



How to Use Zoom and Other Useful Tips

To download the Zoom client or mobile apps, go to: <https://zoom.us/download>.

Zoom [Frequently Asked Questions](#)

Links to [Zoom Help Center](#) and Training Videos

- [How to Join a Meeting in Zoom](#)
- [Getting Started with Zoom](#)
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- [Managing Zoom Meetings](#)
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- [How to Modify, Change or Delete an Existing Meeting](#)
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The following pages are a guide from the Creative Life Center entitled *Joining a Zoom Meeting as a Participant*. It includes a link to their 8 minute video on YouTube [Joining a Zoom Call for the First Time](#).

Joining a Zoom Meeting as a Participant

Zoom is a web-based video conferencing tool that can be used on your computer, phone or tablet. It's free to participants and easy to use for group meetings as well as one-on-one meetings.

To get you started, we recommend that you [watch the following YouTube Video](#). Below we've also included screen shots of the important steps.

YouTube Video: [Joining a Zoom Call for the First Time](#)

1. If you plan to attend the Zoom meeting by **smart phone or iPad, then go to your App store and download the Zoom Cloud Meetings app**. It is free. **If you will be using your computer, then you'll be downloading Zoom in step #3.**
2. **You will receive an email inviting you to attend a Zoom meeting.** The email's content should look similar to the example below. **The arrow points to the URL or web address that you'll need to join the meeting. Click on the link or copy and paste it into your web browser.** (To join by phone, call one of the phone numbers listed in the email and then enter the meeting ID).

Inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/351191532>



Meeting ID: 351 191 532

One tap mobile

+13462487799,,351191532# US (Houston)

+16699006833,,351191532# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

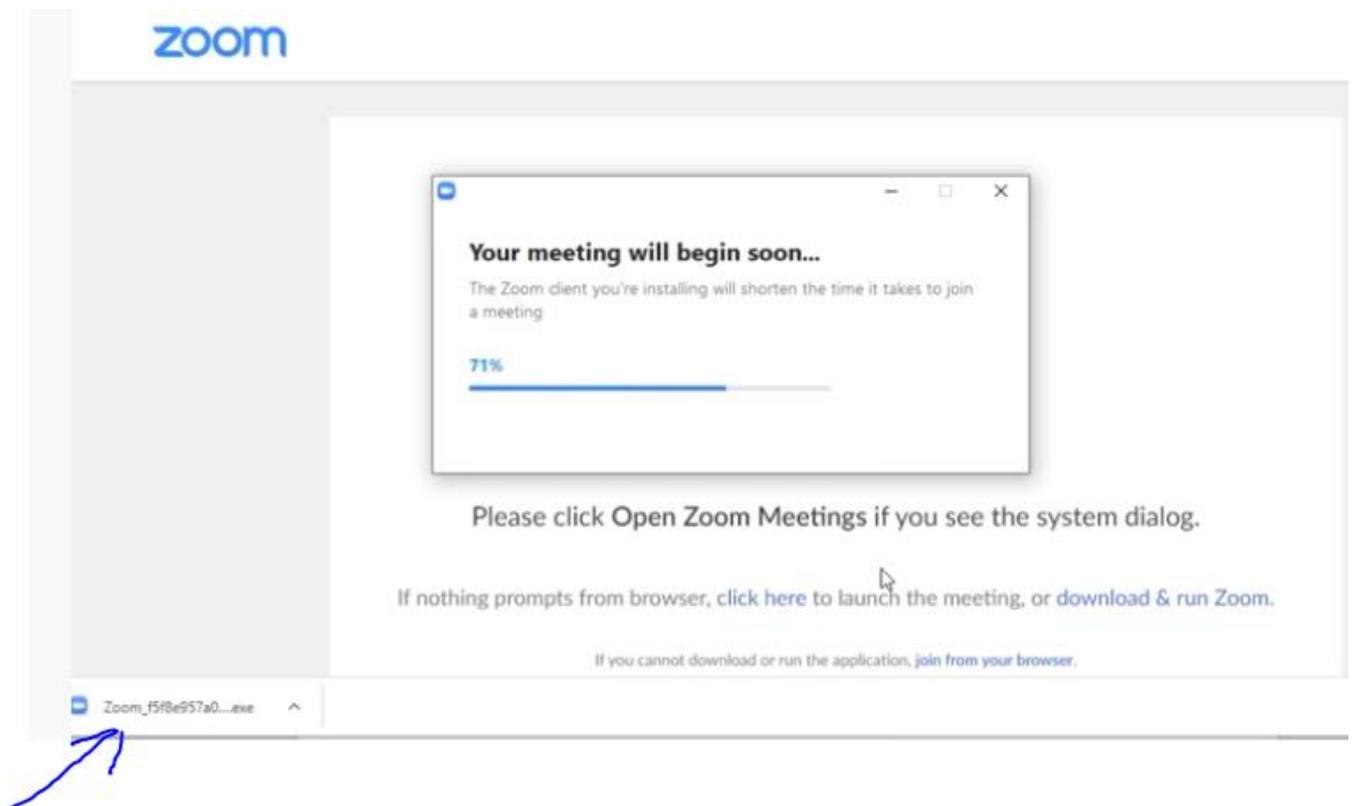
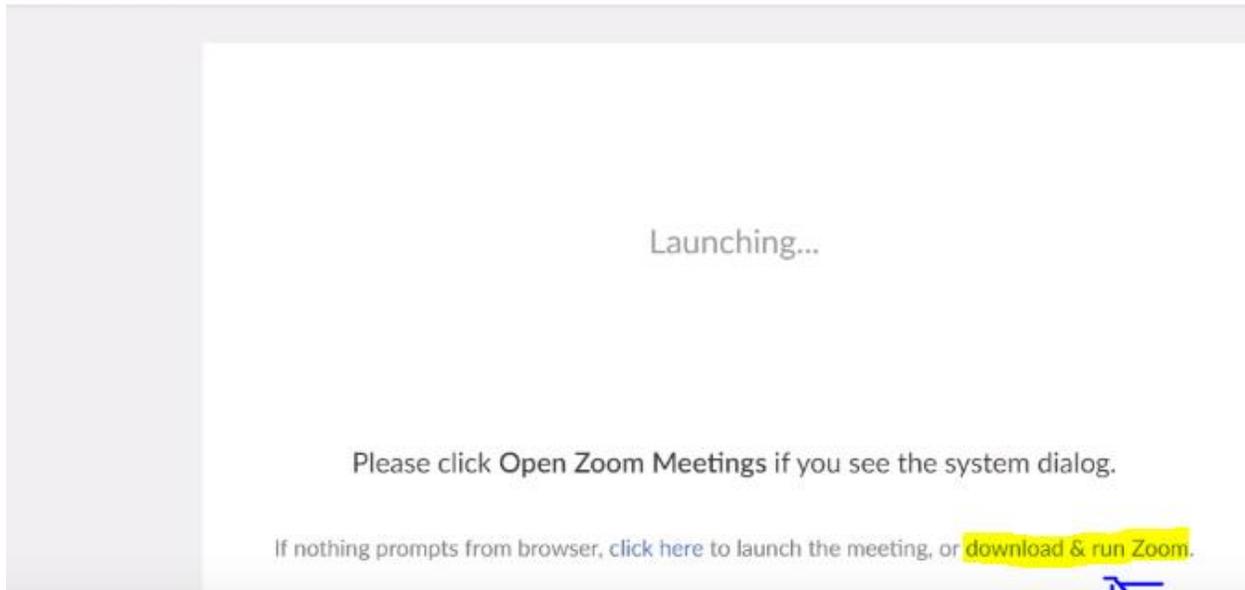
+1 646 558 8956 US (New York)

Meeting ID: 351 191 532

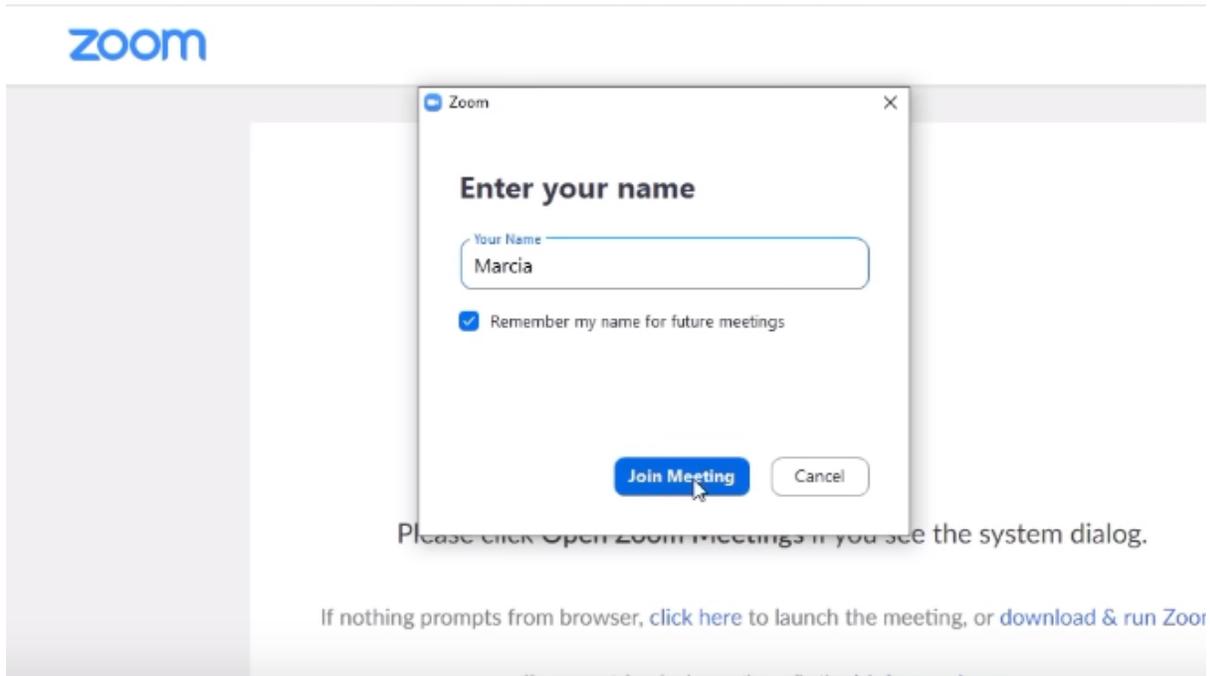
Find your local number: <https://zoom.us/u/aOQdmEVMD>

3. If you are using your computer for the Zoom meeting, and have never used Zoom, you'll be prompted to **download and run Zoom**. Click on the "download & run Zoom" link. An .exe file will appear in the bottom left-hand corner of the screen (see second slide below). Click to install Zoom.

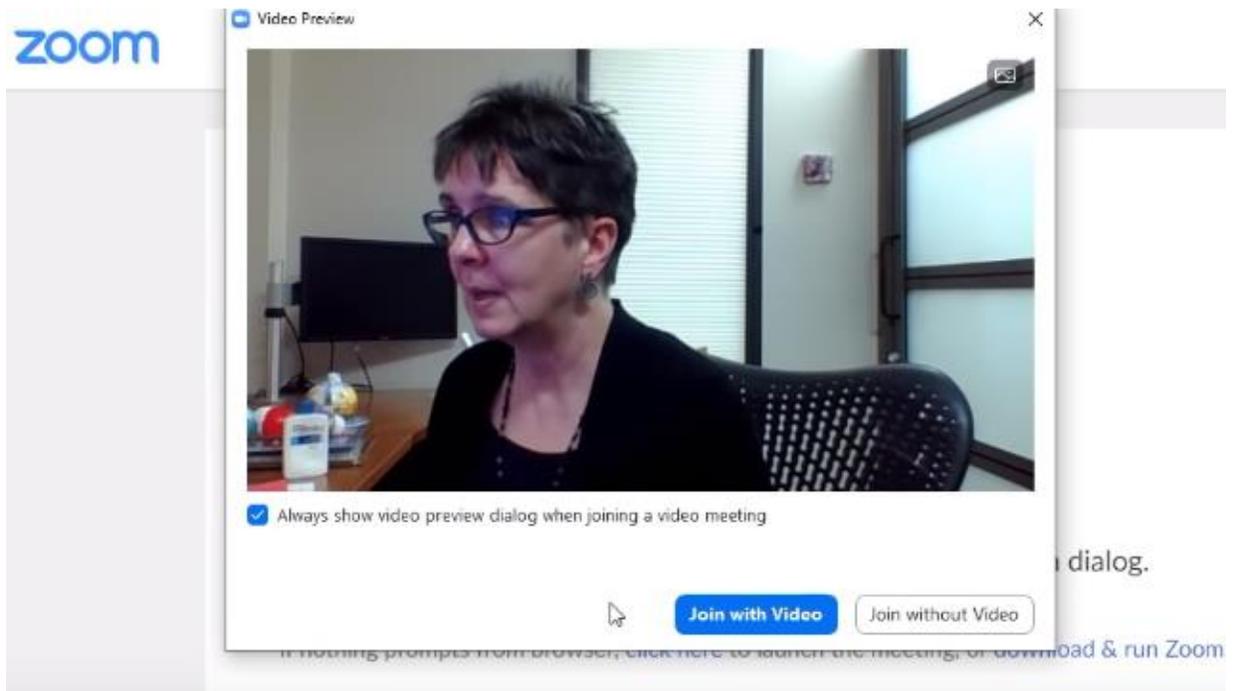
zoom



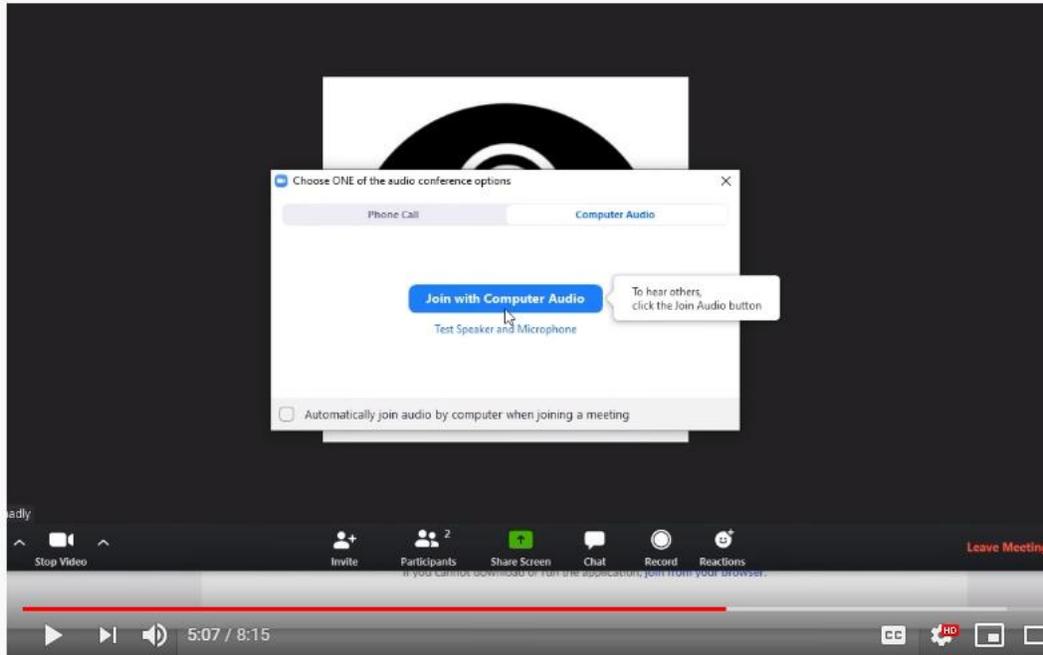
4. After your program is downloaded, you'll be prompted to enter your name and then click on "Join Meeting"



5. The next screen should ask if you want to "Join with Video." We usually recommend that you **join with Video** so that the facilitator and other attendees can see you.



6. Click on “Join with Computer Audio” so that you can participate in the meeting. Note: there will be an option to put yourself on mute.



7. In the lower left-hand corner, you can unmute or mute your microphone. Next to that you also have the option to stop your video. If you stop your video, then the facilitator and other participants cannot see you. Normally, when you start a meeting, you want your video and sound to be turned on. Depending on the type of meeting, the facilitator may mute participants until it is their turn to speak. This method reduces background noise. The upper right-hand corner controls your view (Gallery or speaker view).

Note: If the meeting has not started, the facilitator may have participants in a “waiting room” prior to beginning the meeting.

