HOW TO ZOOM Series: How to join a Zoom meeting

Before you join the meeting, you need to set up a Zoom account. Please see the How to Create a Zoom Account instructions.

There are 4 different ways to join the meeting: directly from the Zoom website, through the Zoom app (desktop or mobile device), through an invitation link, or via telephone.

Joining a meeting from the Zoom website

1. Go to the Zoom website (zoom.us).
2. On the top bar, click Join a Meeting.
3. Type or paste in the Meeting ID or Personal Link Name and click the Join button.
Joining a meeting through the Zoom App (desktop)

1. Open the Zoom App from your desktop.
2. Click Join.
3. Type or paste in the Meeting ID or Personal Link Name and type your name.
4. You can select the audio and video option by clicking Mute and Start/Stop Video.
Joining a meeting using an invite link

1. Open the email from the event organizer (host) and click on the meeting link. If the link is not live, copy and paste it into your browser.

2. It will direct you to another window, asking you to allow the page to open zoom.us. Click on Allow.
3. The Zoom app will open, asking you to join with computer audio.

4. You can choose to **Mute** (sound off) and **join with or without video** by clicking the two icons at the bottom left of the screen.
Joining a meeting via Telephone

1. Open the email from the event organizer (host).

2. Find the dial-in number that is right for your location.

3. Dial the number on your phone. When prompted, enter the Meeting ID (a 9, 10, or 11 digit ID followed by #, located in your invitation email) to join the meeting.

4. You may be prompted to enter the meeting passcode, followed by #. The host will provide the passcode in the meeting invitation.