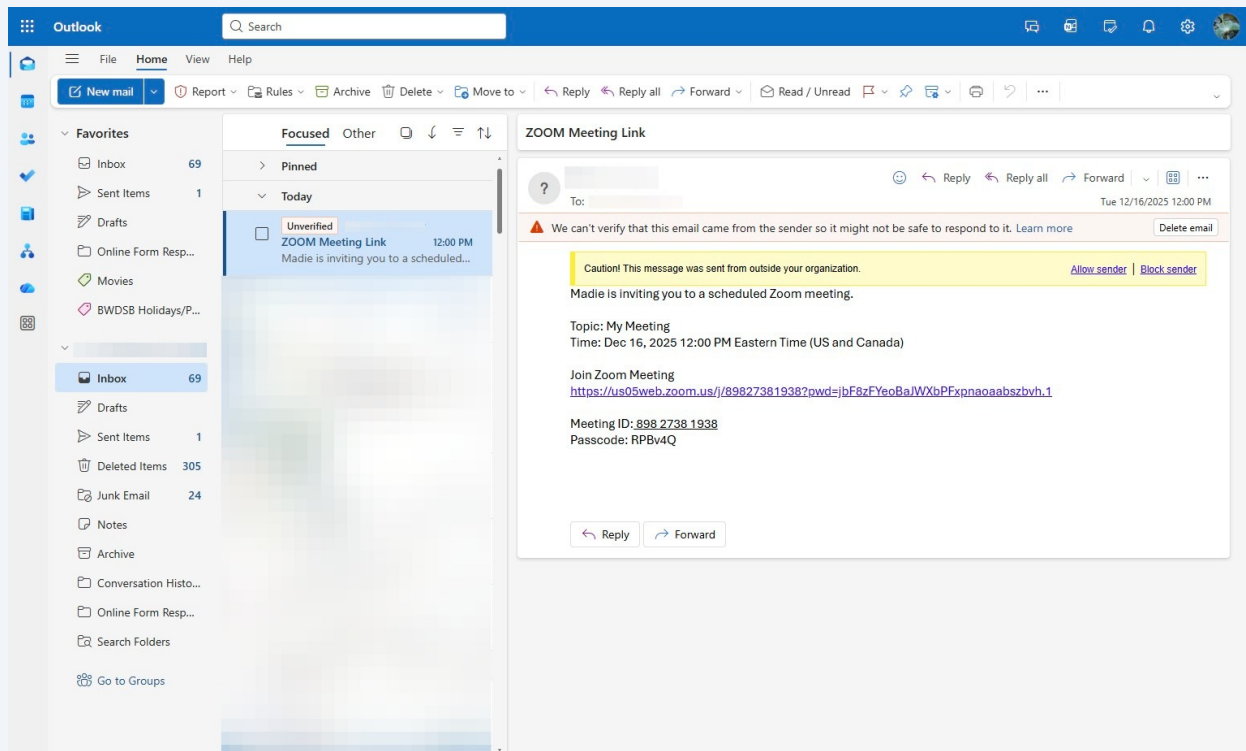


How to Join a Zoom Meeting

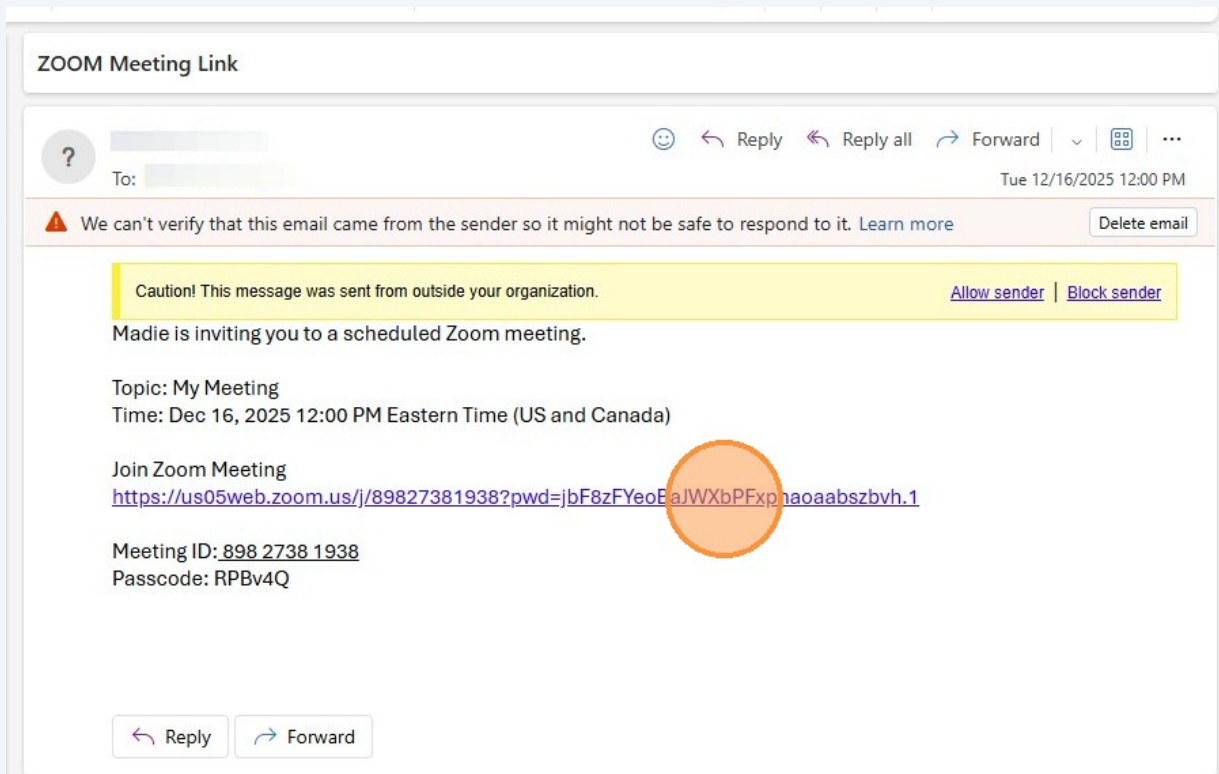
This step-by-step guide covers how to join a Zoom meeting via a direct link.

Joining a Zoom Meeting with a Direct Link

1 Open your email. Navigate to the meeting invitation email.

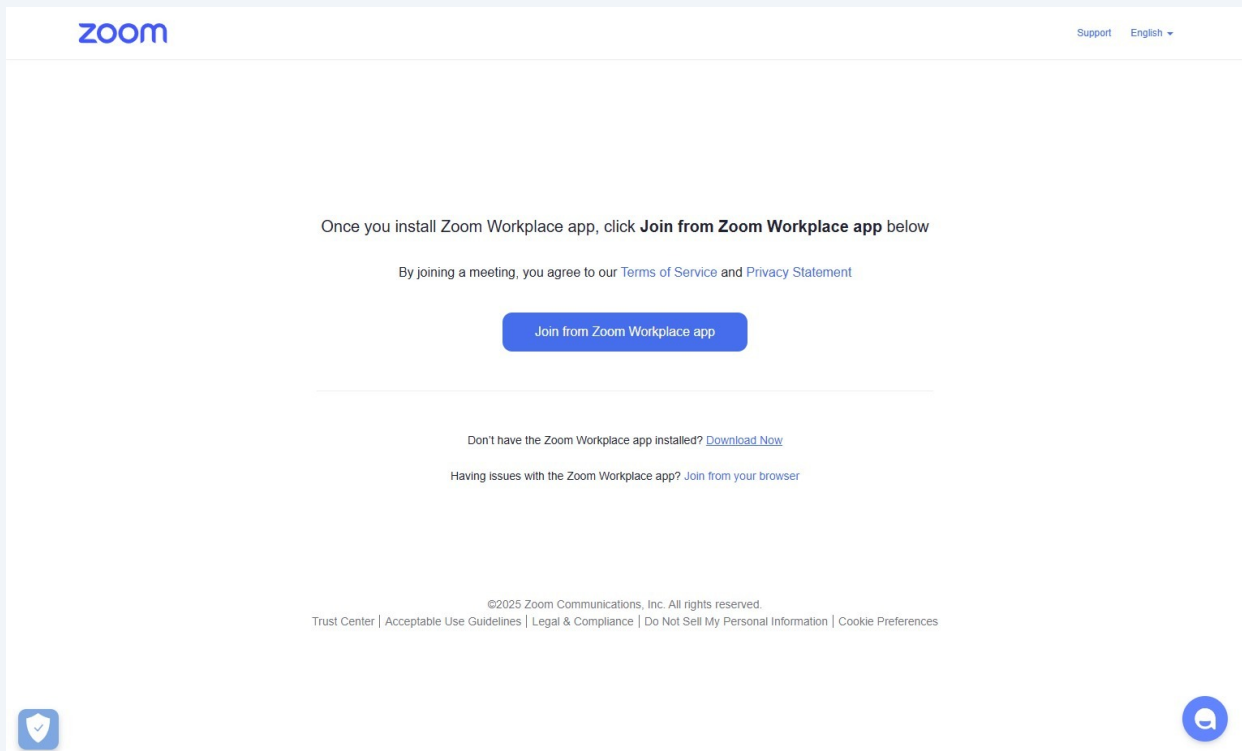


2 Click on the link within the email.



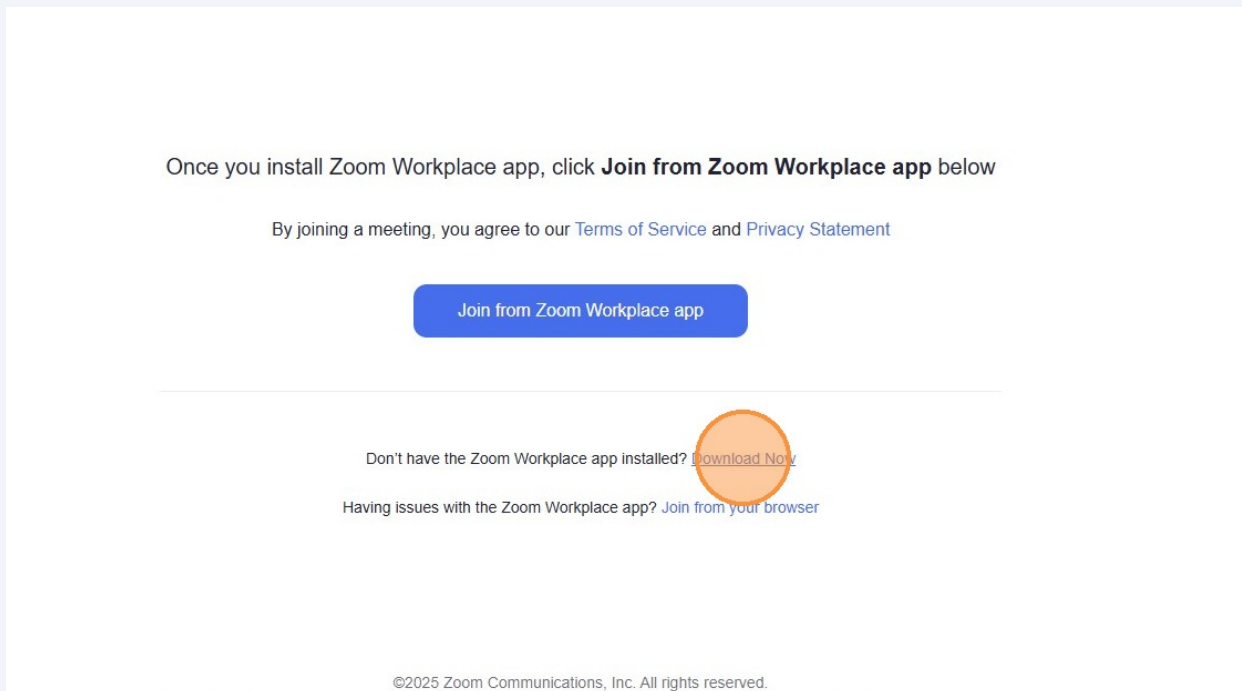
3

You will be taken to this page on your browser. **First time users** will be asked to download the software to their device.



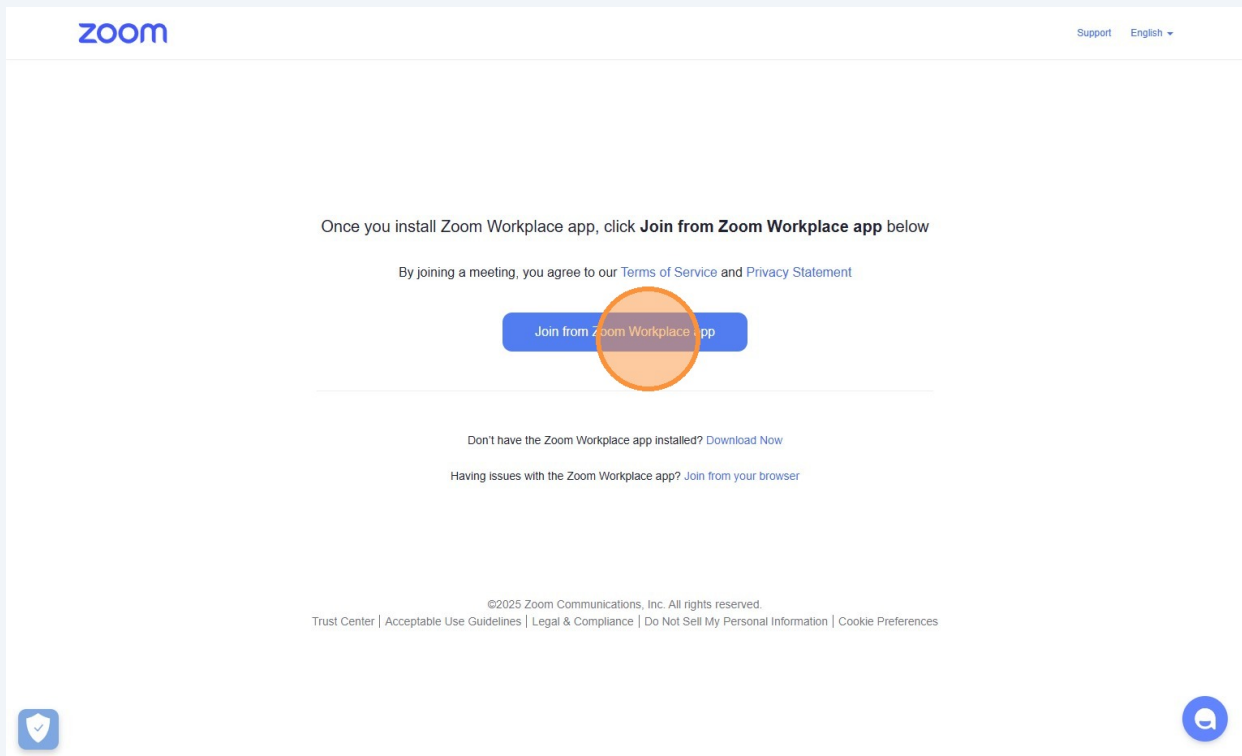
4

First time users: Click "Download Now" and follow the instructions on screen to download and install to your device.

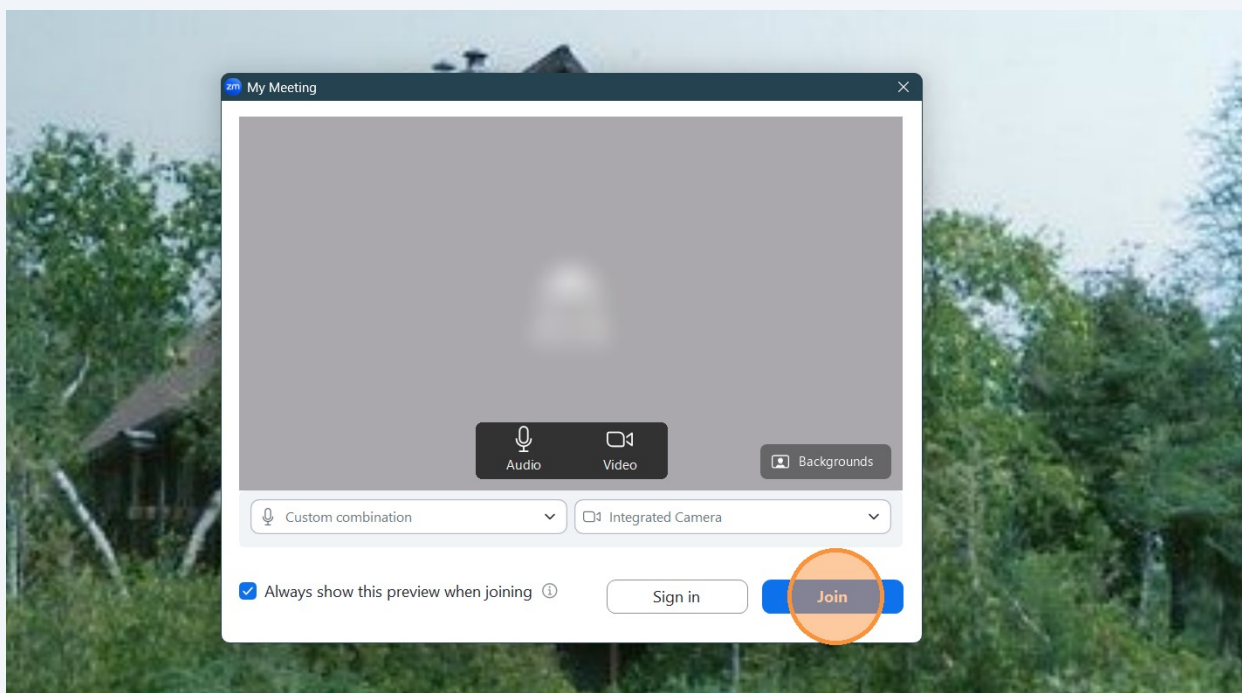


5 Click "Join from Zoom Workplace app".

First time users: Once installation is complete, click "Join from Zoom Workplace app".



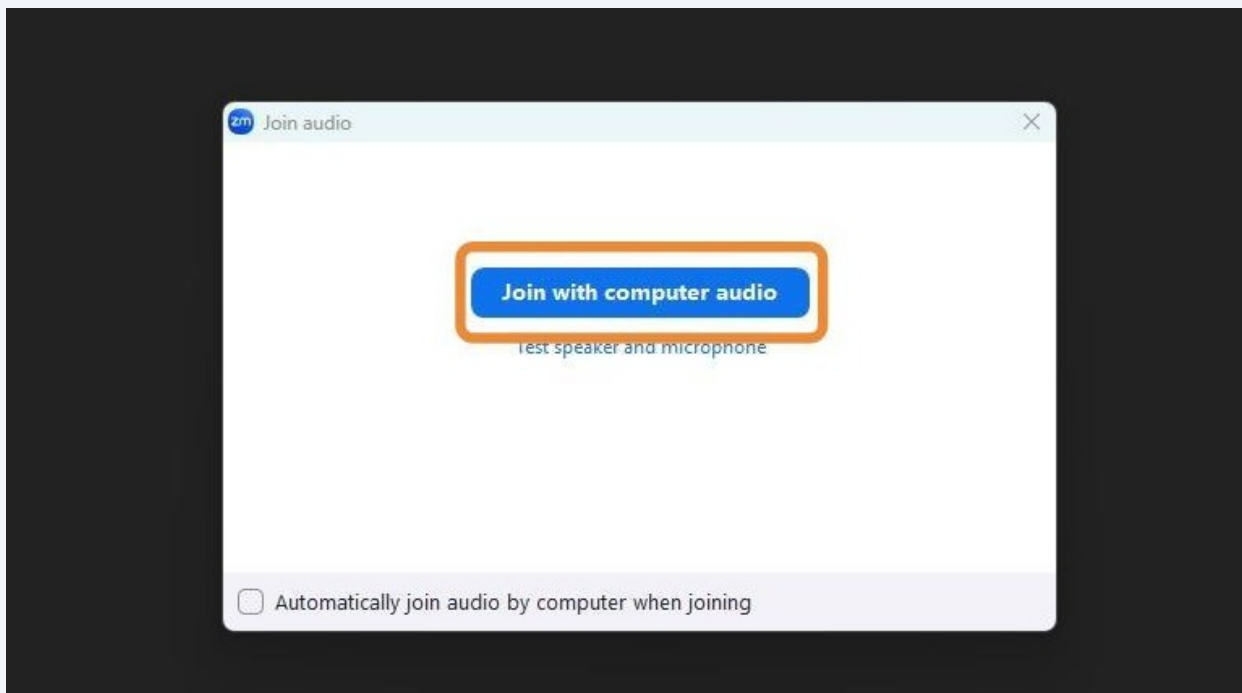
6 Once desktop app opens, select **Join**.



Setting up Your Audio for the Meeting

7

- **Desktop/Laptop:** click **Join Audio** in the dialog box to join your device audio.
- **Mobile:** tap on **Call via Device Audio** to use your phone's microphone and speakers.
- **Calling in:** dial the number provided on the meeting invite and follow the prompts.



Setting up Your Video for the Meeting

8

- **Desktop/Laptop:** click the **Video** icon in the meeting controls to turn on your camera.
- **Mobile:** tap the **Start Video** button in the meeting controls to turn on your device's camera.

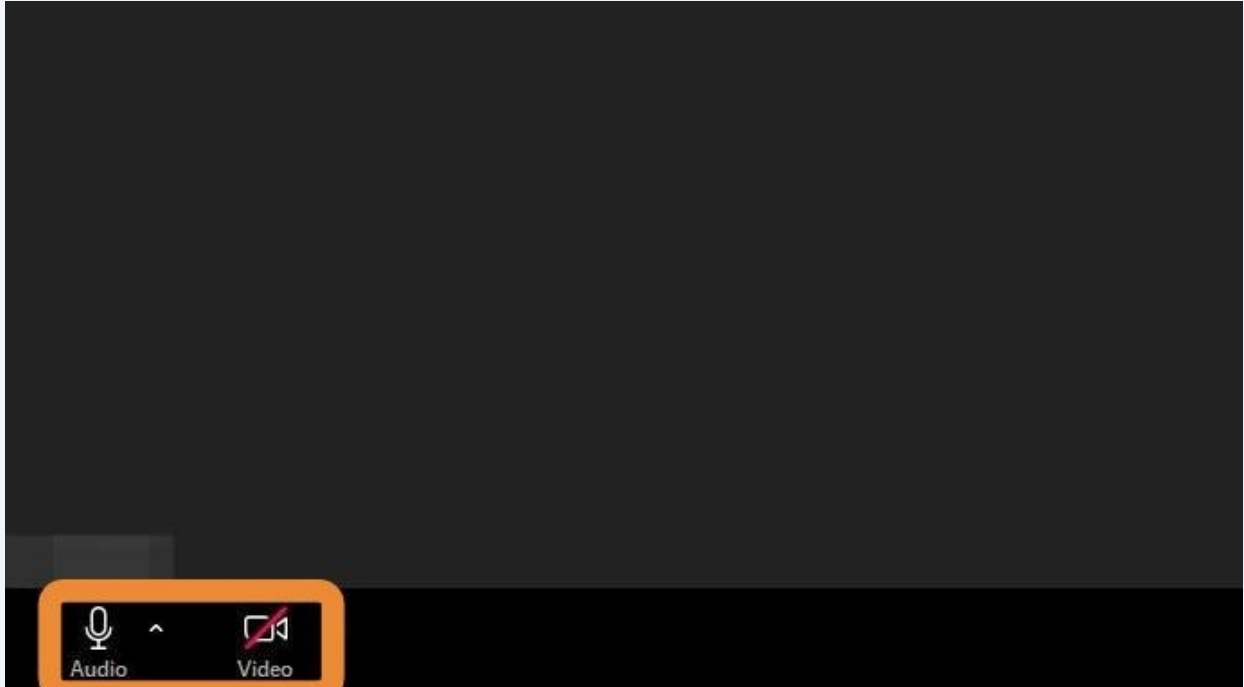


Zoom Meeting Controls & Features

9

Use the Zoom meeting controls and features to do the following:

- **Audio:** Mute/Unmute your microphone.
- **Video:** Turn your camera on/off.



10

- **Participants:** See who is currently on the call.
- **Chat:** Send messages to other participants or the group.
- **React:** Send icons.
- **Share:** Share your screen.
- **Record:** Start/Stop meeting recording.
- **End:** Leave meeting.

