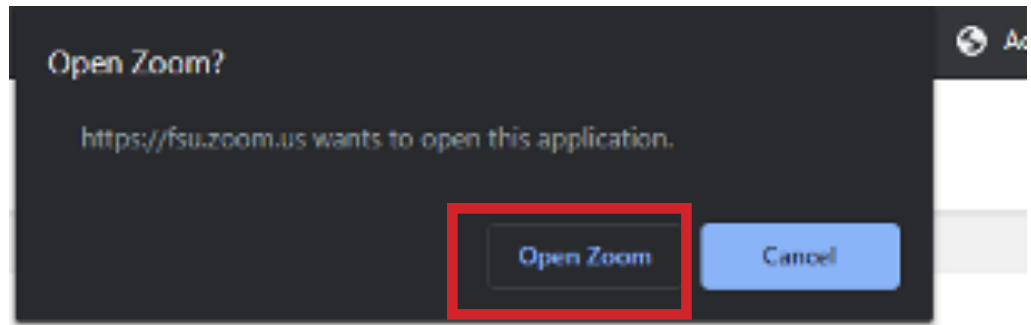
You will often receive an email invite to join the meeting. In the email or in Outlook if you received it through the Outlook calendar, click on the underlined Meeting ID (begins with https://). In this example, we will be joining it via Outlook Calendar. Open the invite.

A screenshot of an Outlook calendar invite for a Zoom meeting. The invite is titled "ISL Spring Brown Bag, Jingiao Guar". The start time is "Tue 4/21/2020" at "12:00 PM" and the end time is "Tue 4/21/2020" at "1:00 PM". The location is a Zoom meeting link: "https://fsu.zoom.us/j/392820896". A red box highlights the location field. There is a "Save & Close" button in the top left corner of the invite window.

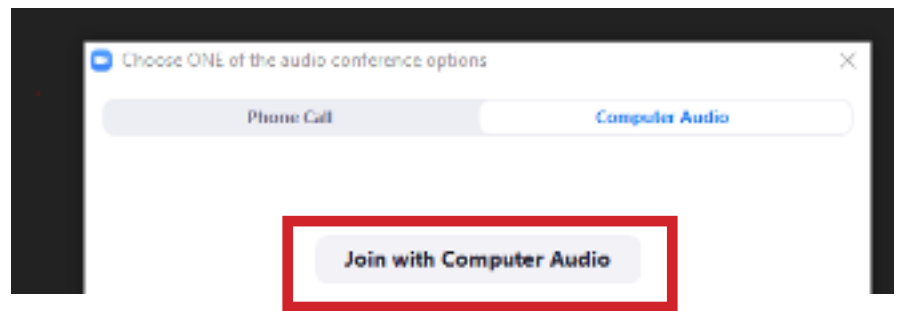
Title	ISL Spring Brown Bag, Jingiao Guar		
Start time	Tue 4/21/2020	12:00 PM	⌵
End time	Tue 4/21/2020	1:00 PM	⌵
Location	https://fsu.zoom.us/j/392820896		

STEP 2

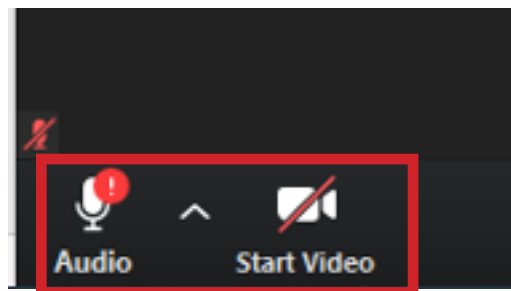
Click **Open Zoom**.

**STEP 3**

You will want to click on **Join with Computer Audio**.

**STEP 4**

You can choose to have your sound off (mute) and if you want video, just click on the two icons at the bottom of the screen.



STEP 5

There is a chance you might get a “Please Wait” message. This means the organizer of the meeting has to let you in. You are in the Waiting Room, a security measure that prevents people from joining the meeting until the host is ready.

The Waiting Room also lets the host make sure uninvited guests don't disrupt the meeting.

The host will let you in once the meeting is ready to begin.

Please wait, the meeting host will let you in soon.

Molly Parker's Personal Meeting Room

Test speaker and microphone

STEP 6

If you like, you can invite others to participate in the meeting by clicking **Invite**.



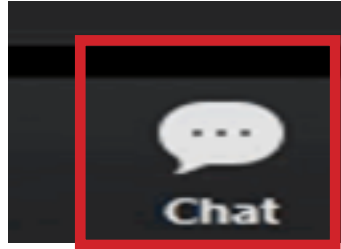
Invite



Participants

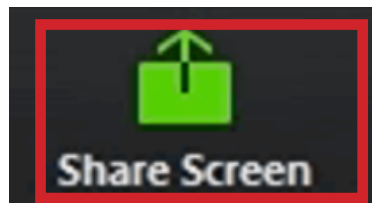
STEP 7

The Chat Window allows you to send messages to the host of the meeting, or if allowed, the other participants.

**STEP 8**

If the host allows, you can show others in the meeting what is on your screen. Just click on **Share Screen**.

First, be sure that no sensitive information is on your screen for others to see.

**STEP 9**

When the meeting has reached its end, or if you need to leave at any time, just click on **Leave Meeting**.

