



# Beginner's Guide to Joining a Zoom Call

Quick guide to installing Zoom, joining a call and the basic features

February 2021

Change  
the Story



# Desktop or Laptop Computer

To use a desktop or laptop computer, head over to this link: <https://zoom.us/join>

## Join a Meeting

Meeting ID or Personal Link Name

Join

Enter the meeting ID that will have been provided to you.

You are then prompted to download the Zoom software.

A download should start automatically in a few seconds.

If not, [download here](#).

If you have problems joining the meeting, see [probable solutions](#).

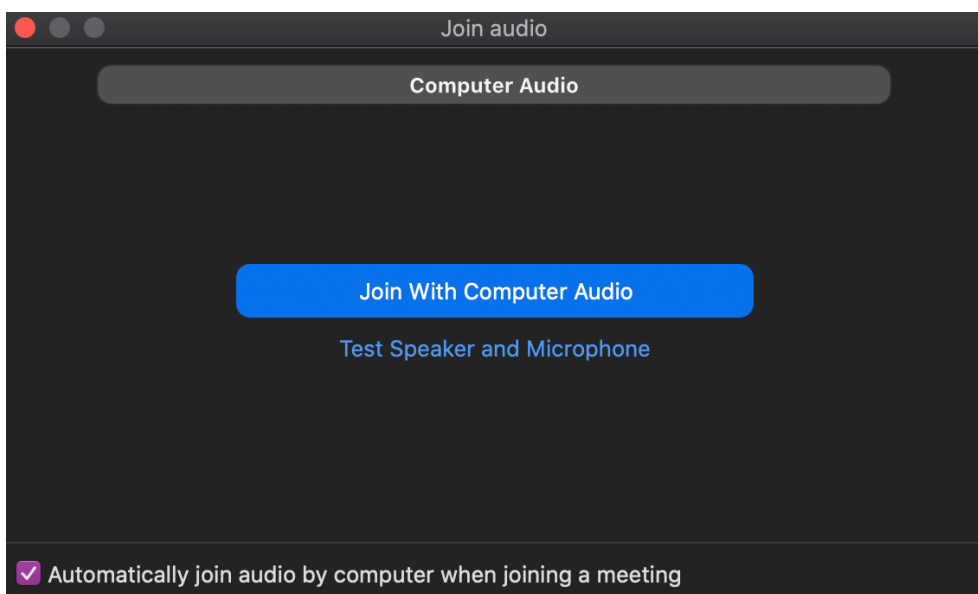
For **Mac** it will be in your Downloads folder called Zoom.pkg

For **Windows** it will be in your Downloads folder called ZoomusLauncher.zip

The software will install and launch automatically.



Enter the meeting ID that will have been provided to you. Each meeting will have a unique ID and most will come with a password provided to you that needs to be entered before you can join.

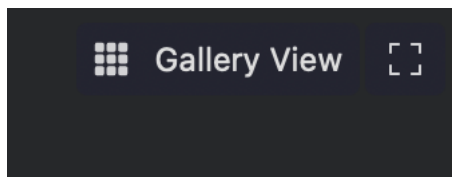


To hear others, click the **Join with Computer Audio** button, and to stop seeing this message every time you join, you can click the option at the bottom to **Automatically join audio by computer when joining a meeting**.

You may have to allow access to your microphone and to your camera. Once you have allowed access, Zoom won't ask again.

## Basic View

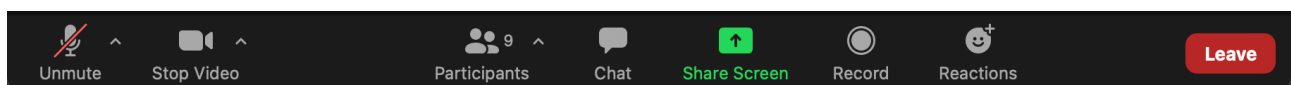
Your video will appear in the gallery with the other participants. The person speaking will be highlighted with a green/yellow outline.



At the top of your screen towards the right, you have the option to change your view to **Gallery View** or **Speaker View**. Gallery View will show you participants' video feeds, and Speaker view will show the person who is currently active and speaking.

## Menu Options

At the bottom of your screen, you should see the options below:

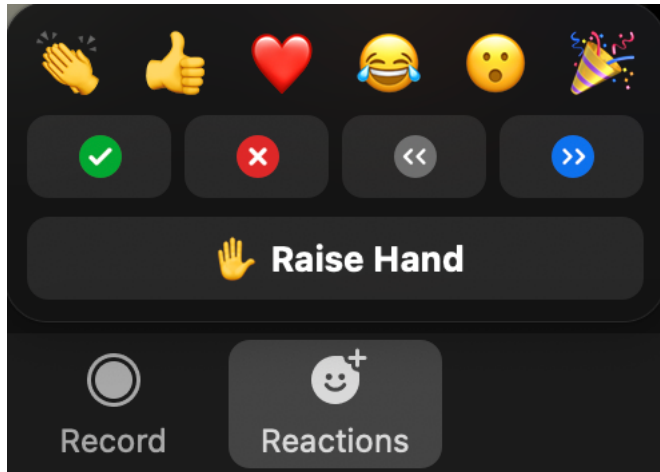


You won't need all these options, but the most useful ones are:

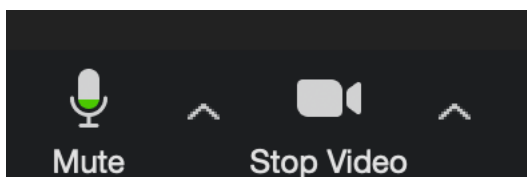
- Click **Participants** at the bottom and you'll see who's in the meeting. A panel will appear on the right hand side.
- Click **Chat** and you can type comments which can be seen by all participants (when Everyone is selected, or you can choose to message just the Host or an individual participant). Again, the panel will appear on the right hand side. Zoom will try to be helpful and remember who the last person you chatted with and keep that setting until you change it. If you want to chat to Everyone again, you'll need to click the dropdown arrow and select Everyone.



- Within the **Reactions** option on the right hand side, you have the option to Raise Hand which is super useful as the meeting host can see that you would like to ask a question or make a point. You'll also have a few emojis — useful if you want to show you understand or approve of something without needing to speak. When clicked, the emoji will overlay on your video and be seen by all participants. It will disappear automatically after a few seconds.



## Mute Audio and Stop Video



On the left hand side of that menu, you have the super important options to **Mute** your audio or **Stop Video**. Generally, you'll want your audio MUTED at all times unless you want to ask a question verbally. It's handy to stop your video sometimes for privacy, during a break, or if you have a poor internet connection.

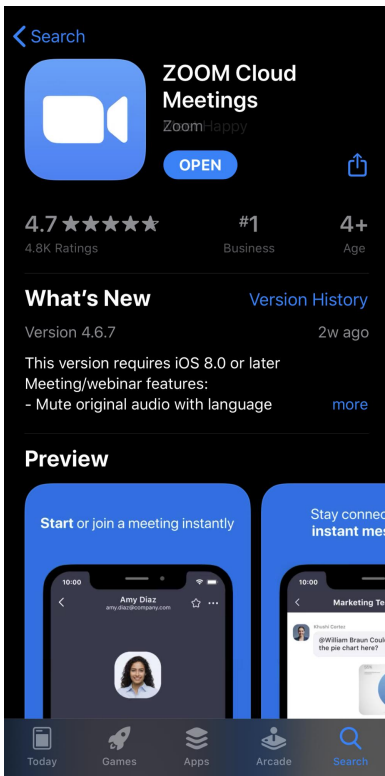
## Leave Meeting



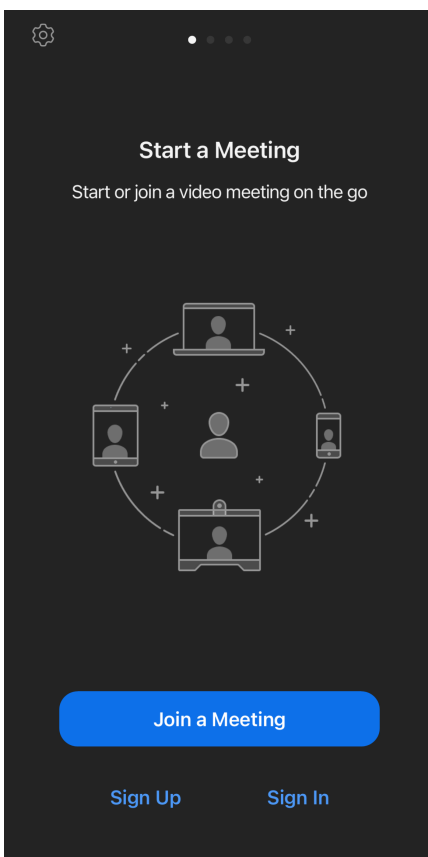
To end the call and leave the meeting, click **Leave** (in red at the bottom right of your screen).

# iPhone or mobile device

Download from App store (iPhone) or Google Play (Android).



Open app and you'll see this welcome screen:

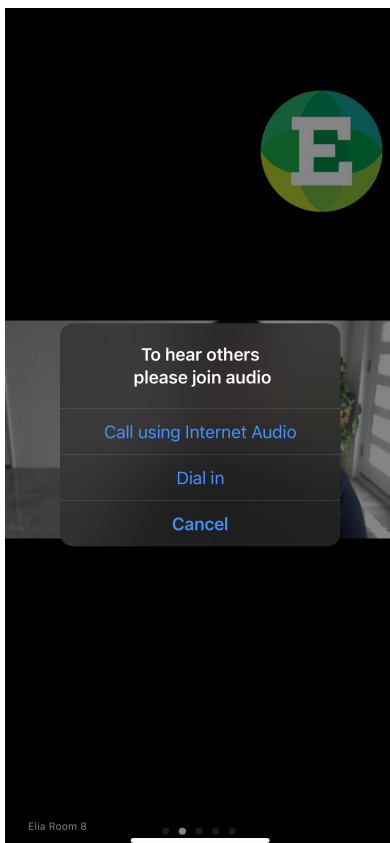


## Tap **Join a Meeting**

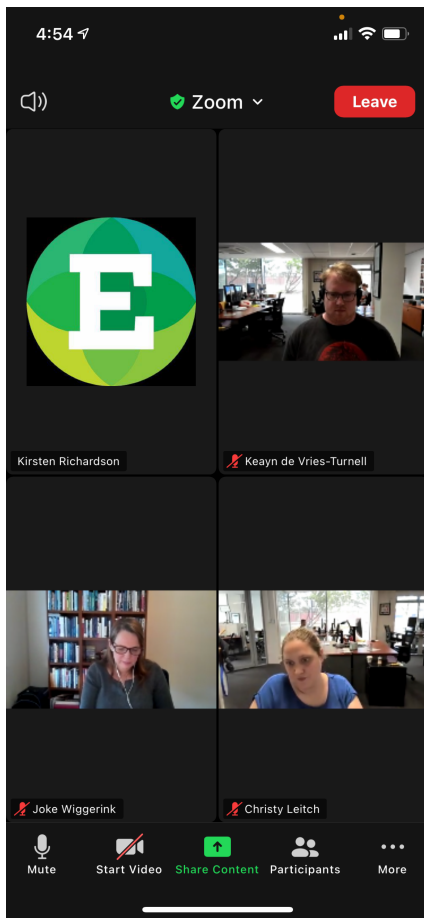
The screenshot shows the 'Join a Meeting' interface in the Zoom app. At the top, there is a 'Cancel' button and a 'Join a Meeting' title. Below this is a 'Meeting ID' input field with a dropdown arrow. A link 'Join with a personal link name' is visible. The name 'Kirsten' is displayed. A large blue 'Join' button is prominent. Below the button, a message states: 'If you received an invitation link, tap on the link again to join the meeting'. Under the heading 'JOIN OPTIONS', there are two toggle switches: 'Don't Connect To Audio' and 'Turn Off My Video', both currently turned off. At the bottom is a numeric keypad with digits 1-9, 0, and a backspace icon.

Enter the meeting ID that will have been provided to you. Each meeting will have a unique ID.

To hear others, click the **Call using Internet Audio** option.



## Basic View



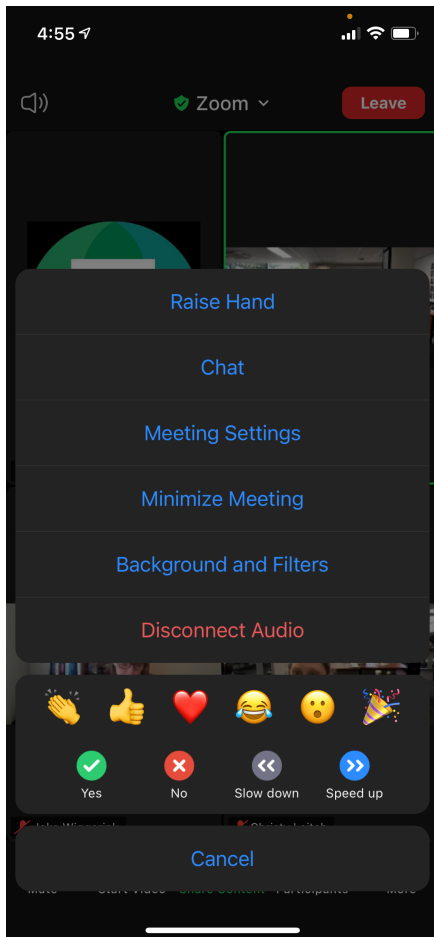
## Mute Audio and Stop Video

You won't need all these options on the menu at the bottom, but the most useful ones are:

- Mute
- Stop Video

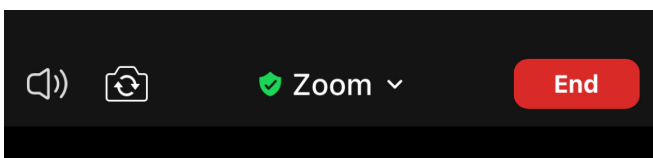
Generally, you'll want your audio MUTED at all times unless you want to ask a question verbally. It's handy to stop your video sometimes for privacy or if you have a poor internet connection.

- Click **Participants** at the bottom and you'll see who's in the meeting. A panel will appear on the right hand side.
- Clicking **More** with the 3 dots will bring up these options:



- You'll see a few emoji — useful if you want to show you understand or approve of something without needing to speak. When clicked, the emoji will overlay on your video for a few seconds and be seen by all participants.
- Click **Chat** and you can type comments which can be seen by all participants (when **Everyone** is selected, or you can choose to message just the **Host** or another participant). Again, the panel will appear on the right hand side.
- **Raise Hand** is super useful as the meeting host can see that you would like to ask a question or make a point.

## Leave Meeting



At the top of the screen, you have some more information and options (from left to right):

- Pressing the speaker icon will mute the whole call if you need to talk to someone in the room.
- The default setting for video is using the front facing camera. You can flip the camera around by touching this icon and showing your room view.

- If you click the word Zoom, you'll see information about your meeting. The Meeting ID is unique for each meeting.
- END: Leave meeting by selecting this option.

For a basic video tutorial in how to join a meeting in Zoom, click the link below:

<https://youtu.be/gisp3qPeQoE>