

Tutorial 2: Joining your meeting

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1: Introduction

When you join a Zoom meeting, there are a couple of steps you need to take before you're admitted into the online room.

In this tutorial, you'll be taken through the process - from receiving your invitation to joining your meeting.

2: Your Zoom invitation

You will receive an invitation to access a Zoom meeting. This might be by email, or on social media. Your invitations will include the following details

- The topic of the meeting
- The date and time of the meeting
- A link to the meeting
- The meeting ID and password

You may also be provided with telephone numbers, to enable you to join the meeting by phone. Please note that, if you use a phone to access the meeting, you will be charged at a local call rate. The cost of this will depend on your provider. You may have free time to use, which means that your call will not cost anything.



You will find instructions on downloading Zoom in **Tutorial 1**.

3: Accessing your meeting from a link

The first step is to click on the link in the invitation.



If you haven't already downloaded Zoom, you will be asked to do this. Just follow the instructions on the screen.

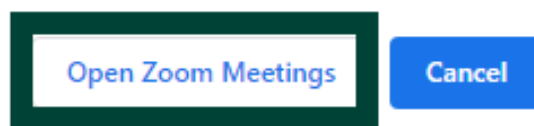
You can also choose to open Zoom in a browser. However, your options will be limited in terms of what you are able to do.

Once you have clicked on the link, you will see a notice, which asks if you are happy to open Zoom meetings.

	<p>Click on Open Zoom Meetings. This is highlighted with a green box below.</p>
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Open Zoom Meetings?


<https://us04web.zoom.us> wants to open this application.



This will open your Zoom app. Your link should enable you to join your meeting without a password, as this is included in the link. However, if you are asked for one, you will find this in your invitation. Just enter this into the password box and click **Join meeting**.

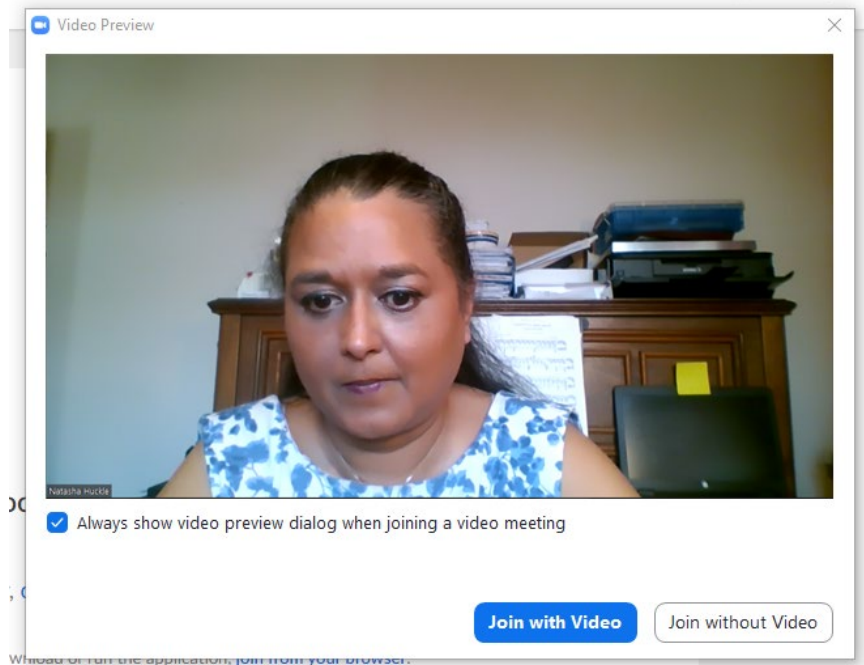
Enter meeting password ×


Enter meeting password

	<p>Join your meeting</p>
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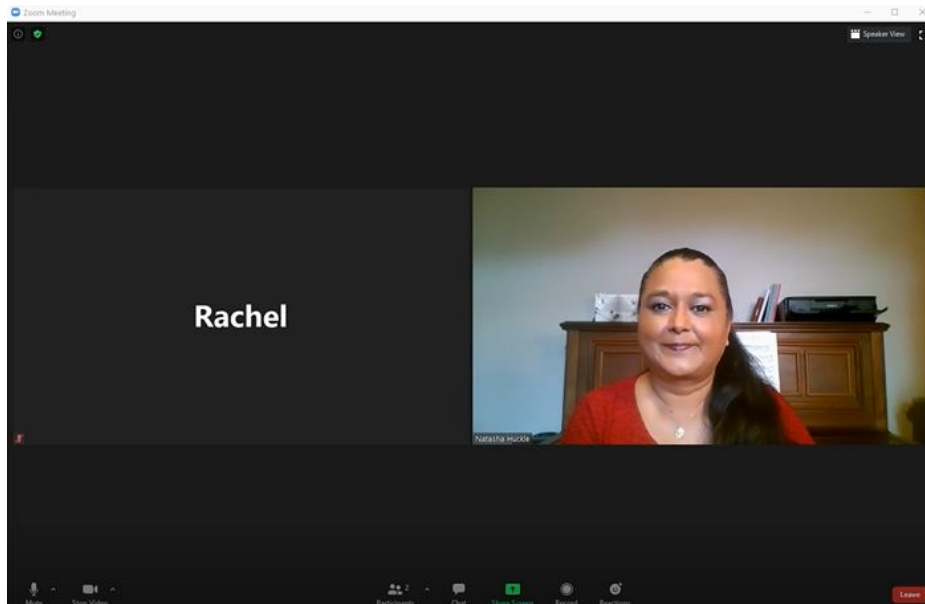
4: Joining with/without video

When you join your meeting, a pop-up box will ask you if you'd like to join using video. This will use the camera on your computer or laptop. In the box, you'll see a preview of the video.



	If you are happy to have your video on, click Join with video .
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If you prefer to keep your video off when you join your meeting, choose **Join without video**. Your name will appear in place of your video. Everyone will hear you, and you'll be able to see and hear everything that's going on.



In the image above, you can see that Rachel's video has been turned off. Although you can't see her video, you can see her name, which appears in her video box.

You can turn your video on again, at any time, once you're in the meeting. We'll show you how to do this in **Tutorial 3**.

Once you've chosen your video option, you may see a message that asks you to

“Please wait, the meeting host will let you in soon”

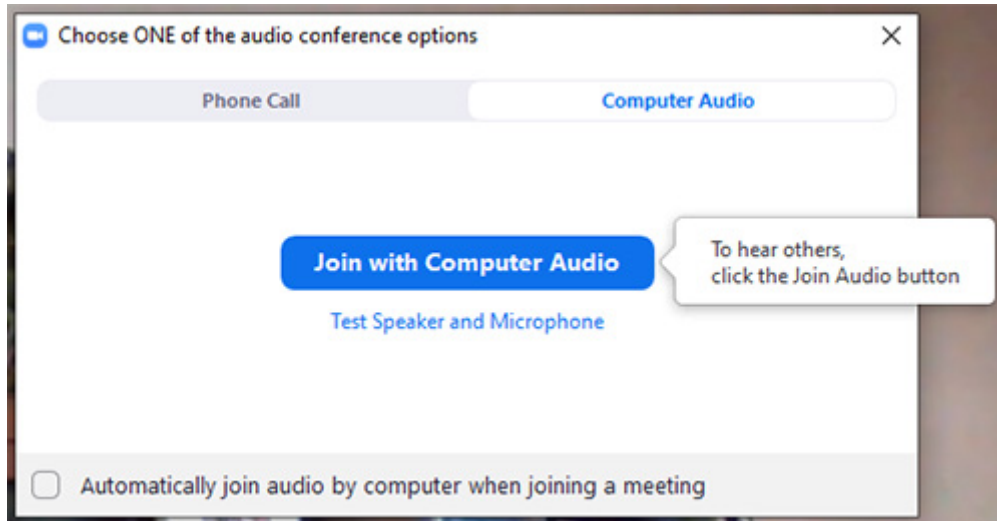
This is a security feature. It just means that you'll need to wait in a virtual waiting room until your host lets you into the meeting.

Be patient. Your host will receive an alert and will admit you into the meeting as soon as they can.

You're almost there. There's just one more step to go.

5: Joining with audio

Once you've been admitted into the meeting, you'll see a final pop-up box. This asks you to enable your audio. Click on the **Join with Computer Audio** button. You need to select this so that you can hear everything and use your microphone. You can turn your microphone and off at any time during the meeting. **[Tutorial 3]**.



Click on Open **Join with Computer Audio**.

Congratulations, you are now all set to go. You are in the meeting, and your host will welcome everyone and start the meeting.



In **Tutorial 3**, you will be able to find out more about the basic settings and controls that are available for you to use while you are in your Zoom meeting.