

A User Guide to **zoom** Conferencing

How do I join a Meeting?

In this section, we will look at how to join a meeting through one of these options:

- an **email invitation**
- an **instant messaging invitation**
- **directly from your browser**
- from the **Zoom desktop and mobile application**
- from a **landline or mobile phone**.

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from the [Zoom Download Centre](#). Otherwise, you will be prompted to download and install Zoom when you click a join link.

Prerequisites

Hardware Requirements

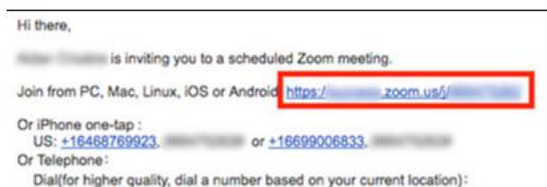
- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam – built-in or USB plug-in (if you wish to use the video feature)

You will need a unique 9, 10, or 11-digit number called a **meeting ID** that will be required to join a Zoom meeting. If you are joining via telephone, you will need the teleconferencing number that should have been provided in the invite.

Using a Desktop/Laptop:

Joining from an Email or calendar invitation

1. Click the **join link** in your computer generated or user generated email or calendar invitation.



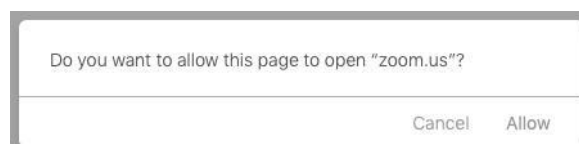
Join Zoom Meeting using the link below

<https://zoom.us/j/802451112?pwd=V20vVnRHVnNlS0RERk5FQ09HdjFBUT09>

Meeting ID: 802 451 112

Password: 125843

2. Depending on your default web browser, you may be prompted to open or Run Zoom.



Joining directly from your Web Browser

1. Open your internet browser (Edge, Internet Explorer, Firefox etc.)
2. Go to <https://join.zoom.us>.
3. **Enter your meeting ID** provided by the host/organiser.
4. Click the Join Button

Join a Meeting

Meeting ID or Personal Link Name

Join

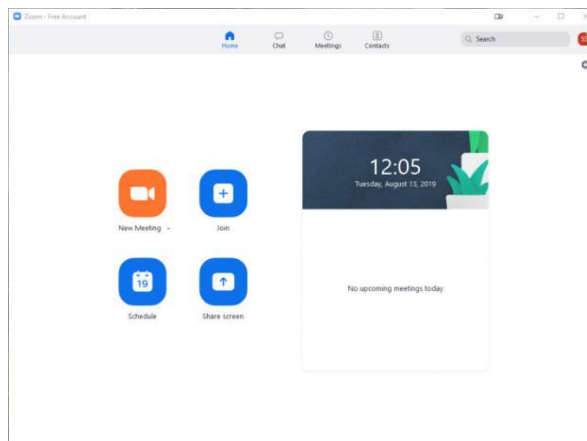
[Join a meeting from an H.323/SIP room system](#)

Joining from a Zoom Application already on your Desktop

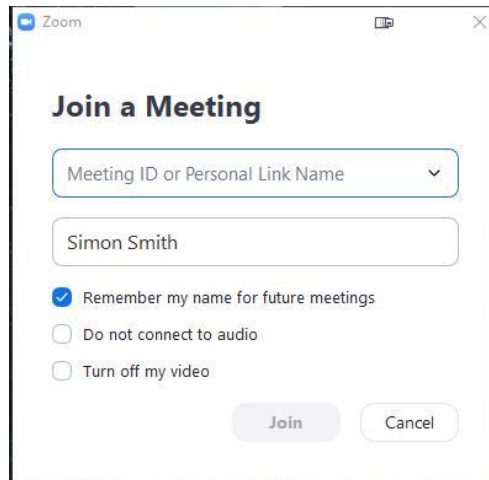
1. Open the Zoom from your desktop – [Click Here for further instructions](#)
2. Join a meeting using one of these methods:
3. **Click Join a Meeting** if you want to join without signing in.



1. Or Sign in to Zoom and then click Join



2. Enter the meeting ID number and your display name.
3. If you're signed in, you will have a default identity, but you can change your name if you don't want your default name to appear.
4. If you're not signed in, enter a display name.

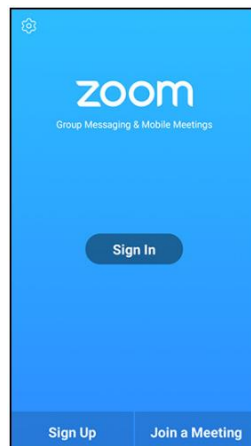


5. Select if you would like to connect audio and/or video and click **Join**.

Using a Mobile or Tablet

Android

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the **Google Play Store**.
2. Join a meeting using one of these methods:
3. **Tap Join a Meeting** if you want to join without signing in to Zoom

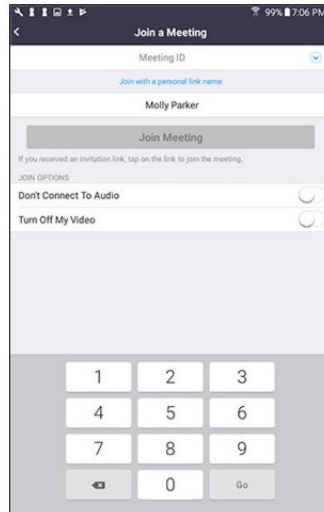


4. Or Sign in to Zoom then tap **Join**.



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5. Enter the meeting ID number and your display name.
6. If you're signed in, change your name if you don't want your default name to appear.
7. If you're not signed in, enter a display name.
8. Select if you would like to connect audio and/or video and tap **Join Meeting**.



Apple

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can **download it from the App Store**.
2. Join a meeting using one of these methods:
3. Tap **Join a Meeting** if you want to join without signing in.

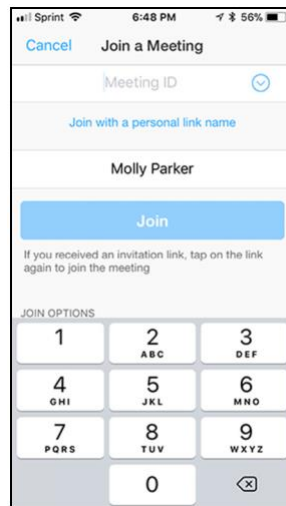


4. To join a meeting by signing in, first sign in to Zoom then tap Join



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5. Enter the meeting ID number and your display name.
6. If you're signed in, change your name if you don't want your default name to appear.
7. If you're not signed in, enter a display name.
8. Select if you would like to connect audio and/or video and select **Join**.



Using a Telephone

1. On your phone, dial the teleconferencing number provided in your invite.
2. Enter the meeting ID number when prompted using your dial pad.

Note: 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. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.

Helpful Resources

- Downloading Zoom link: <https://zoom.us/download>
- Join a meeting from a browser link: <https://zoom.us/join>
- Coronavirus (COVID-19) Help centre - <https://zoom.us/docs/en-us/covid19.html>
- How to start a Desktop Client - <https://support.zoom.us/hc/en-us/articles/360032812931-Starting-the-Zoom-Desktop-Client>
- Training and Getting Started - <https://support.zoom.us/hc/en-us/categories/200101697>