

# How to join a Zoom meeting with a laptop or a computer



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This guide explains you all the steps to join a Zoom meeting.

Zoom is a video chat software to meet and discuss with people online.

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# What is Zoom?



Zoom is video chat software to help you have meetings with people online.



You can speak with them and see them at the same time. They can see you.

Zoom is very good to meet many people online at the same time.

If people want to use zoom they will invite you to a «Zoom meeting».



Some companies use it to discuss with their staff.

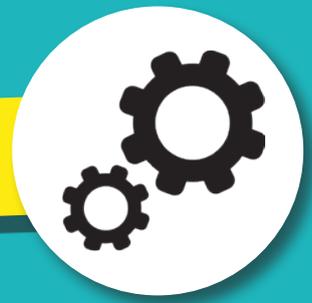


Some teachers use it with their students.



You can use Zoom on your computer, laptop, tablet or smartphone.

# What do I need to use Zoom?



To use Zoom you need:



A laptop

or a computer  
with a  
microphone  
and a webcam



OR



A tablet

OR



A smartphone



A good connection to the internet.  
If your connection is poor, your  
Zoom meeting may not work very  
well.

# Download the Zoom software on your laptop



1

First you need to open your internet browser (your browser helps you to see websites). You can open one of these:



Google Chrome



Internet Explorer



Edge



Firefox

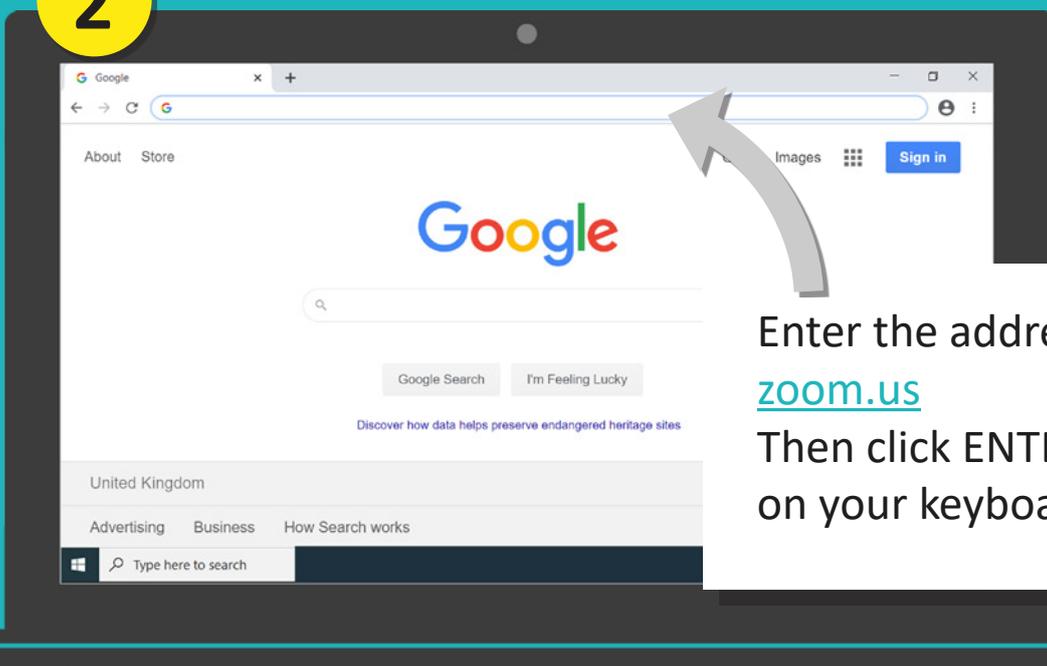


Safari

For these guidelines, we have used Google Chrome.

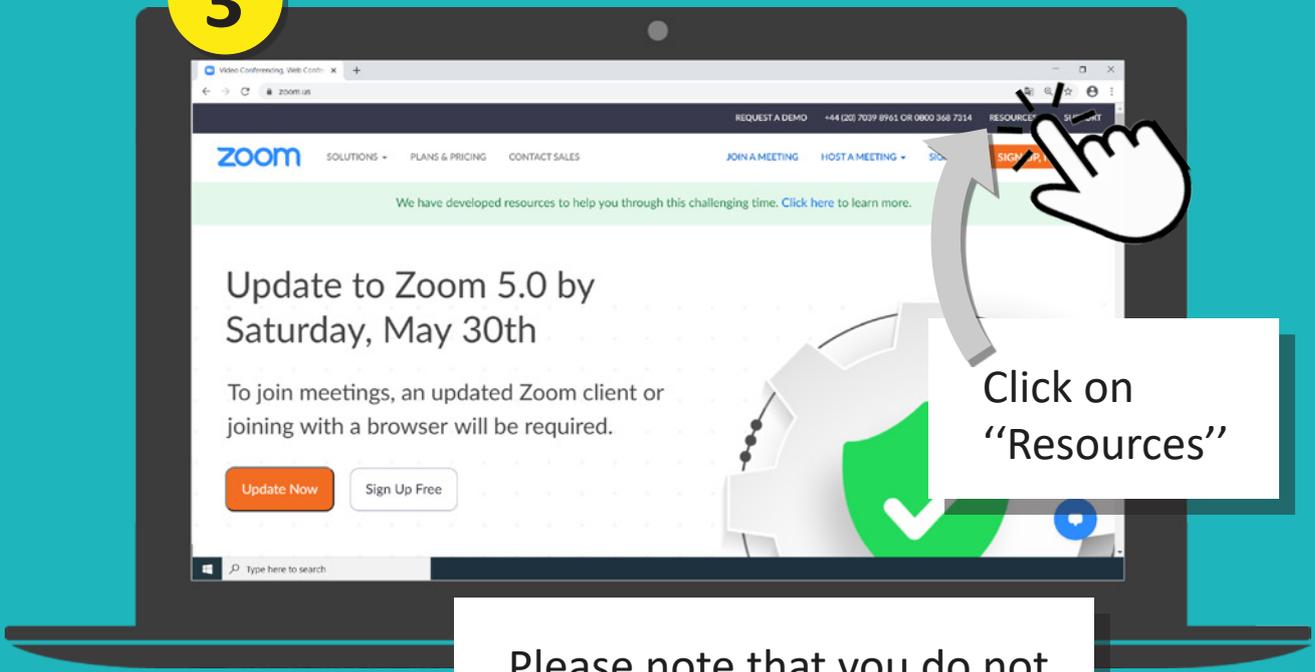


2



Enter the address:  
[zoom.us](https://zoom.us)  
Then click ENTER  
on your keyboard.

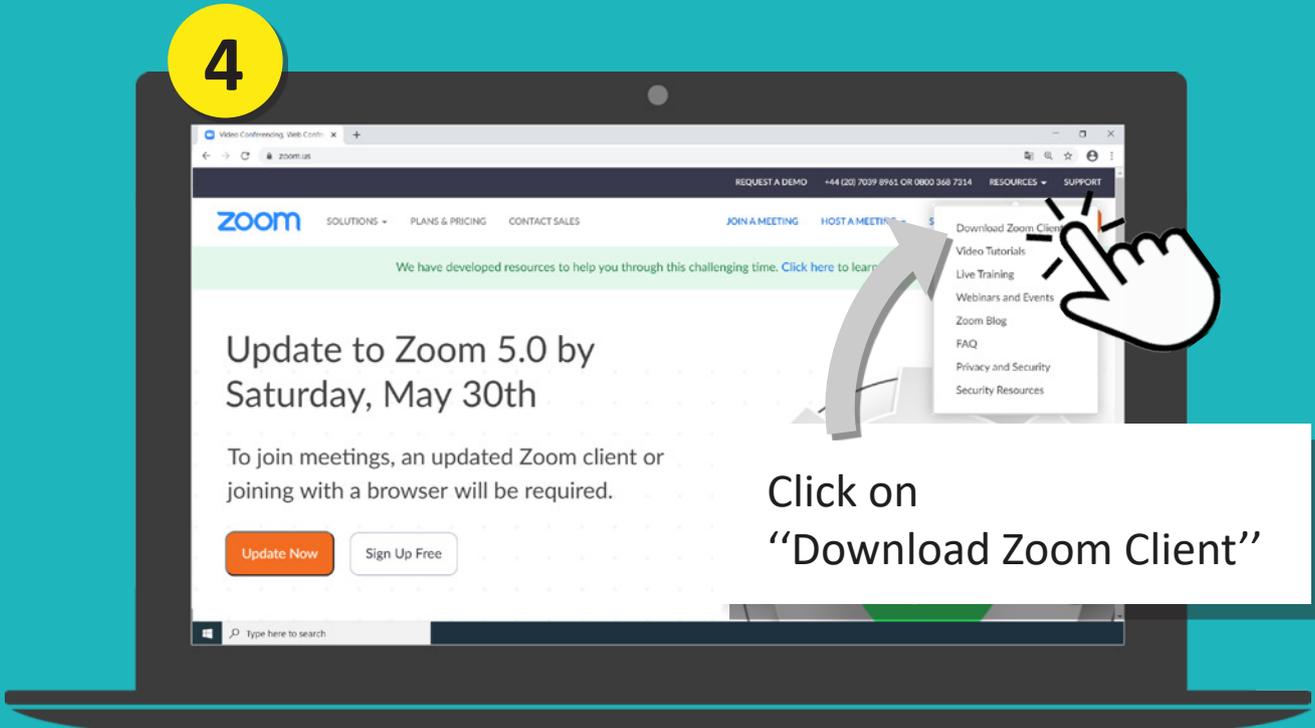
3



Click on  
"Resources"

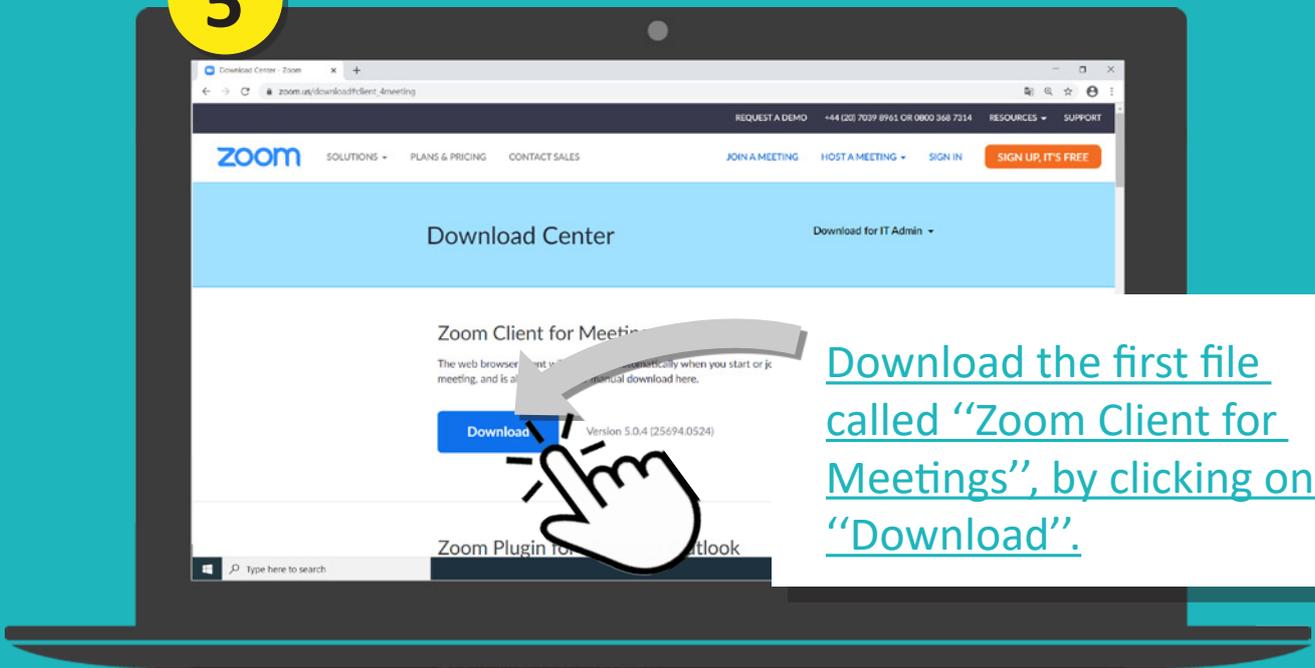
Please note that you do not  
need to sign up!

4



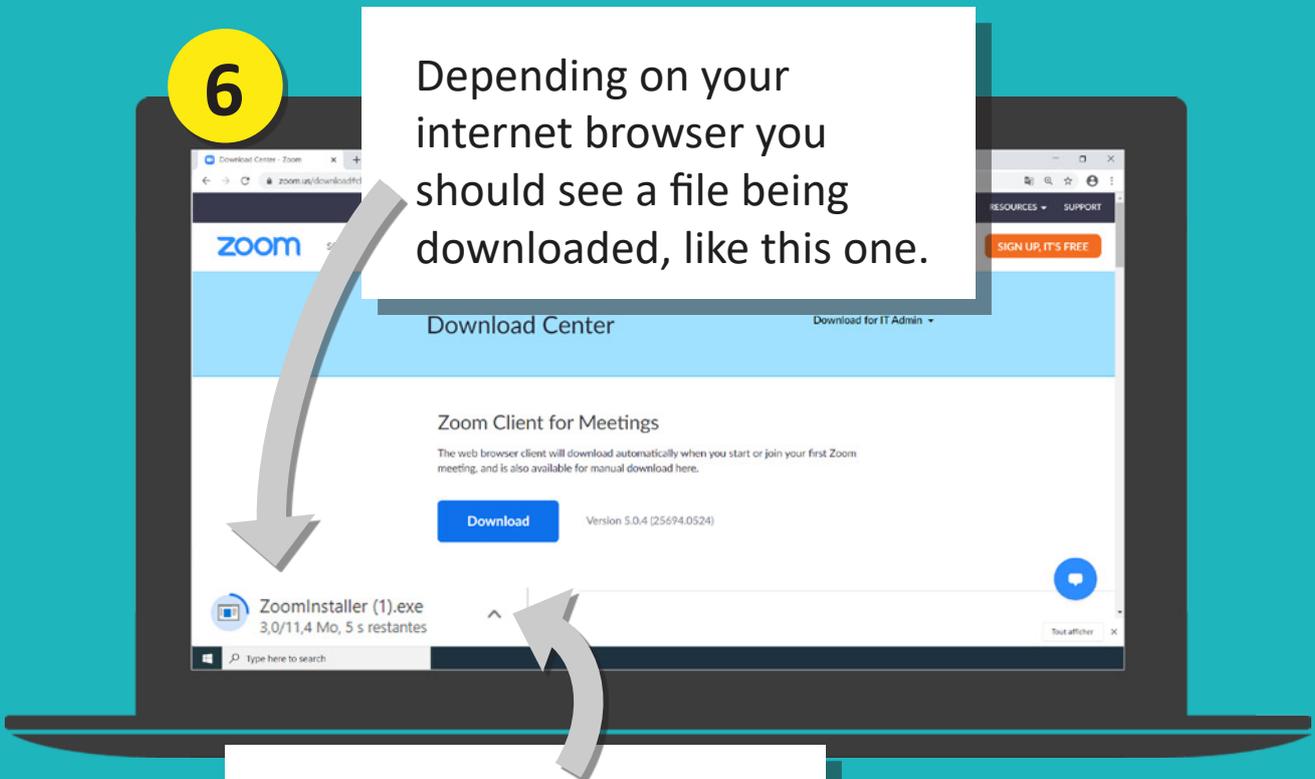
Click on  
"Download Zoom Client"

5



Download the first file called "Zoom Client for Meetings", by clicking on "Download".

6

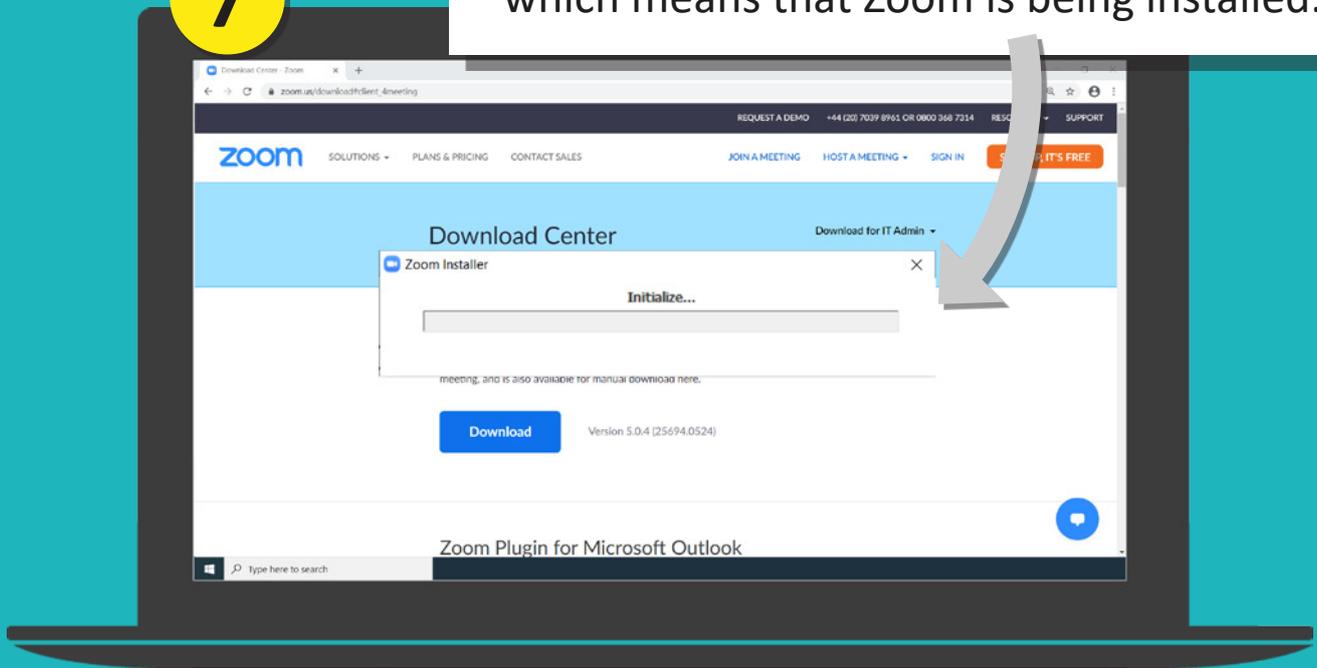


Depending on your internet browser you should see a file being downloaded, like this one.

After it has downloaded, click on "Open file".

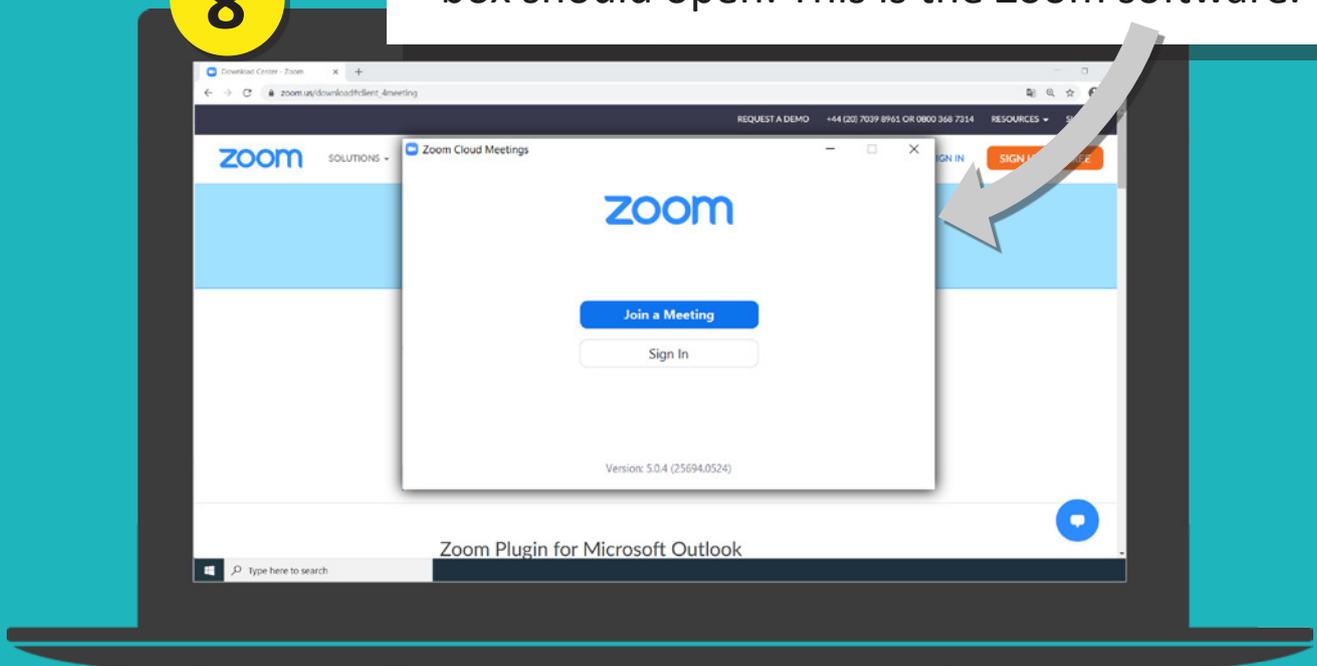
7

You will probably see a box like this, which means that Zoom is being installed.



8

When Zoom has finished downloading, this box should open: This is the Zoom software.

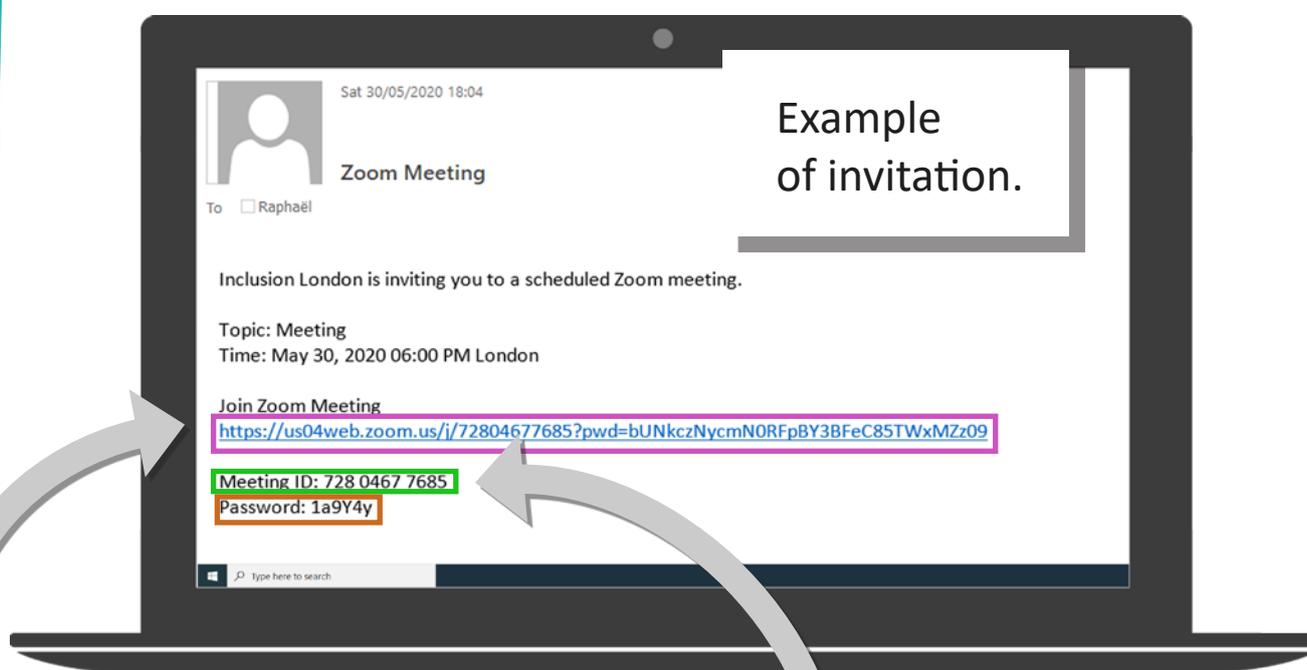


# Invitation

## Two ways to join a Zoom meeting



When someone invites you to a Zoom meeting, they will send you an email or a message like the following one:



There are two ways to connect:

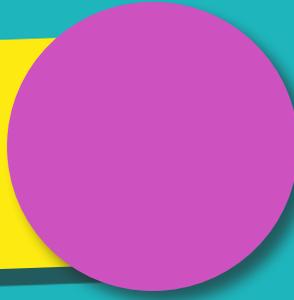
Option A -  
By clicking on this **link**.

→ Go to **page 10**.

Option B - By using the **Meeting ID** and **Password**. The ones you will receive will be different for each meeting. Write them down somewhere as you will need them. → Go to **page 13**.

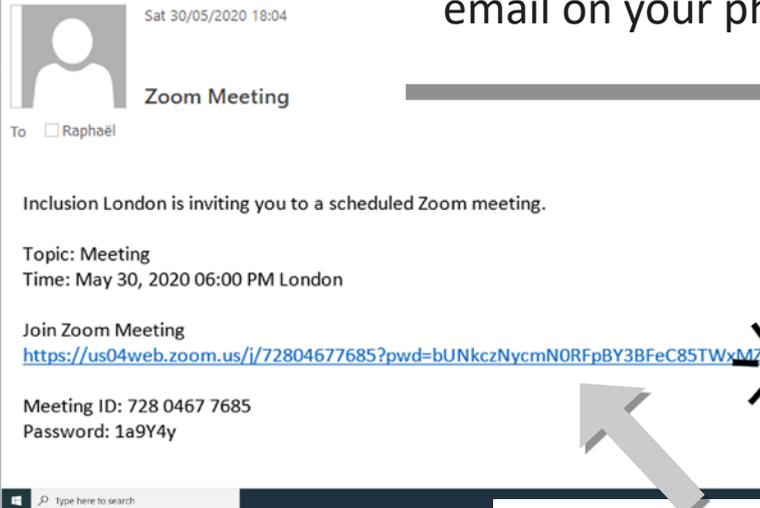
# Option A

## Connect with a link



1

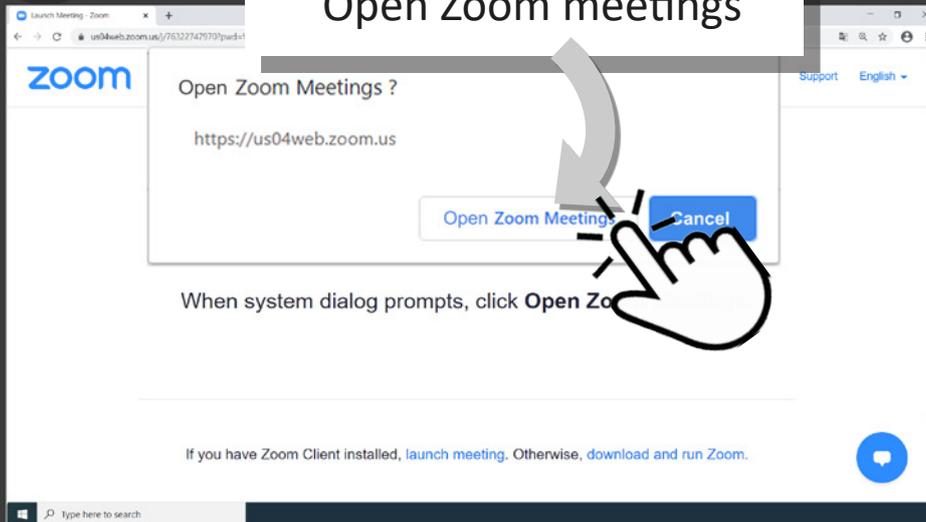
First, open the Zoom invitation email on your phone or tablet.



Then, click on the link.

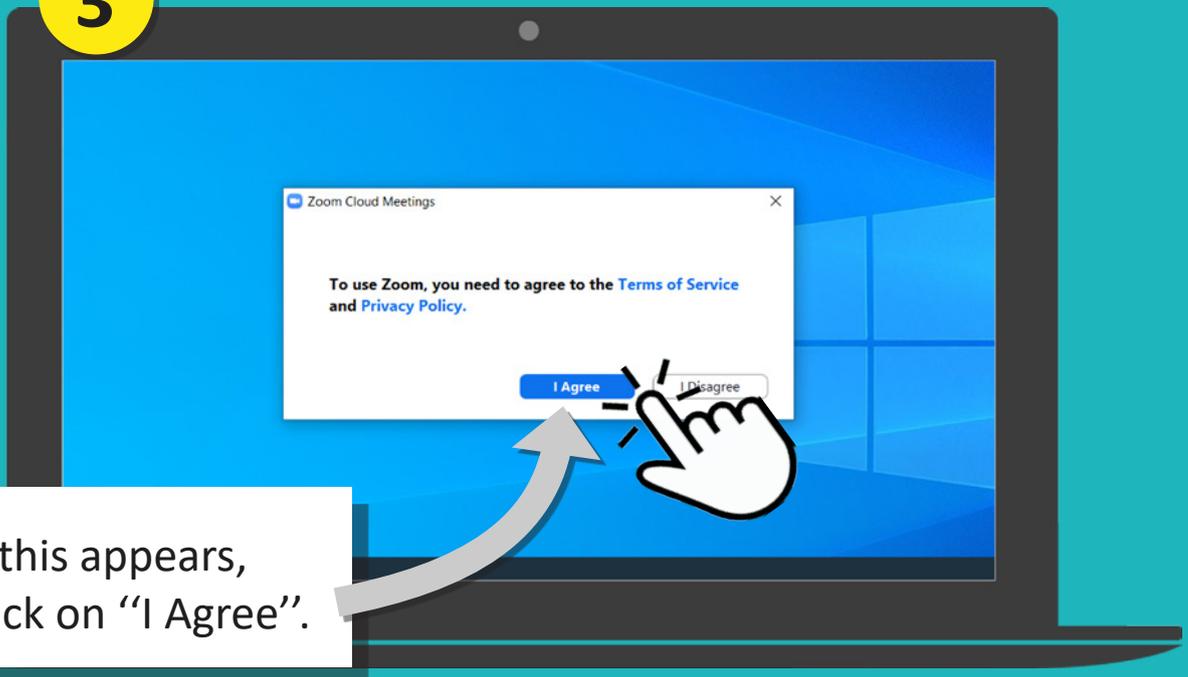
2

Click on  
"Open Zoom meetings"



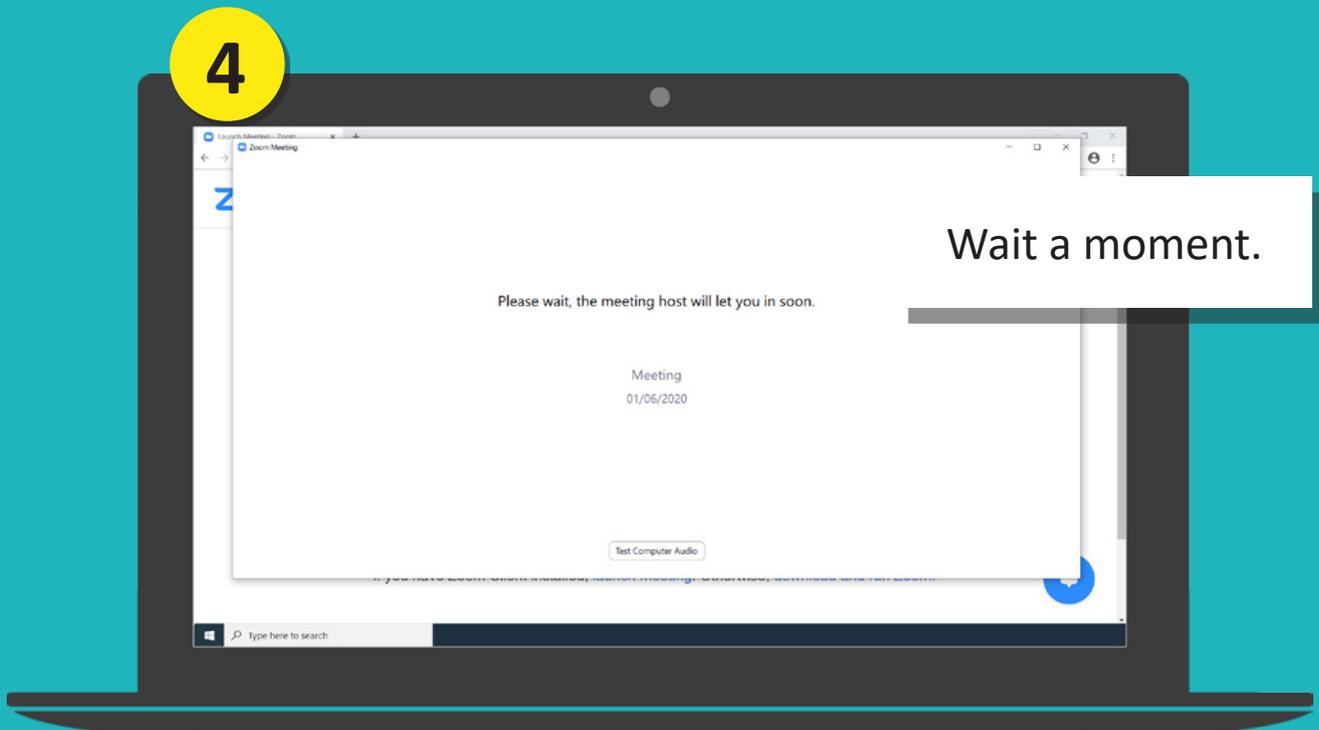
3

If this appears, click on "I Agree".



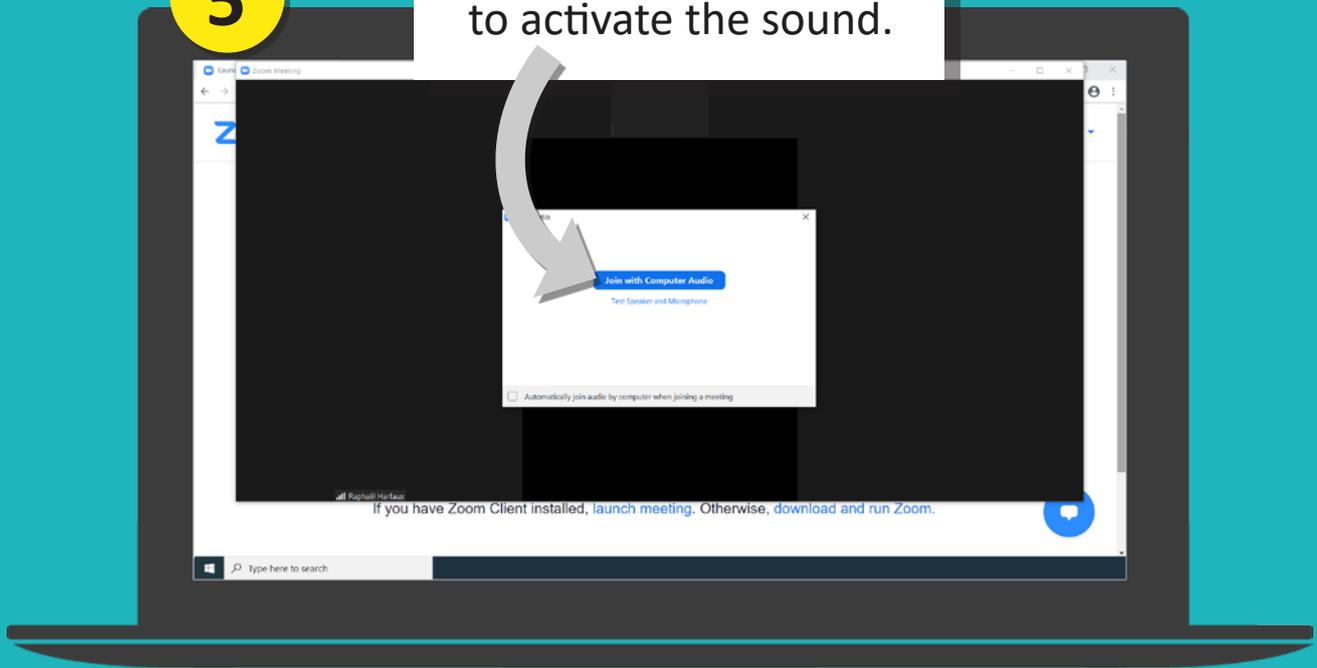
4

Wait a moment.



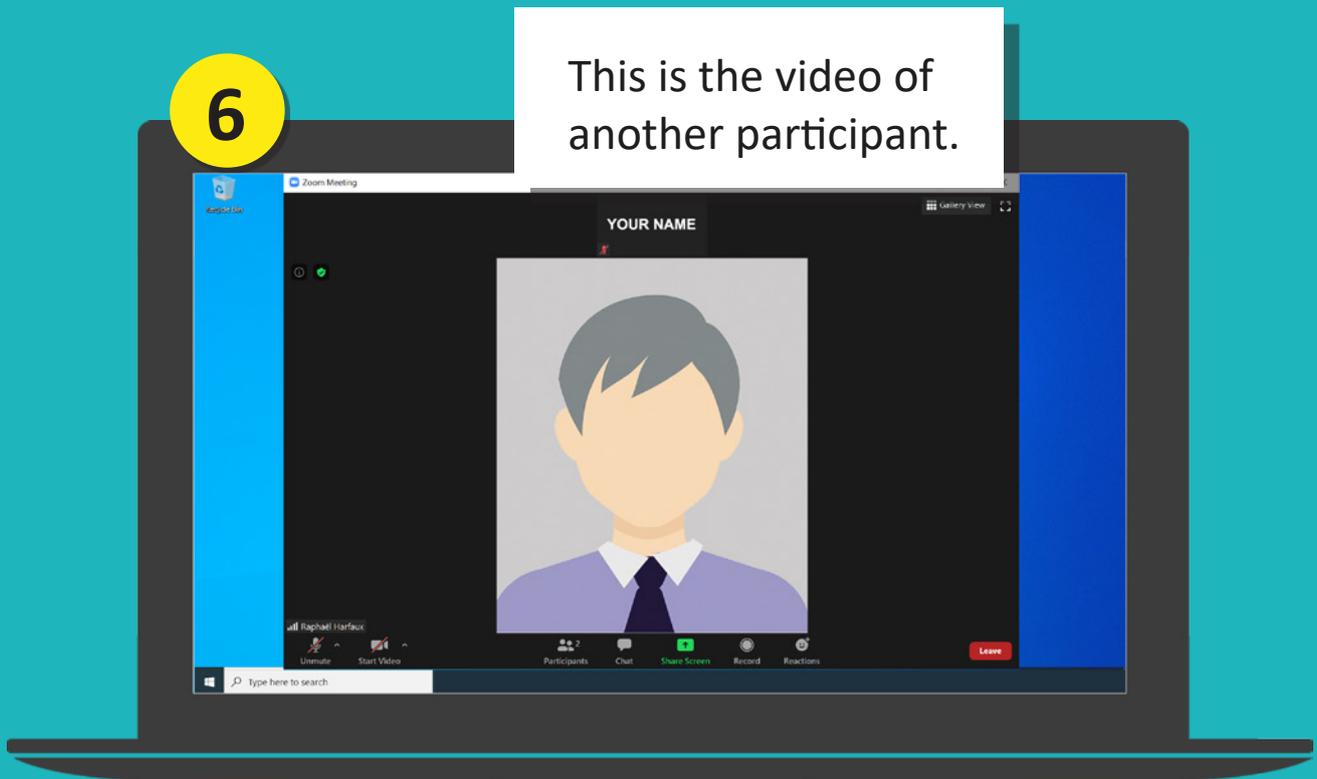
5

Click on “Join with computer audio” to activate the sound.



6

This is the video of another participant.

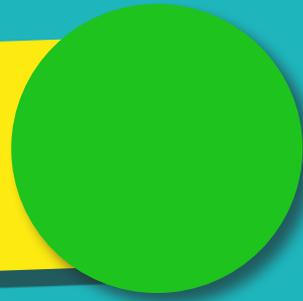


7

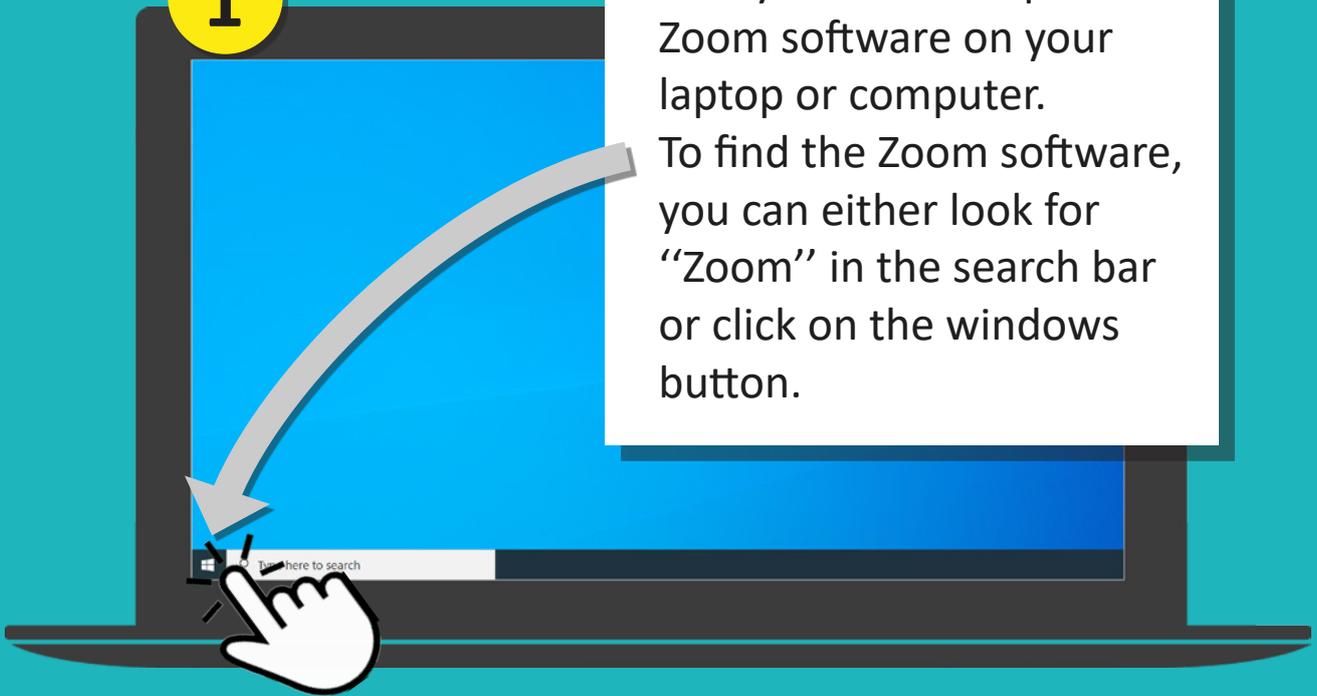
Go to **page 20** for the next step.

# Option B

## Connect with a Meeting ID

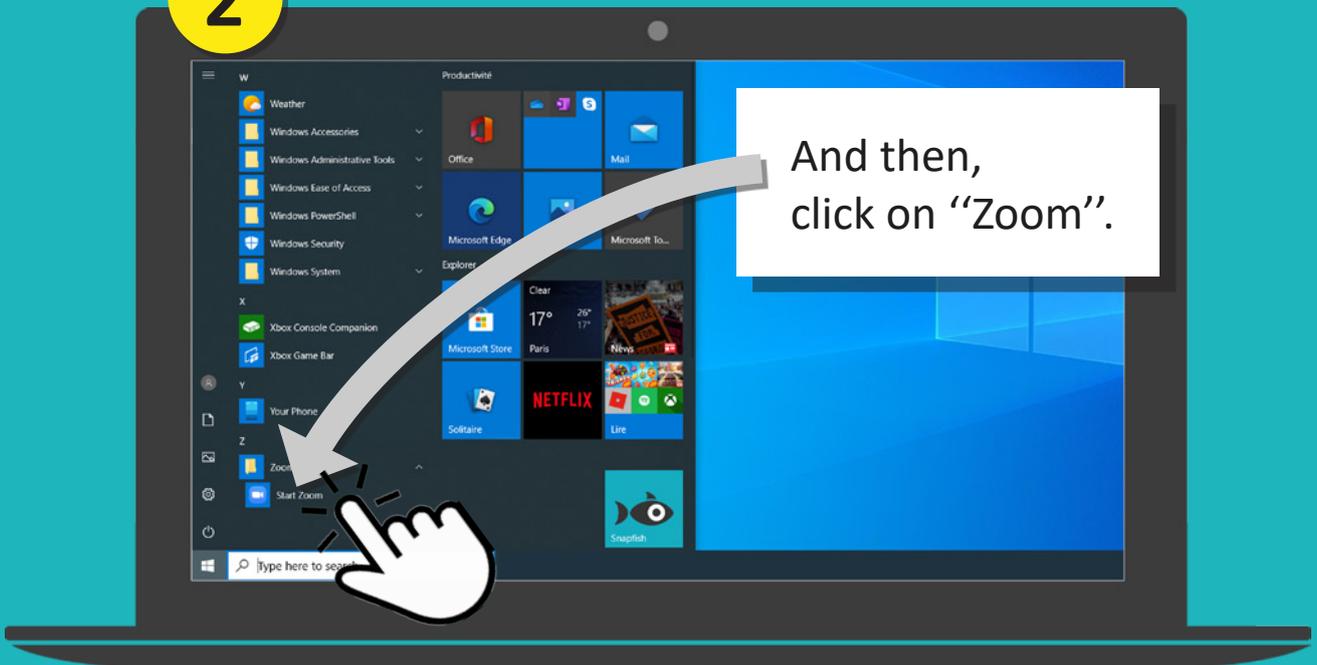


1

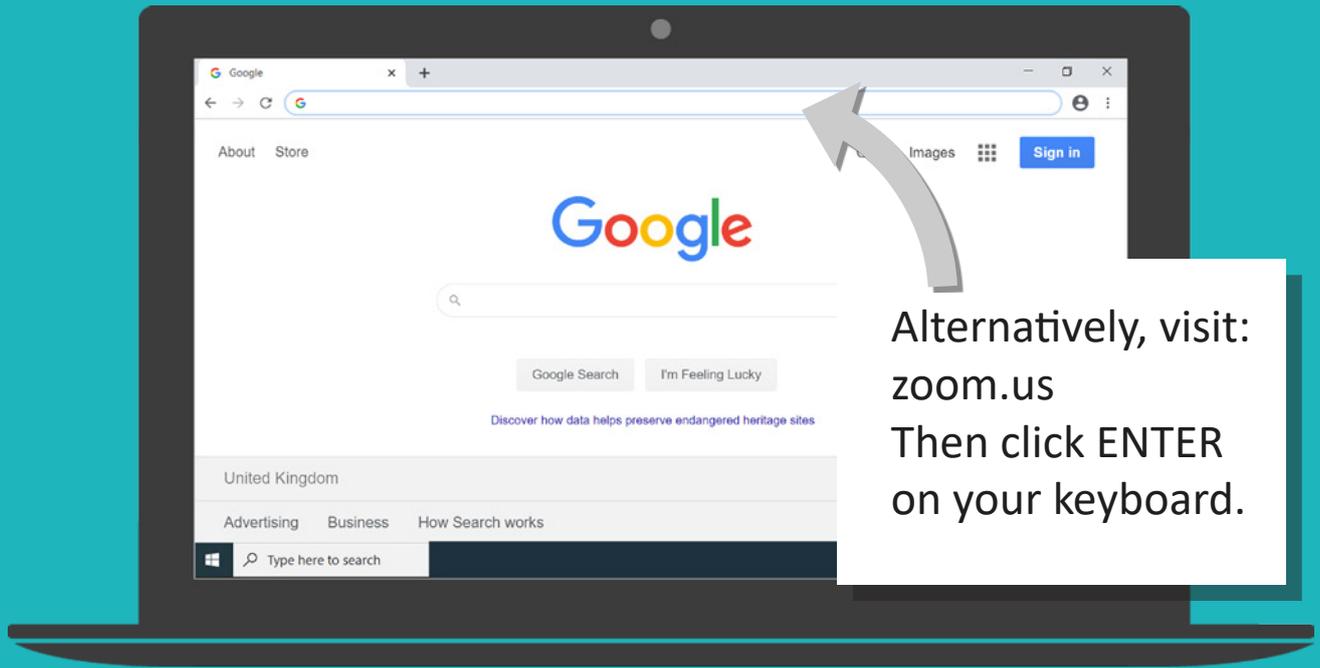


First you need to open the Zoom software on your laptop or computer. To find the Zoom software, you can either look for “Zoom” in the search bar or click on the windows button.

2

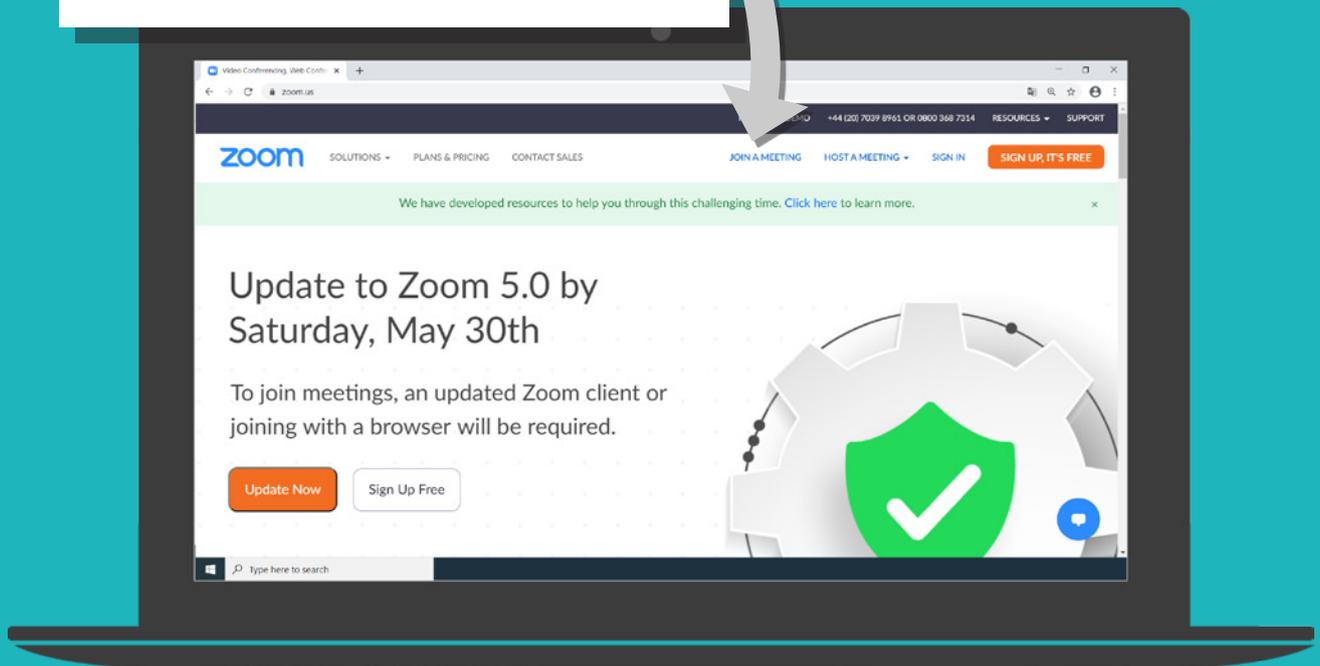


And then, click on “Zoom”.



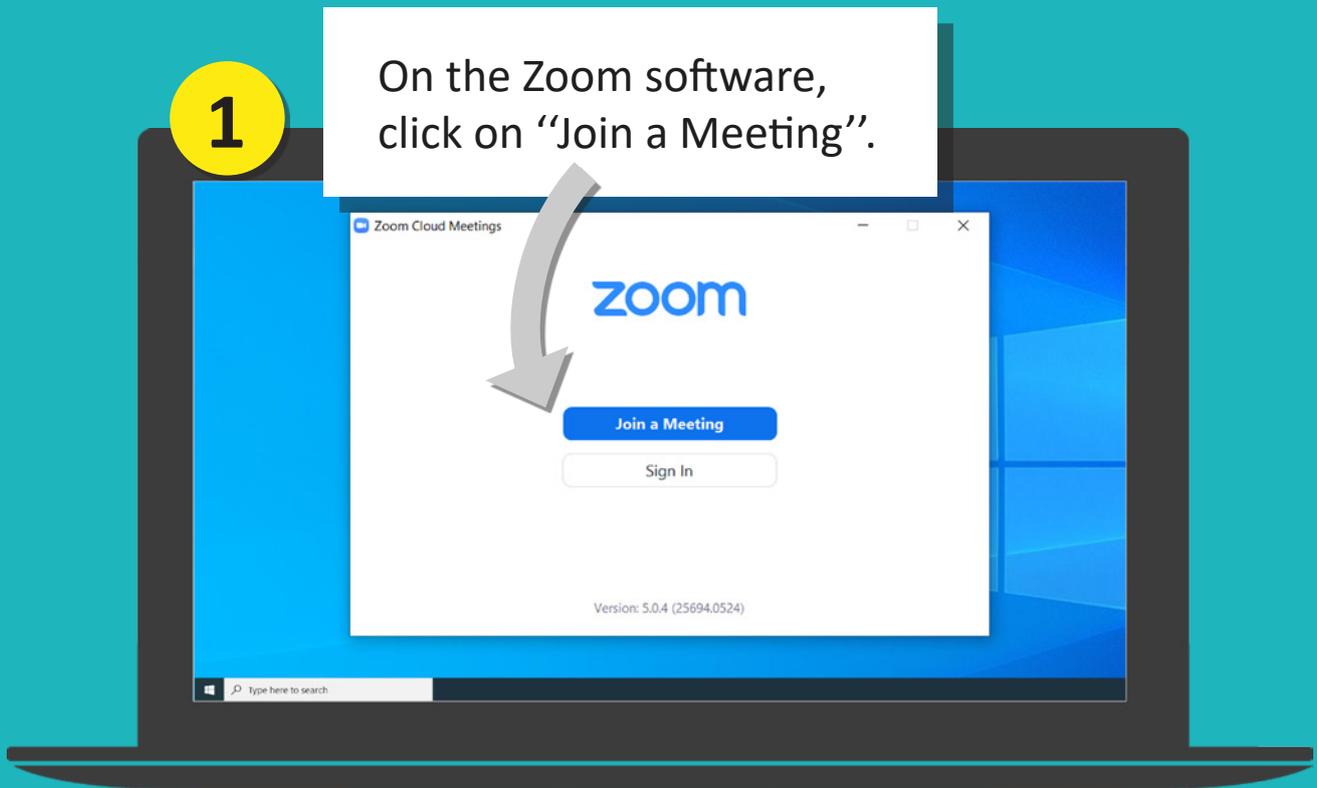
Alternatively, visit:  
zoom.us  
Then click ENTER  
on your keyboard.

Then click on “Join a meeting” on the Zoom website. The Zoom software, should open automatically.



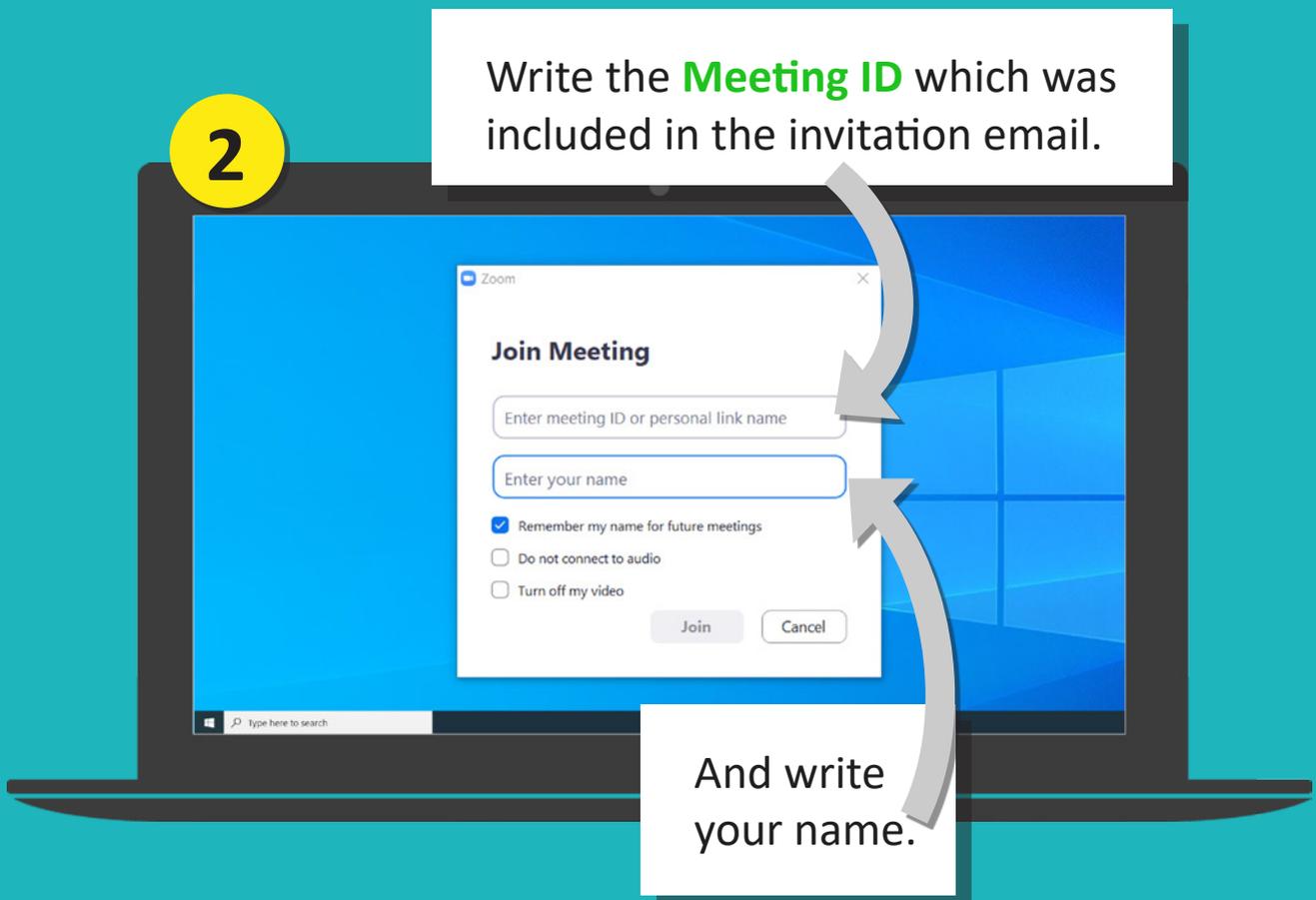
1

On the Zoom software, click on “Join a Meeting”.



2

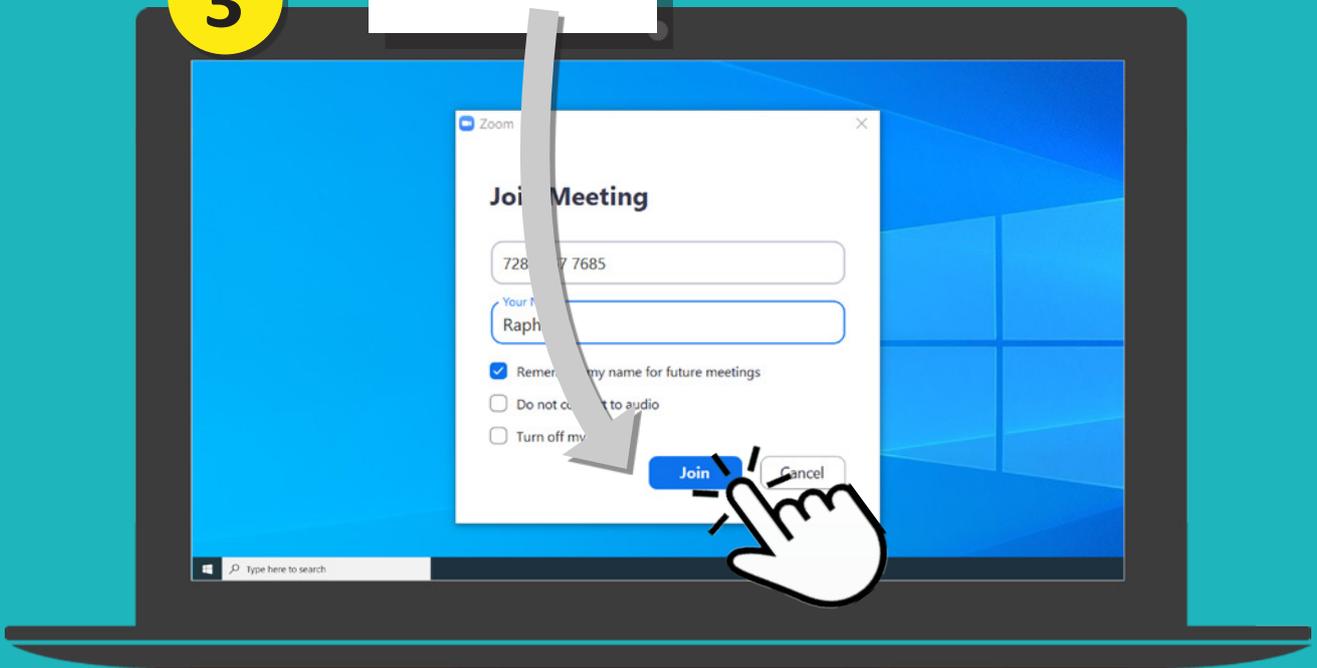
Write the **Meeting ID** which was included in the invitation email.



And write your name.

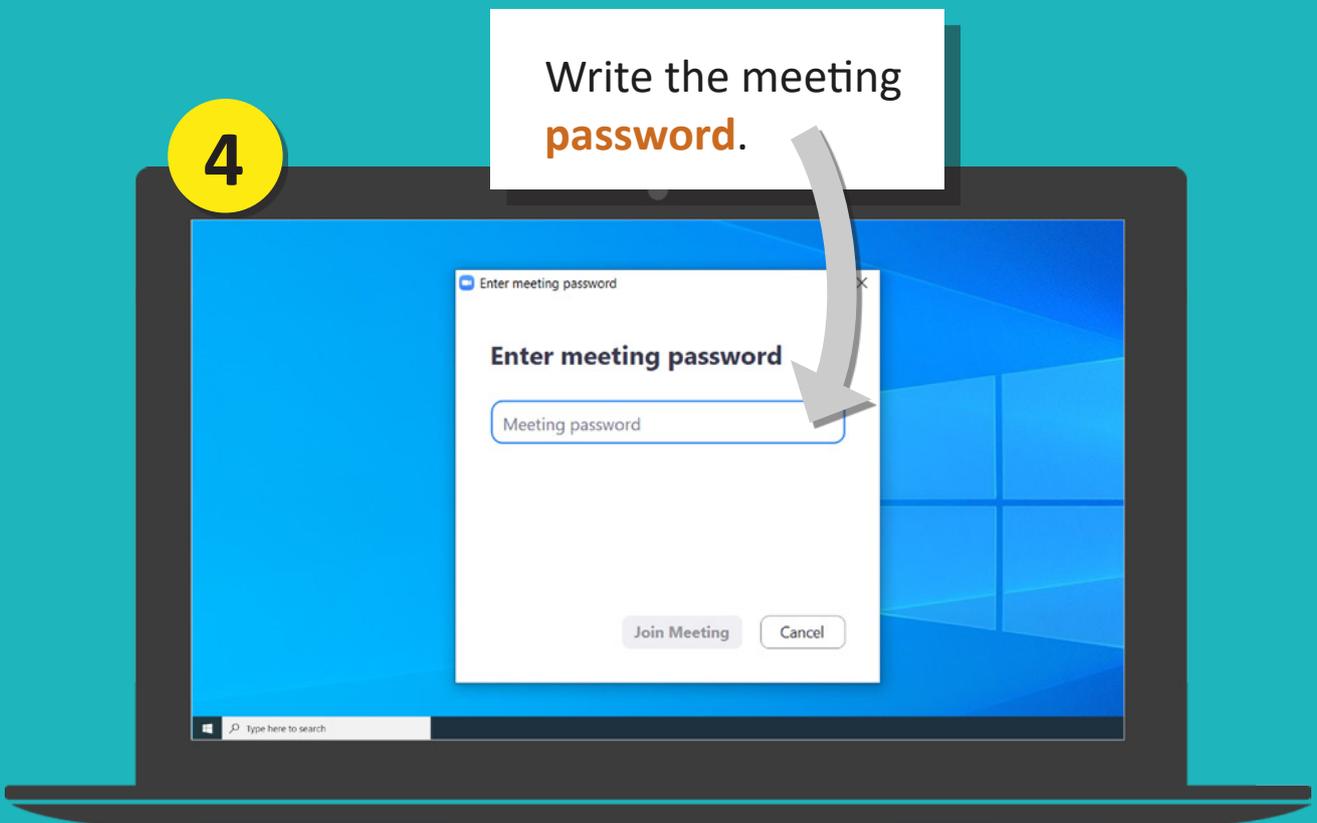
3

Then click on "Join".

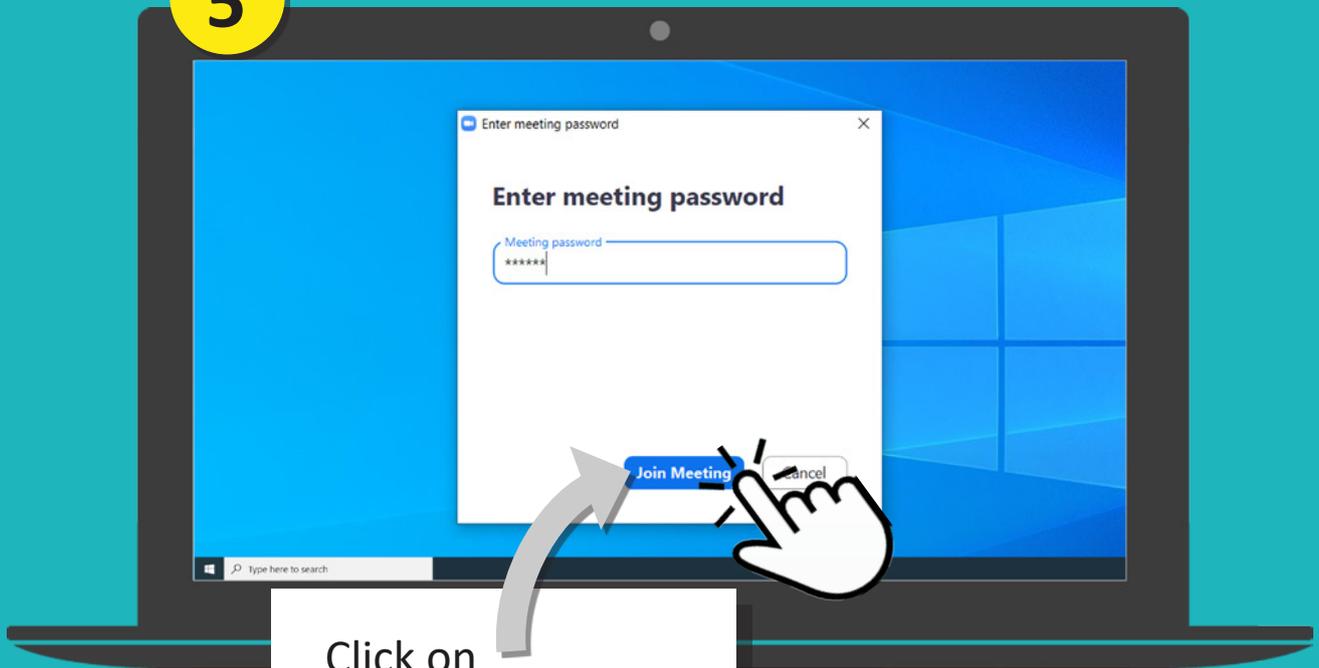


4

Write the meeting password.



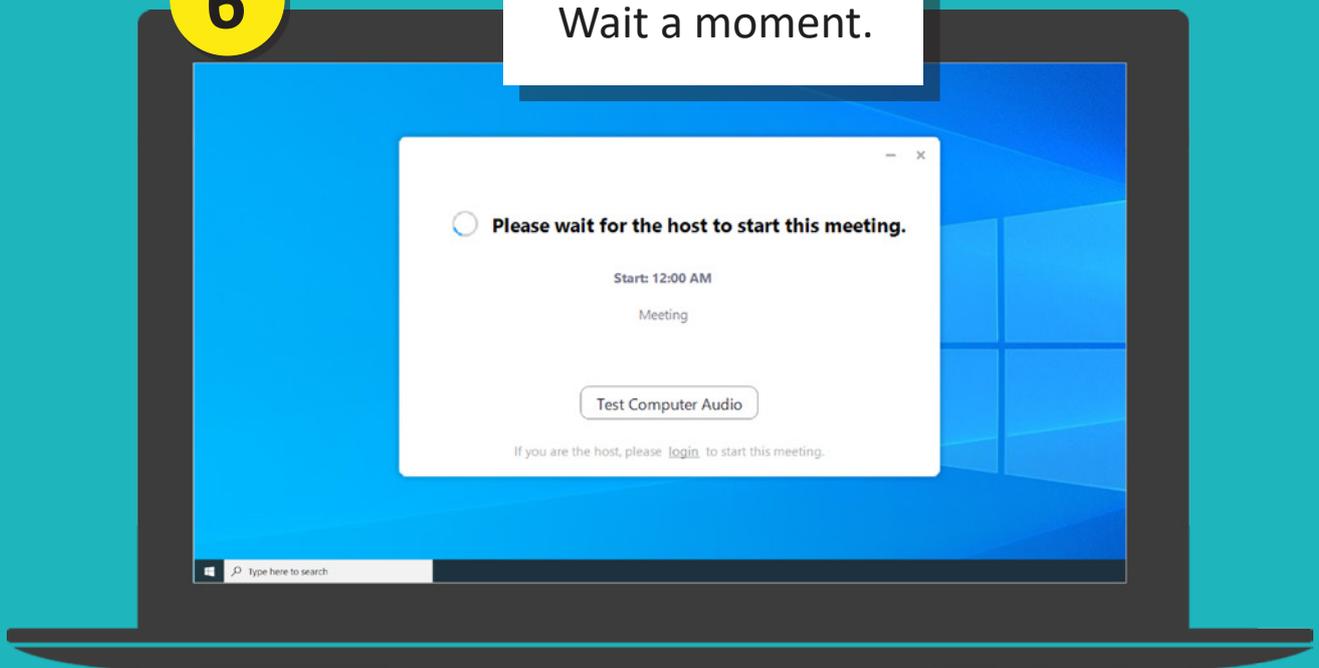
5



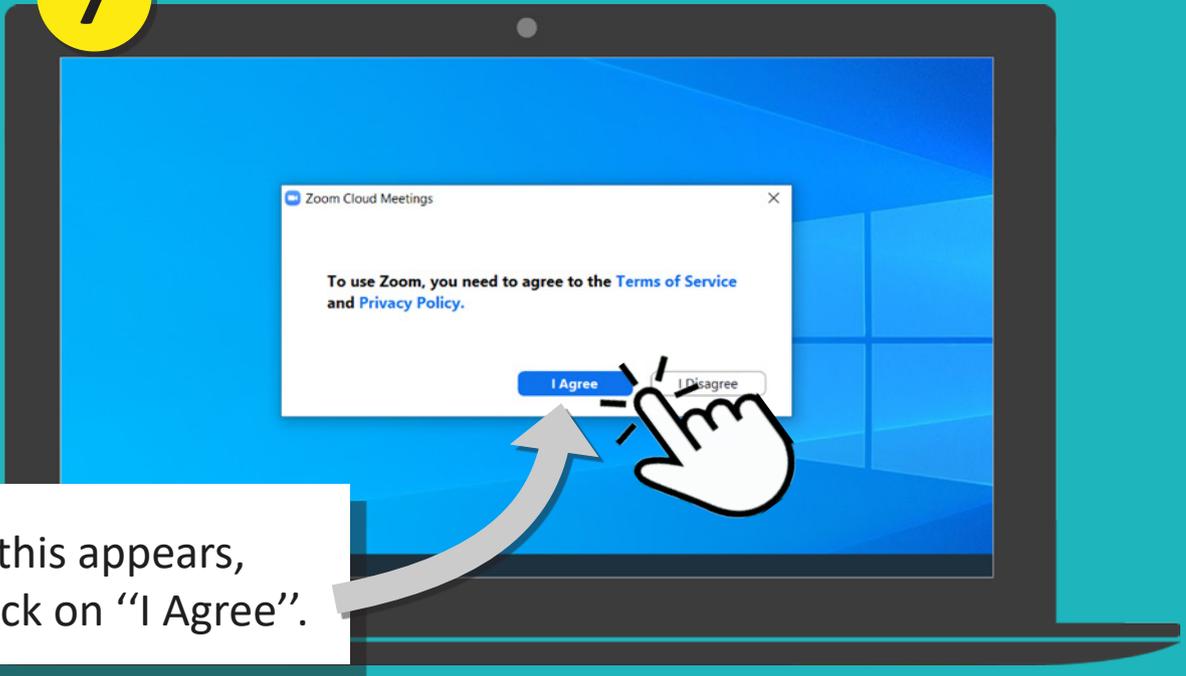
Click on  
"Join the Meeting"

6

Wait a moment.



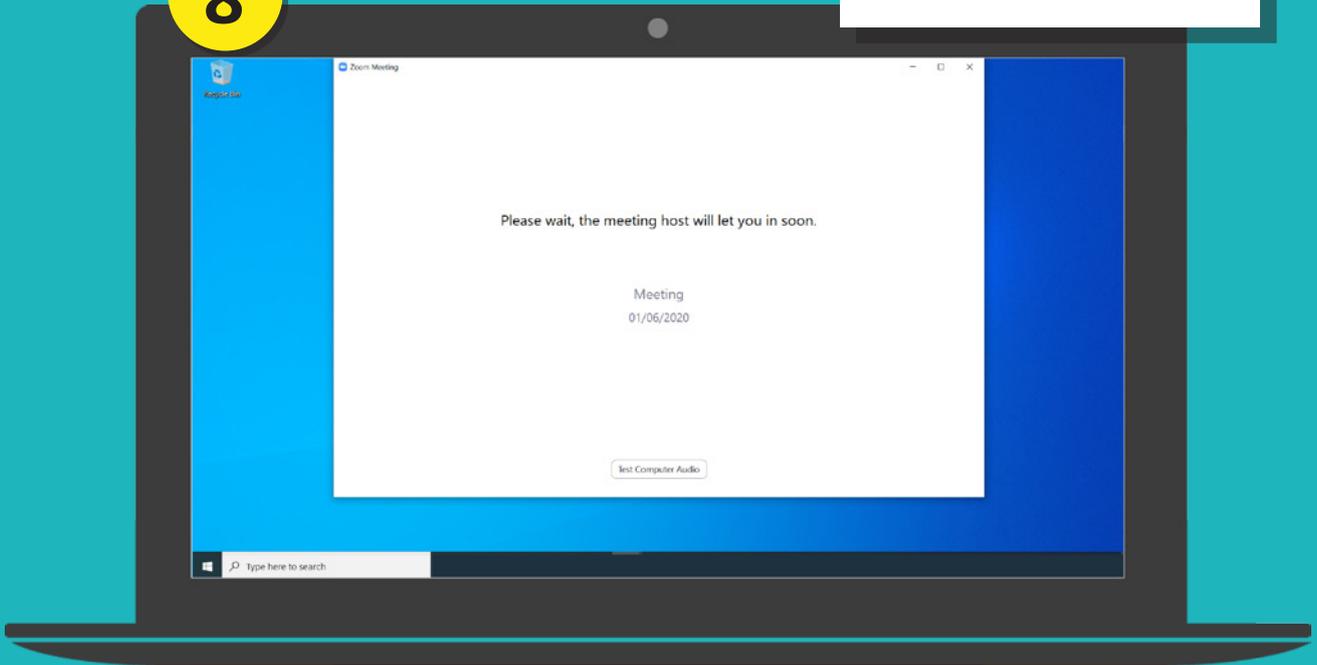
7



If this appears, click on "I Agree".

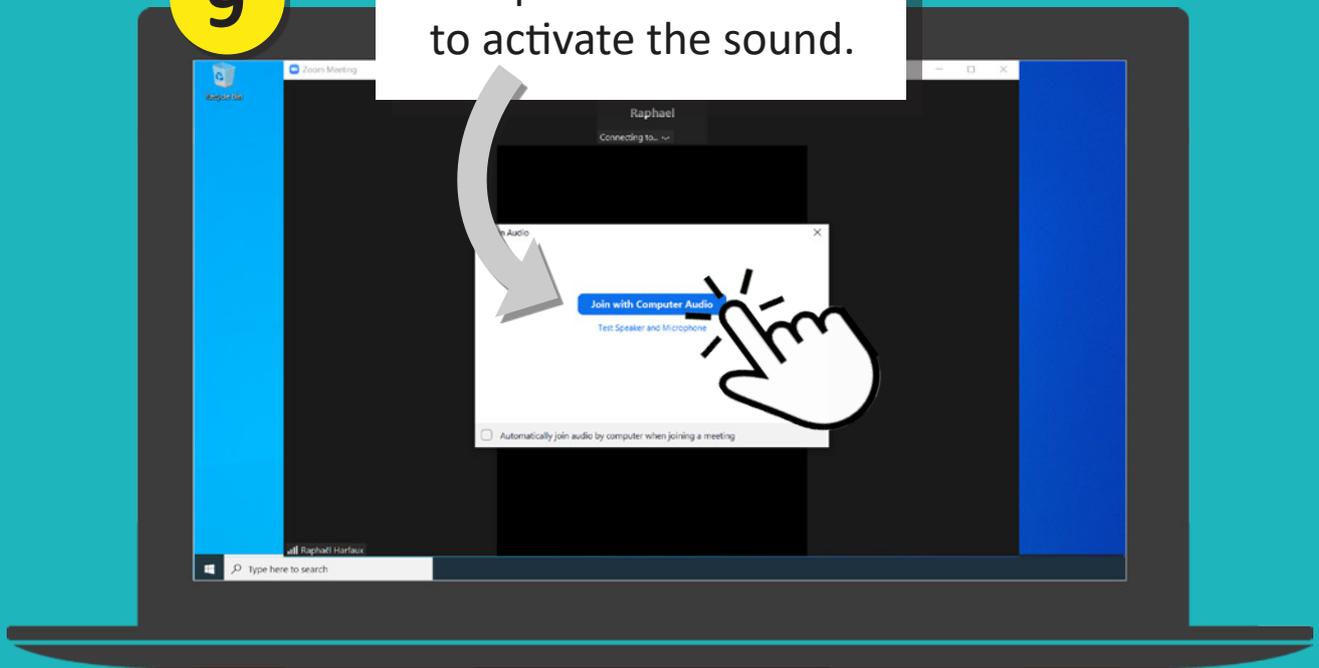
8

Wait a moment.



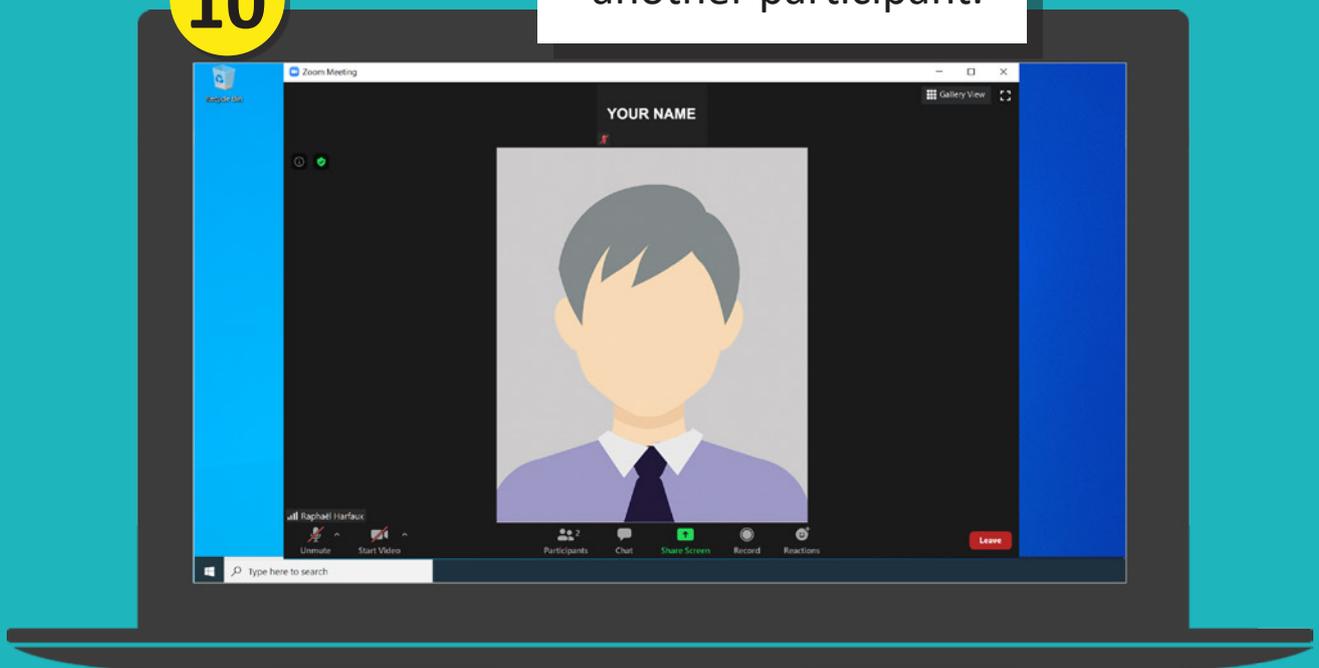
9

Click on "Join with computer audio" to activate the sound.

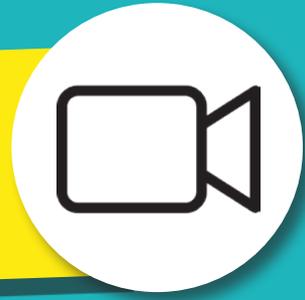


10

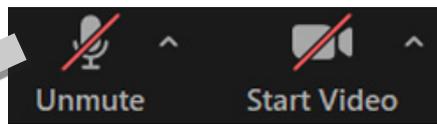
This is the video of another participant.



# How to activate your video and your microphone

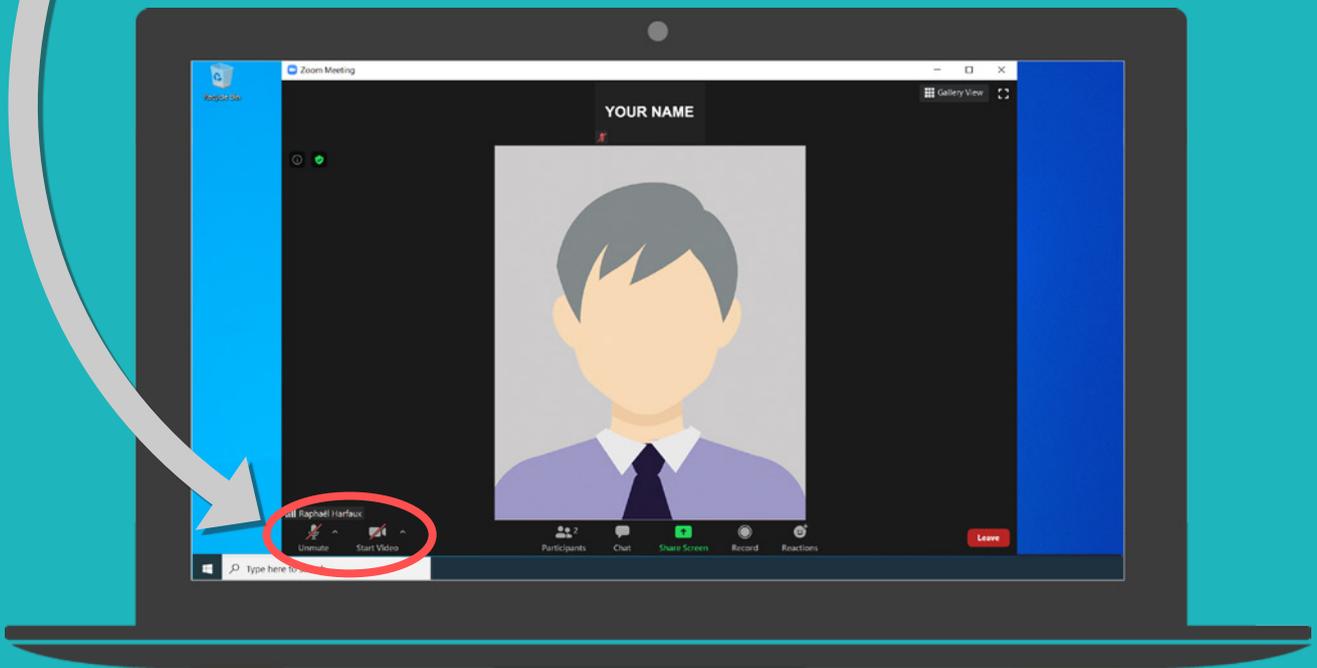


If these two icons are crossed with a red line, this means that your microphone and your camera are off.

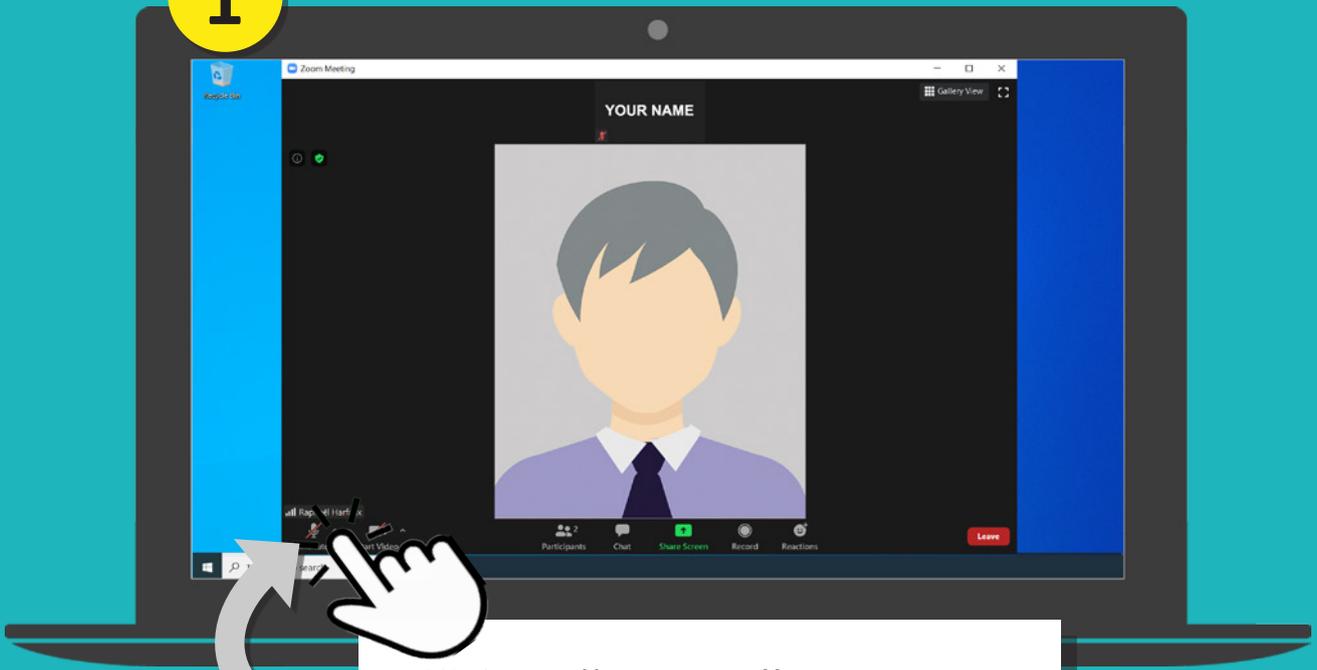


The microphone is off

The video is off

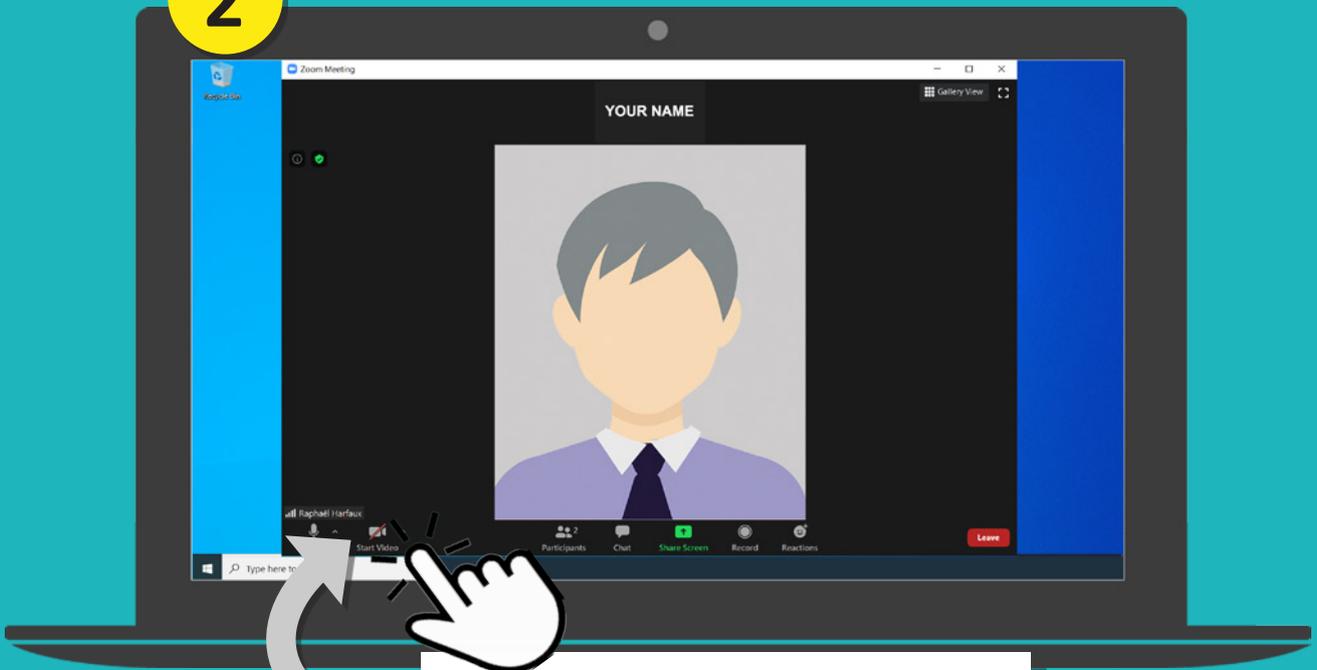


1



Click on "Unmute"  
to switch on your microphone.

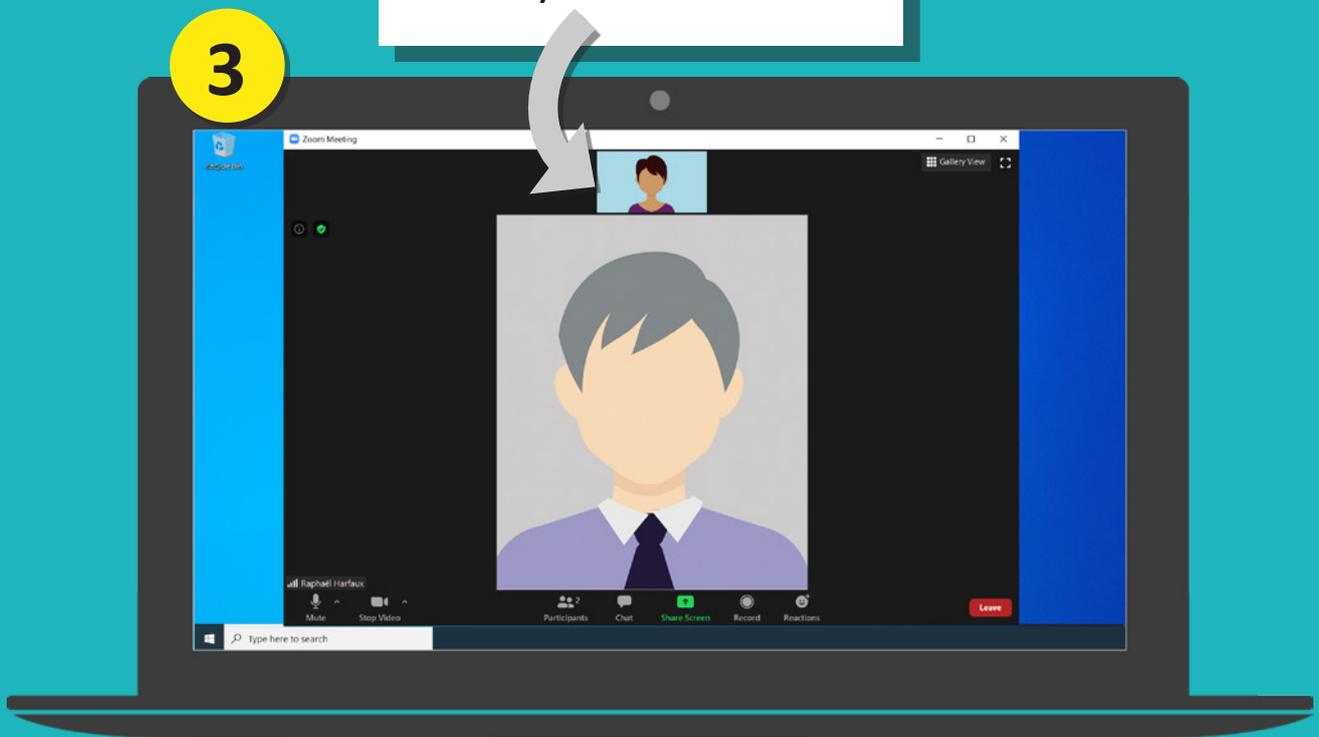
2



Click on "Start video"  
to switch on your camera.

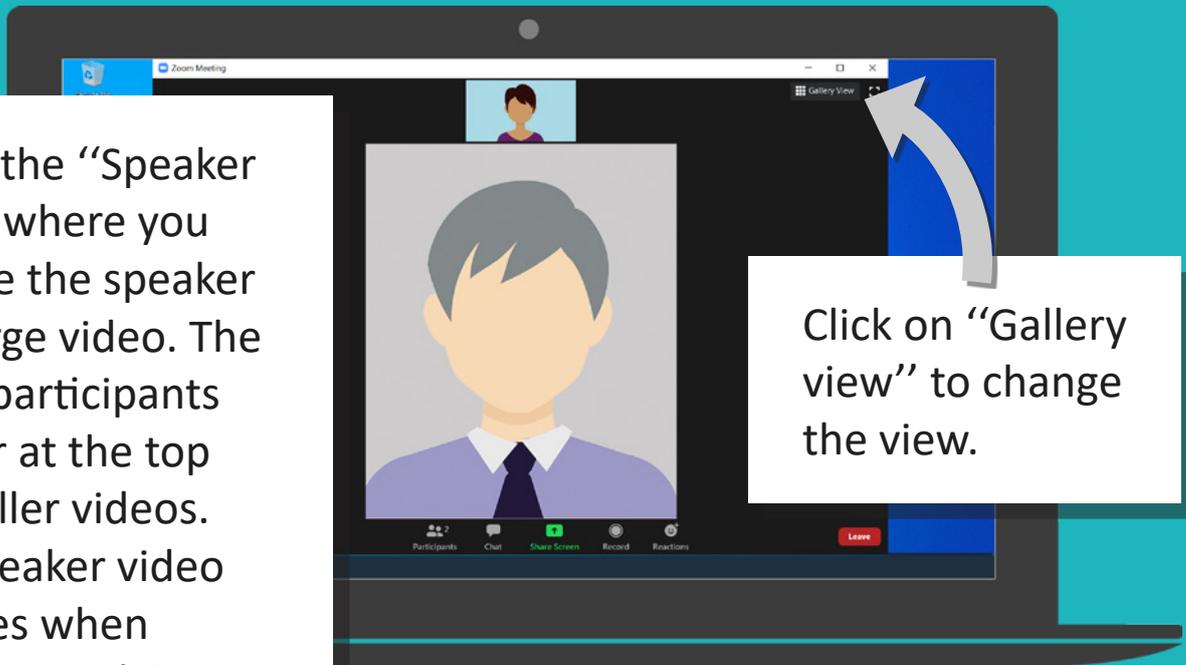
Now your video is on.

3



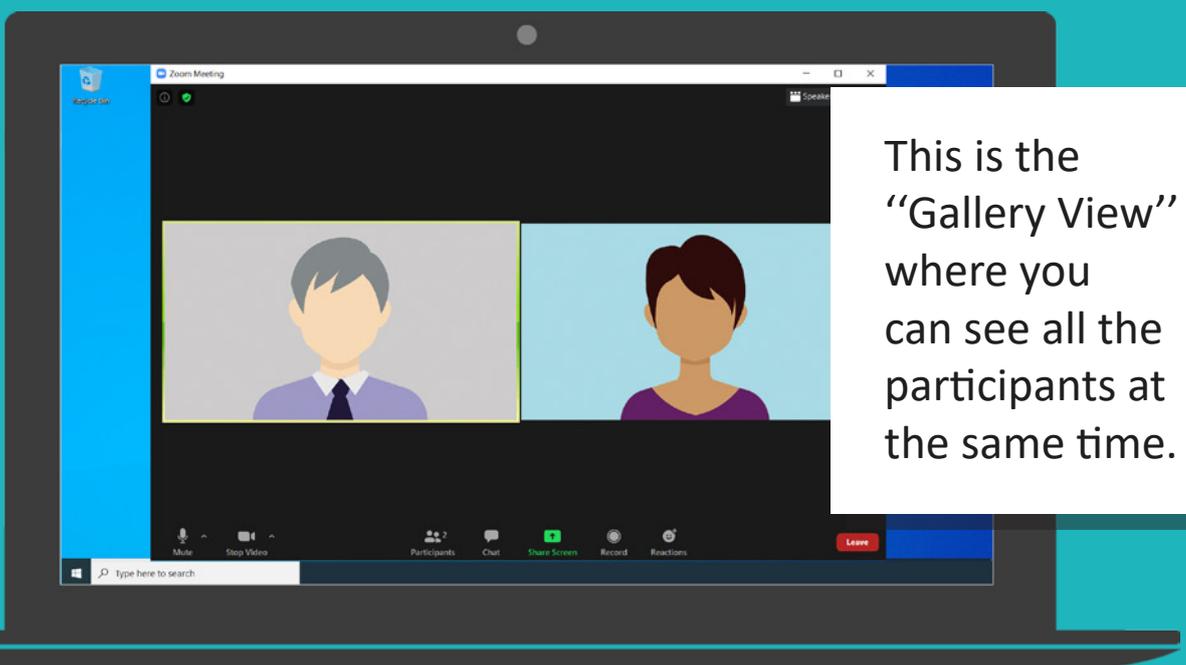
# Different ways to see the participants

This is the “Speaker View” where you can see the speaker in a large video. The other participants appear at the top in smaller videos. The speaker video changes when another participant starts to speak.



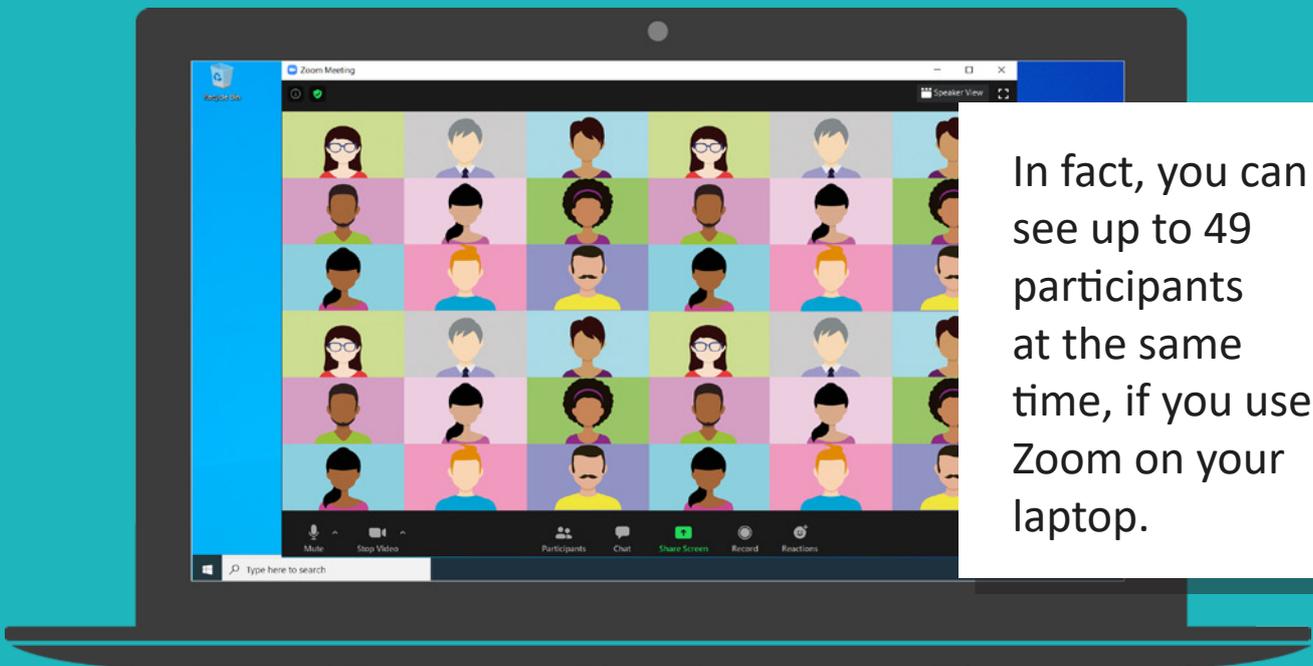
Click on “Gallery view” to change the view.

This is the “Gallery View” where you can see all the participants at the same time.





When using Zoom on your laptop, you can see many participants at the same time.

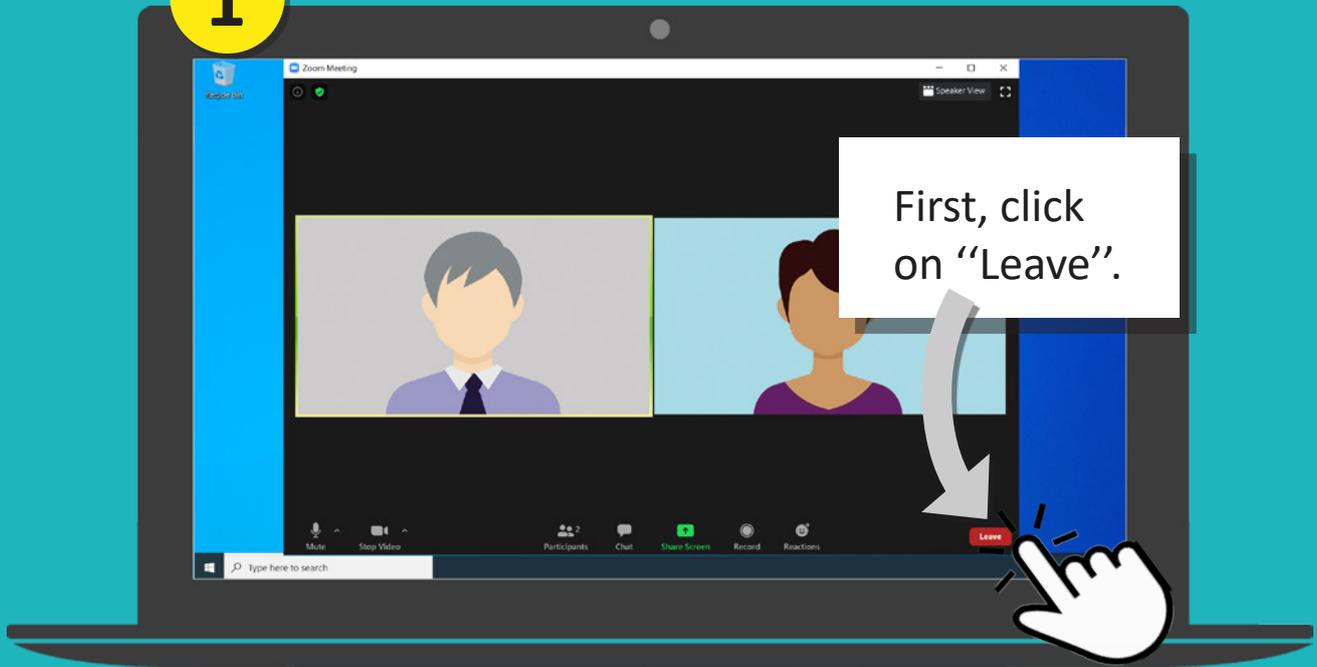


In fact, you can see up to 49 participants at the same time, if you use Zoom on your laptop.

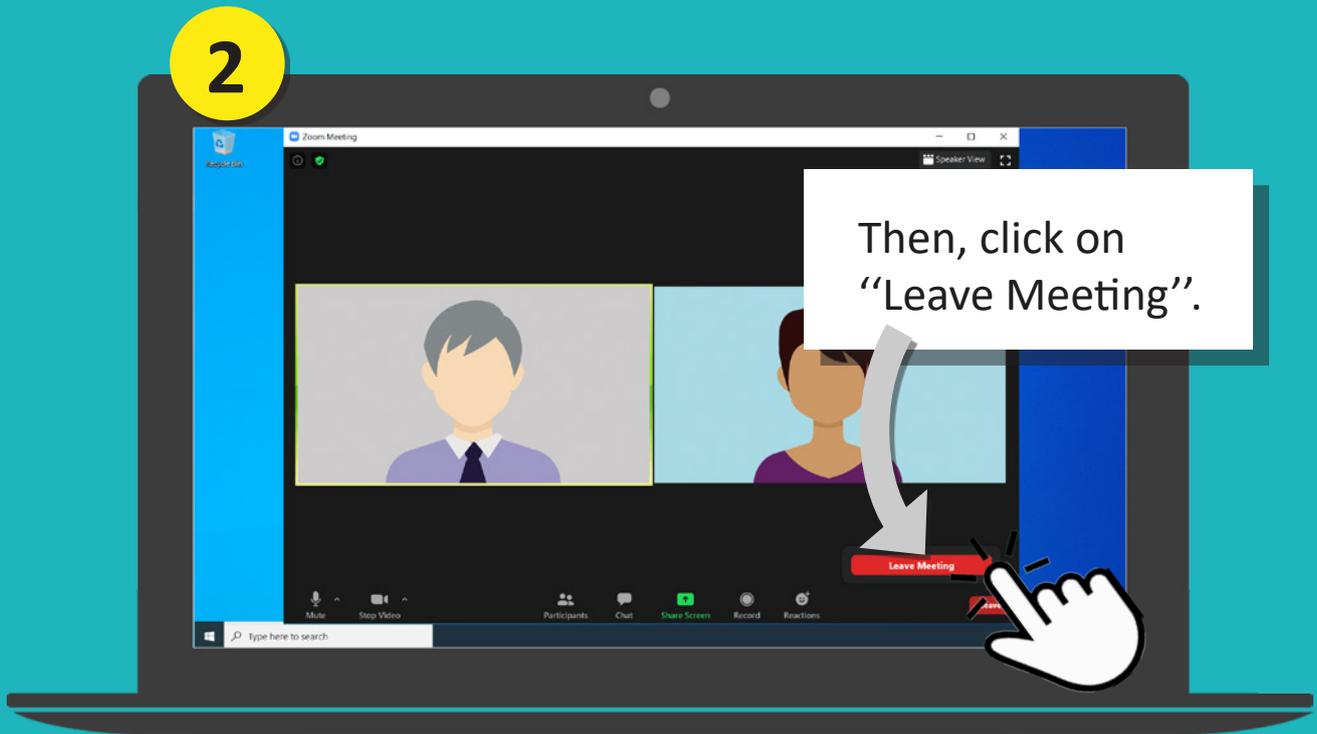
# How to leave a Zoom meeting



1



2



Then, click on  
"Leave Meeting".

Important - Do not forget to tell the other participants if you want to leave a meeting before it has finished.

## How to stay safe



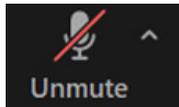
Never share personal information such as passwords in a Zoom meeting.



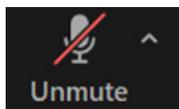
Do not forget that everyone in a Zoom meeting can see you and hear you.



If you do not want them to see you, turn off your camera.



If you do not want them to hear you, turn off your microphone.



If you do not want them to hear background noise where you are, turn off your microphone. Remember to switch it back on when you want to speak.

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[www.inclusionlondon.org.uk](http://www.inclusionlondon.org.uk)

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June 2020

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