How to Join a Zoom Meeting

Desktop/Laptop with Direct Link
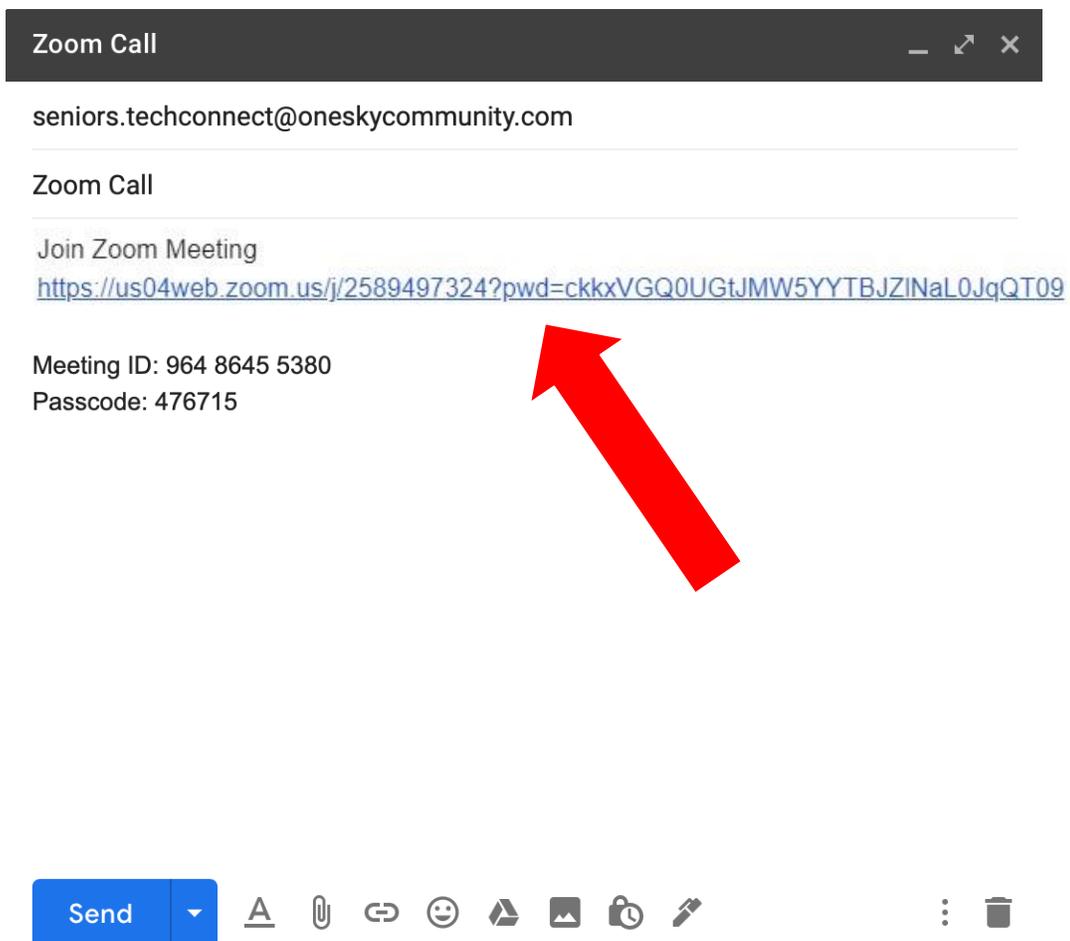
South Okanagan
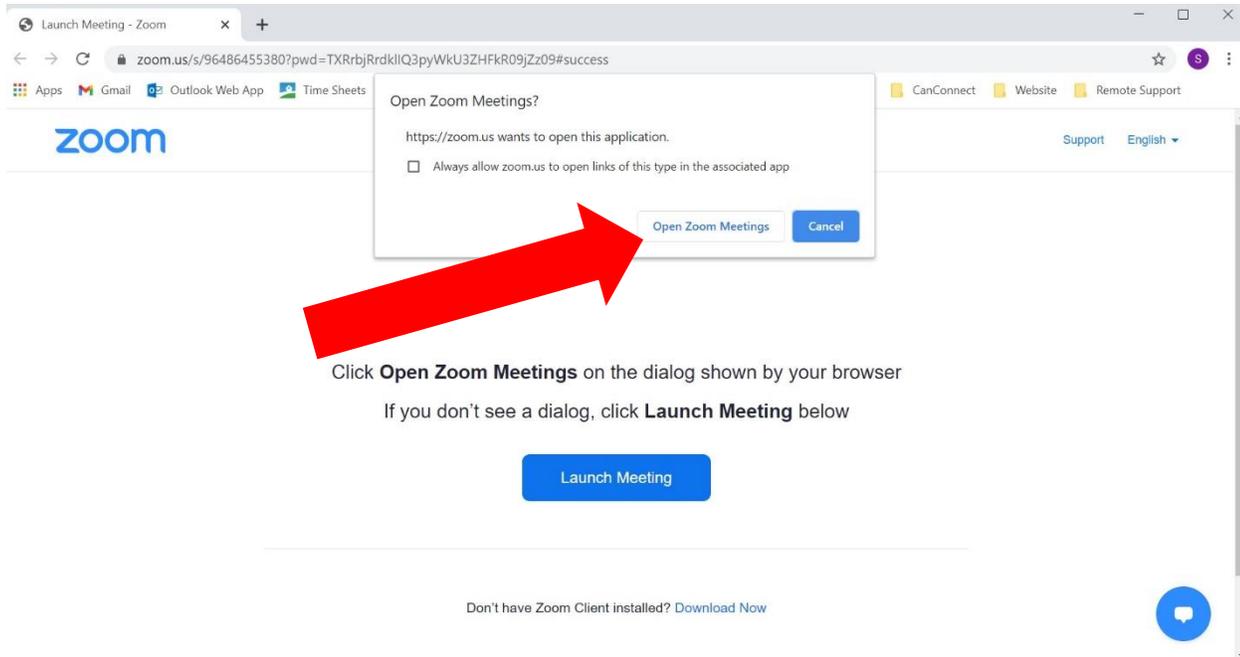Seniors Wellness Society

In partnership with

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Community Resources

Desktop/Laptop **with Zoom Downloaded**

Step 1: Open your email program, then, open the email that has the Zoom meeting information

Step 2: Click on the link in the email

Step 3: A new screen will open – click on "Open Zoom Meetings"

Step 4: If the meeting hasn't started yet (i.e. you are a bit early), you will need to wait until the host starts it. You do not need to do anything at this point – just leave the "waiting room" screen up.
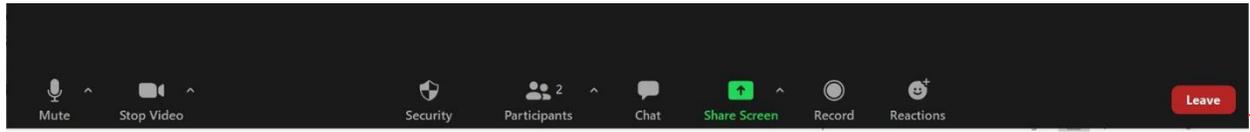
Step 5: Once the meeting starts a screen may pop up asking if you would like to join using the computer audio.

Click "**Join with computer audio**"

And you're in!

Other controls to be aware of once you are in the meeting…

Hover your cursor over the middle of the Zoom screen – this will bring up a line of "controls" at the bottom of your screen that looks like this:

2. This button turns **your** camera off (and on). When your camera is off, the group will not be able to see you, but you will still be able to see the group.

1.

This button mutes **your** microphone so the group will not be able to hear **you**. This is good to know if you have any background noise in your home at the time of the meeting.

If you mute yourself, just be sure to click the button again to **unmute** yourself when you want to speak.

When you are ready to leave the meeting, click the "Leave Button" on the bottom right side of the Zoom screen. This will bring up a larger button that confirms you want to leave the meeting – click "Leave meeting again to exit.