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## How to Join a Meeting Online with Zoom



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# Outline



- **How to Join a Meeting Online with Zoom on a PC**
- **How to Join a Meeting Online with Zoom on an Android Phone**



# How to Join a Meeting Online with Zoom on a PC

Please connect your PC to the internet and click on the link below to download and install the latest version of the Zoom application:

<https://www.filehorse.com/download-zoom-meetings/>



Home



Chat



Meetings



Contacts

Search



**Step 1:** Connect your PC to the internet, open your Zoom application and log in to Zoom

**Step 2:** Click on Home (if you are not on the home page)



New Meeting ▾



Join

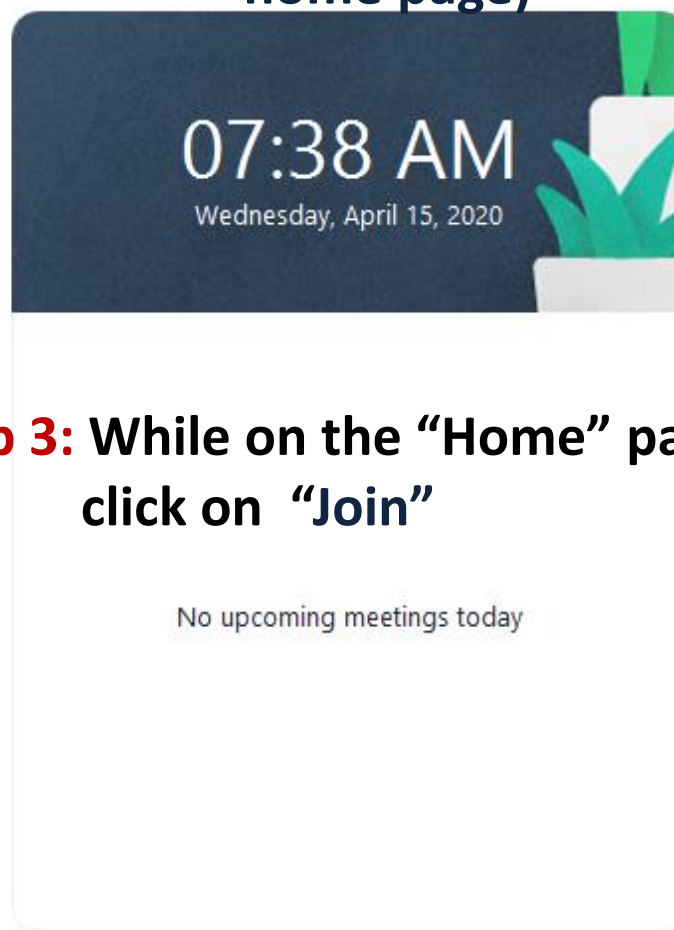


Schedule

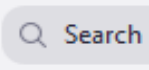
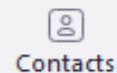
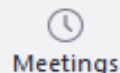


Share screen ▾

**Step 3:** While on the “Home” page, click on “Join”



No upcoming meetings today



**Step 4:** Enter the Meeting ID (that was sent to you by the “Host”) in this box



New Meeting ▾

**Step 5:** Enter your name in this box

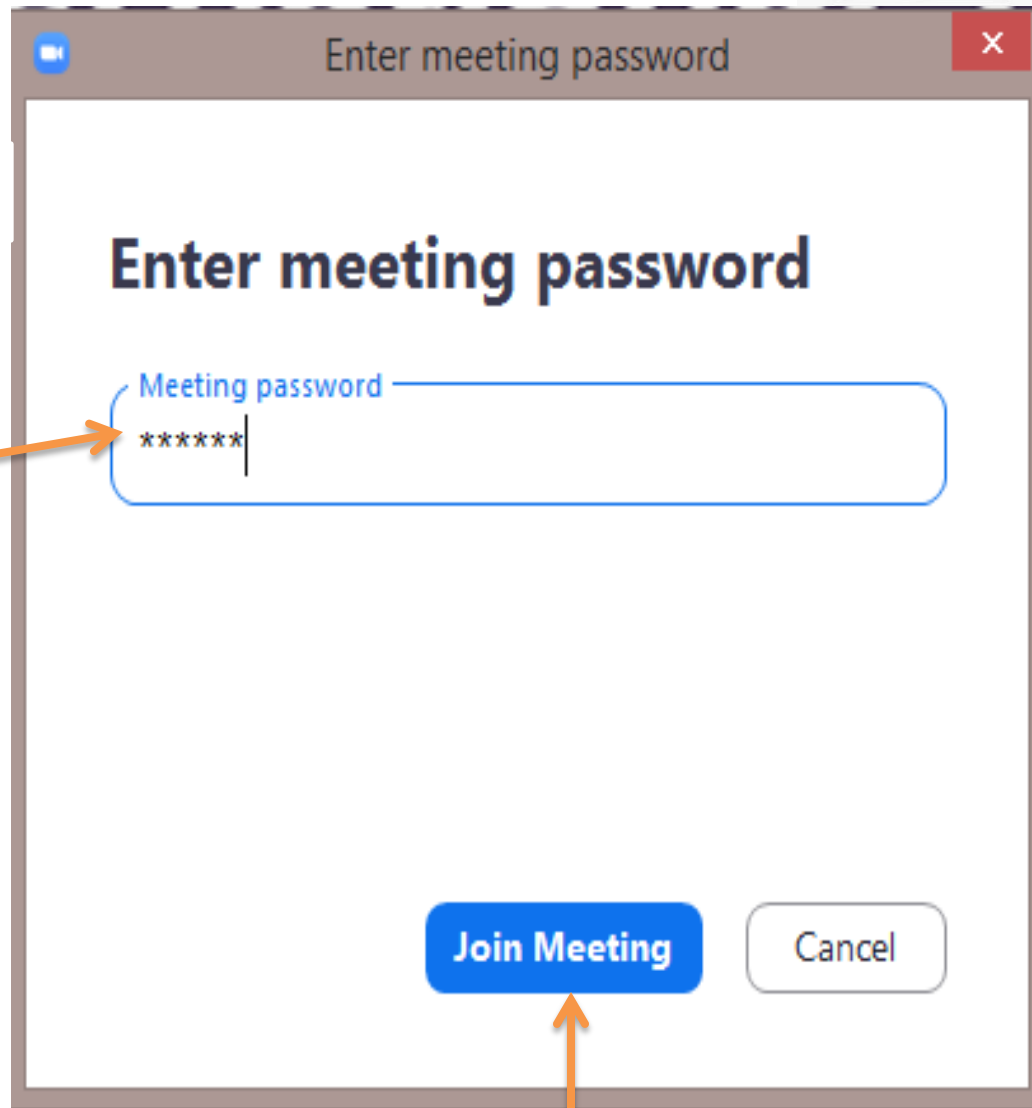


Schedule

The image shows a Zoom 'Join Meeting' dialog box. It has a title bar with the Zoom logo and the word 'Zoom'. The main heading is 'Join Meeting'. Below the heading is a dropdown menu containing the meeting ID '793-2959-'. Underneath is a text input field labeled 'Your Name' with the text 'Participant 1' entered. At the bottom, there are two checkboxes: 'Do not connect to audio' and 'Turn off my video', both of which are unchecked. To the right of the checkboxes are two buttons: a blue 'Join' button and a white 'Cancel' button with a grey border. An orange arrow points from the text 'Step 4' to the meeting ID dropdown. Another orange arrow points from the text 'Step 5' to the name input field. A third orange arrow points from the text 'Step 6' to the 'Join' button.

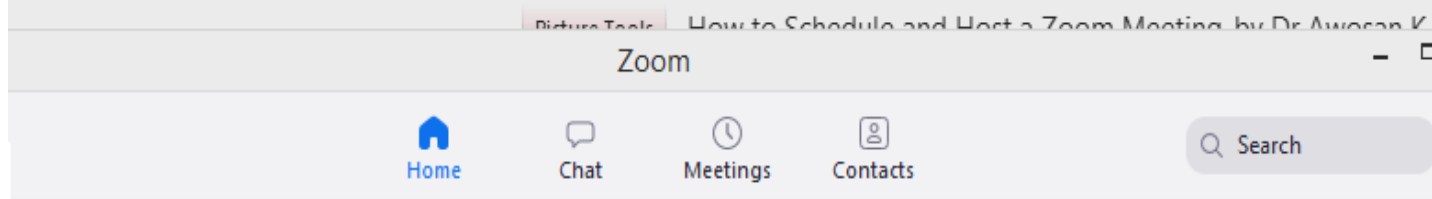
**Step 6:** Click on “Join”

**Step 7:** Enter the meeting Password (that was sent to you by the “Host”) in this box

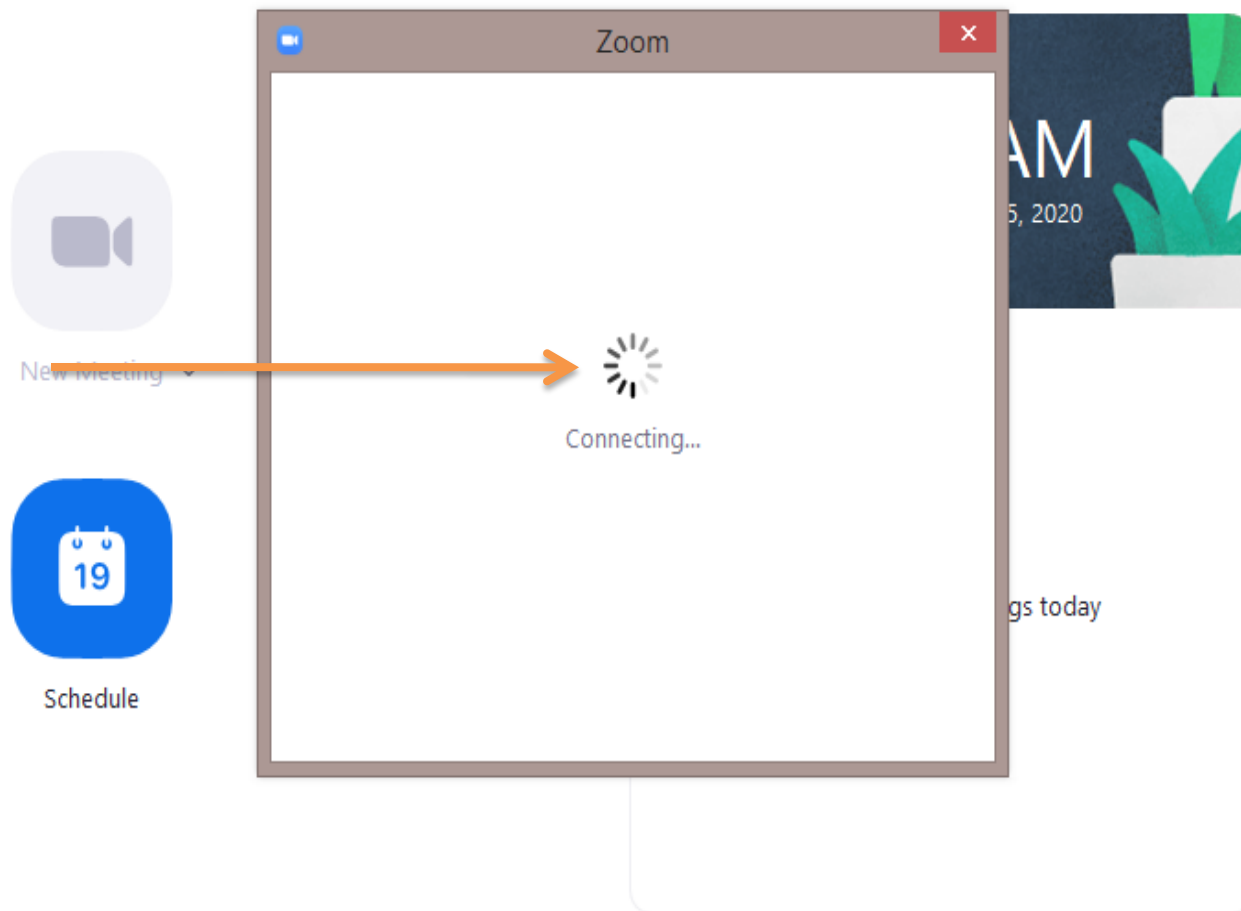


**Step 8:** Click on “Join Meeting”

# How to Join a Meeting Online with Zoom

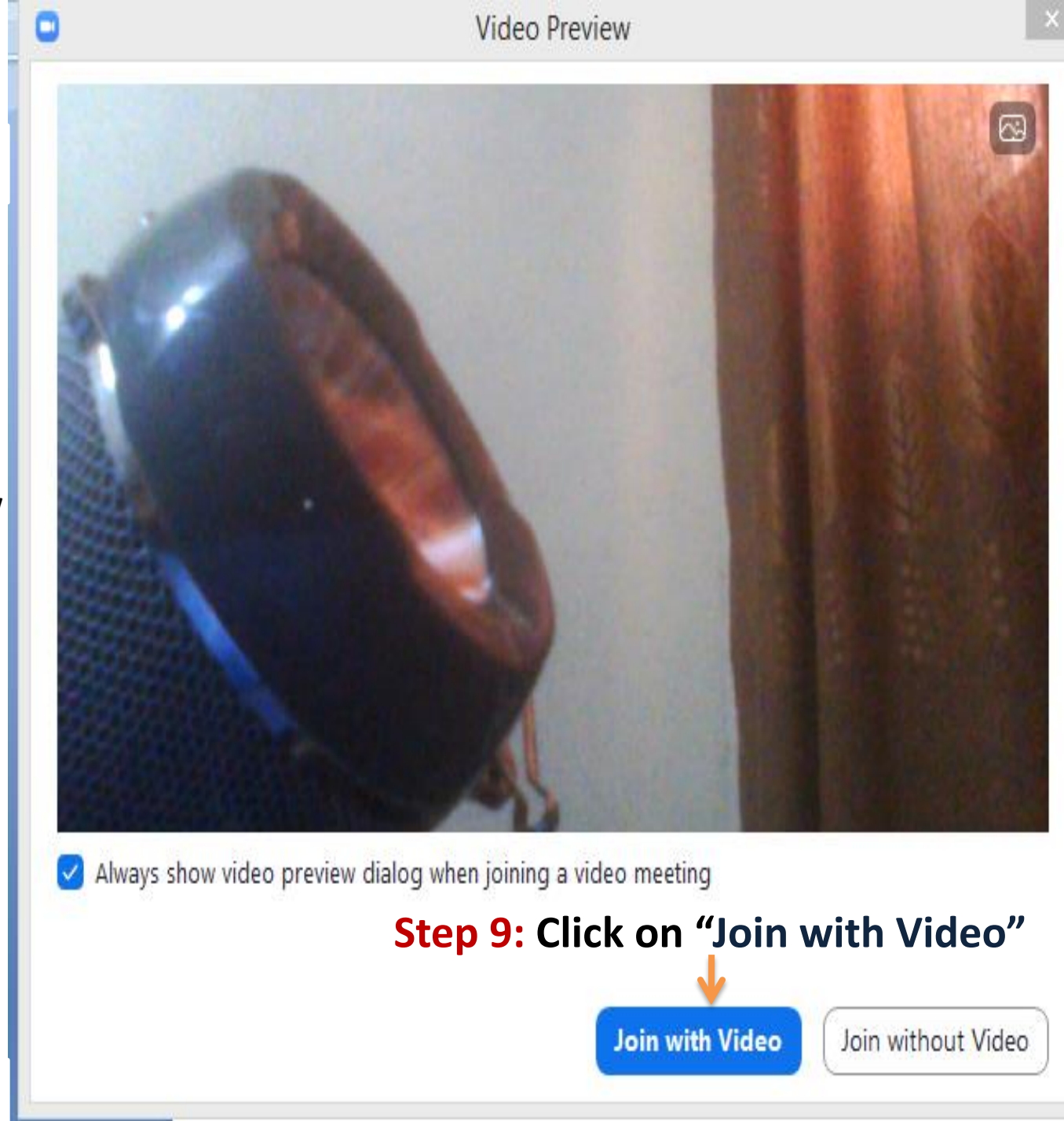


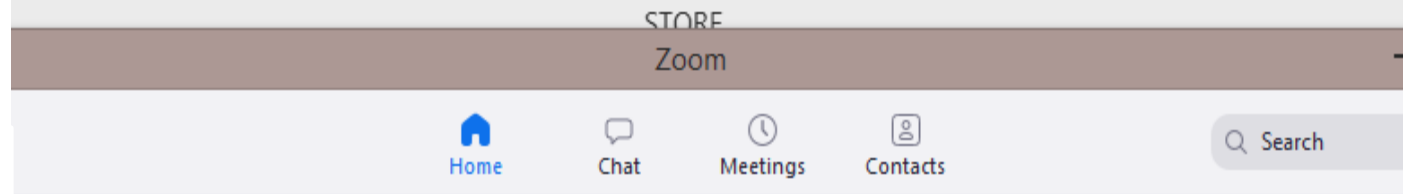
The application shows that it is connecting



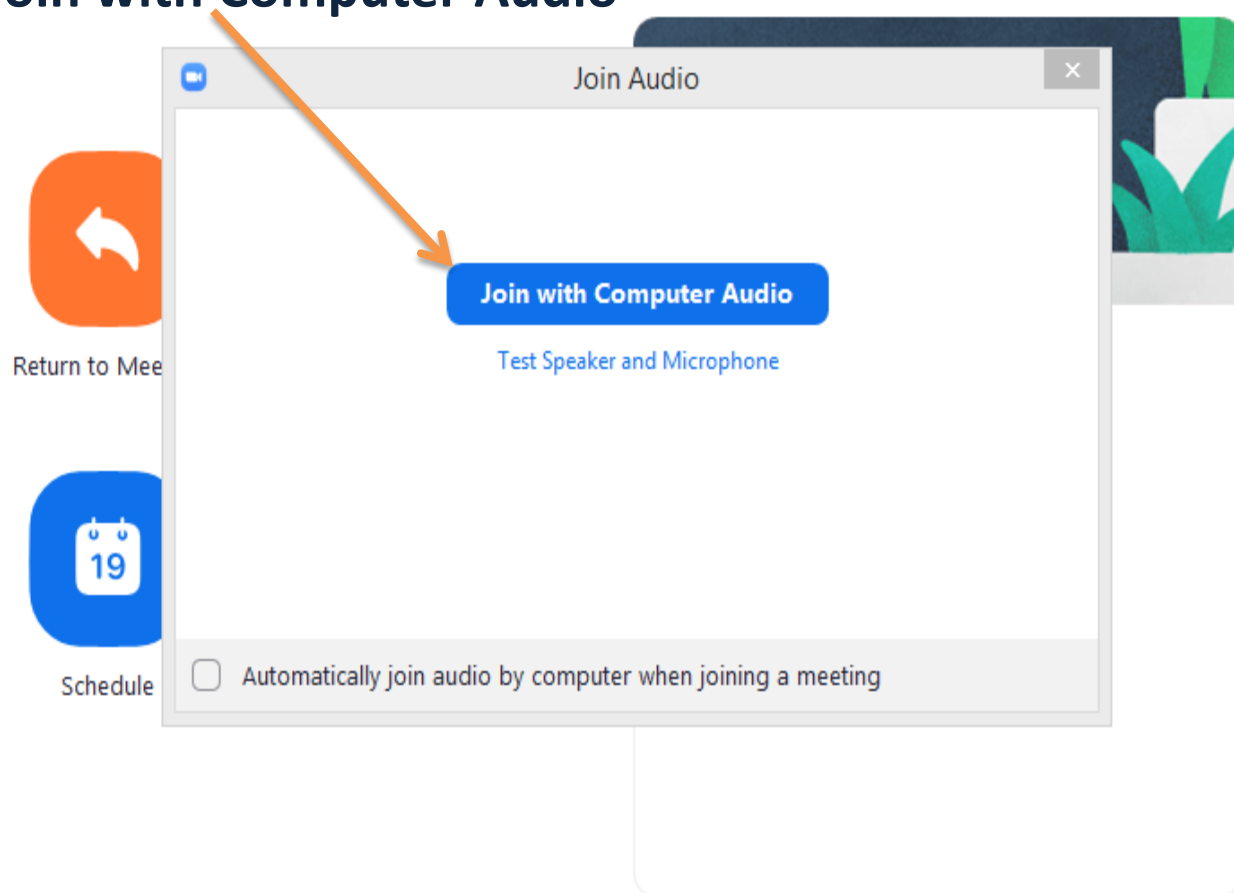
# How to Join a Meeting Online with Zoom

Your image or the image of the object in front of your computer's camera will appear in the "Video Preview" view that opens (if the camera is in good condition)

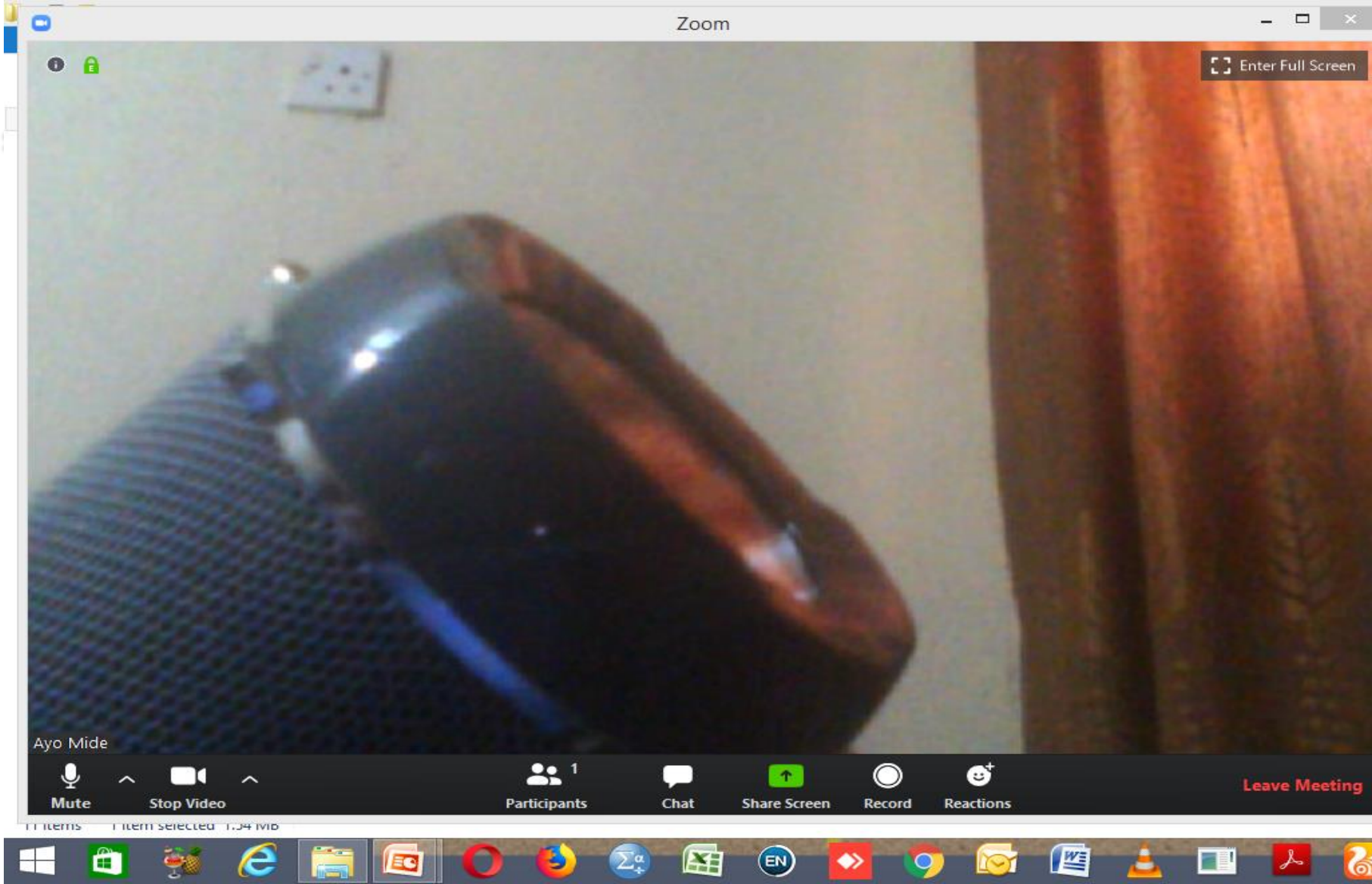




**Step 10:** In the “Join Audio” box that appears, click on “Join with Computer Audio”



# How to Join a Meeting Online with Zoom



You are now in the meeting room (together with the “Host” and the other participants)

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**Step 11:** If you want to chat with all the participants or any of the participants, click on **Chat**, select who you want to chat with at the upper part of the box that appears at the right side of the Video view and type your message in the space for message at lower part of the box

**Step 12:** If you want to leave the meeting (before the end of the meeting) click on **Leave Meeting**

yo Mide



Mute



Stop Video



Participants 1



Chat



Share Screen



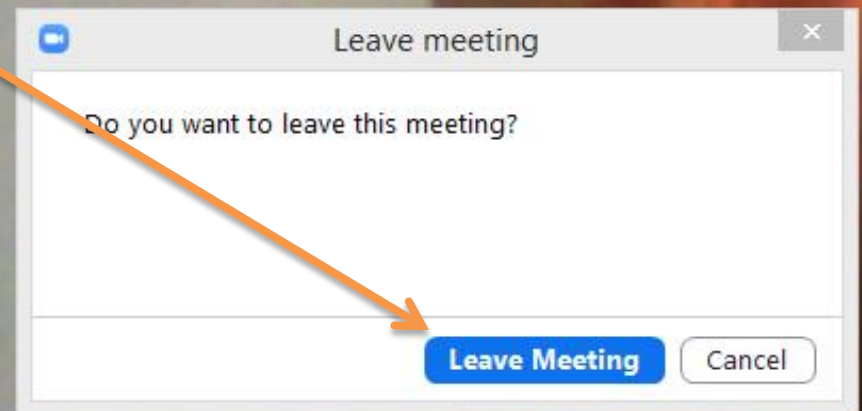
Record



Reactions

Leave Meeting

**Step 13:** In the “Leave meeting” box that appears click on **Leave Meeting**





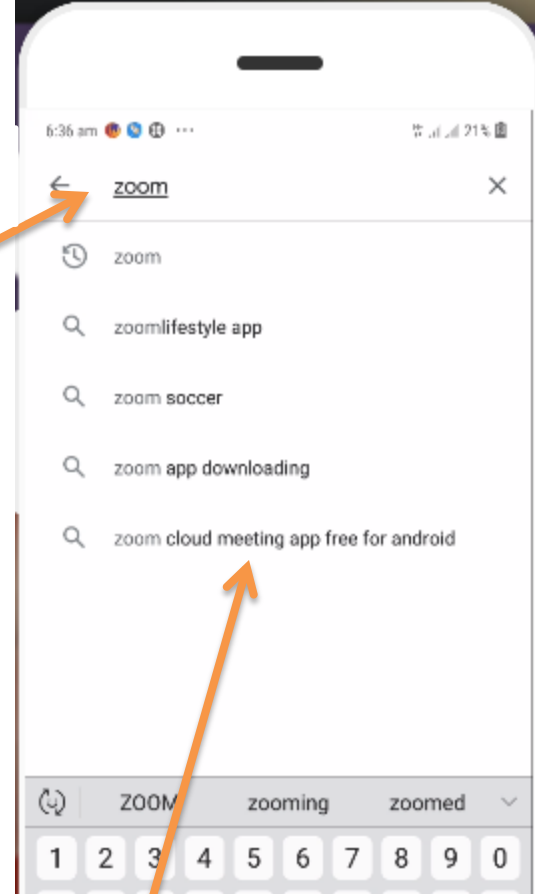
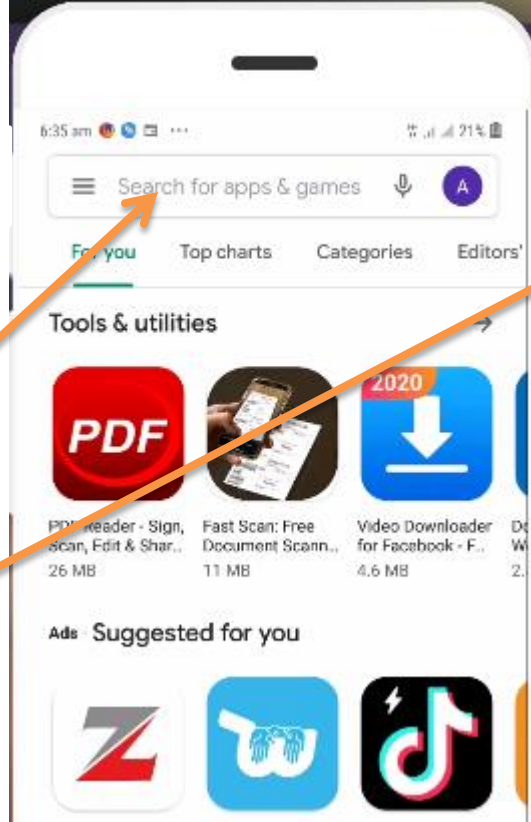
# How to Join a Meeting Online with Zoom on an Android Phone



**Step 1:** Connect your android phone to the internet and click on the “Play Store” icon

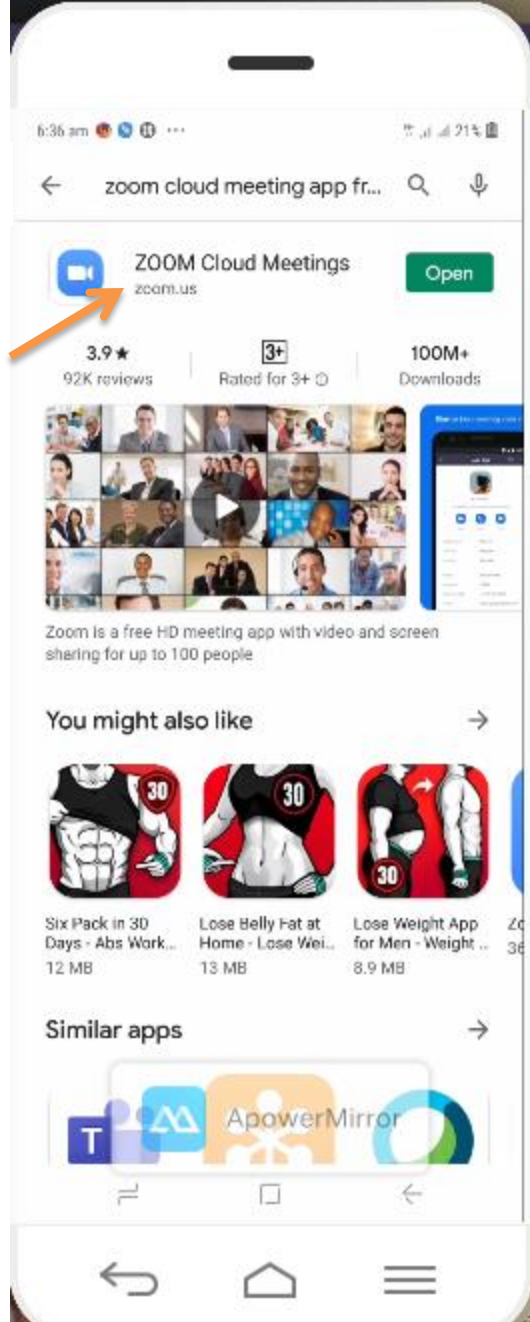
**Step 2a:** Find the “Search for apps & games” box

**Step 2b:** Type Zoom in the box



**Step 2c:** Among the options that appear, click on “Zoom cloud meeting app free for android”

**Step 3:** Download and install the application on your phone (the Zoom icon appears on your android phone after the installation)



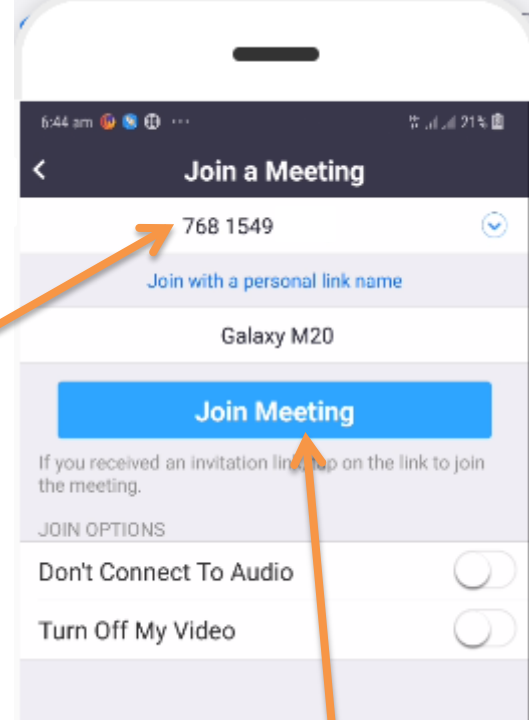
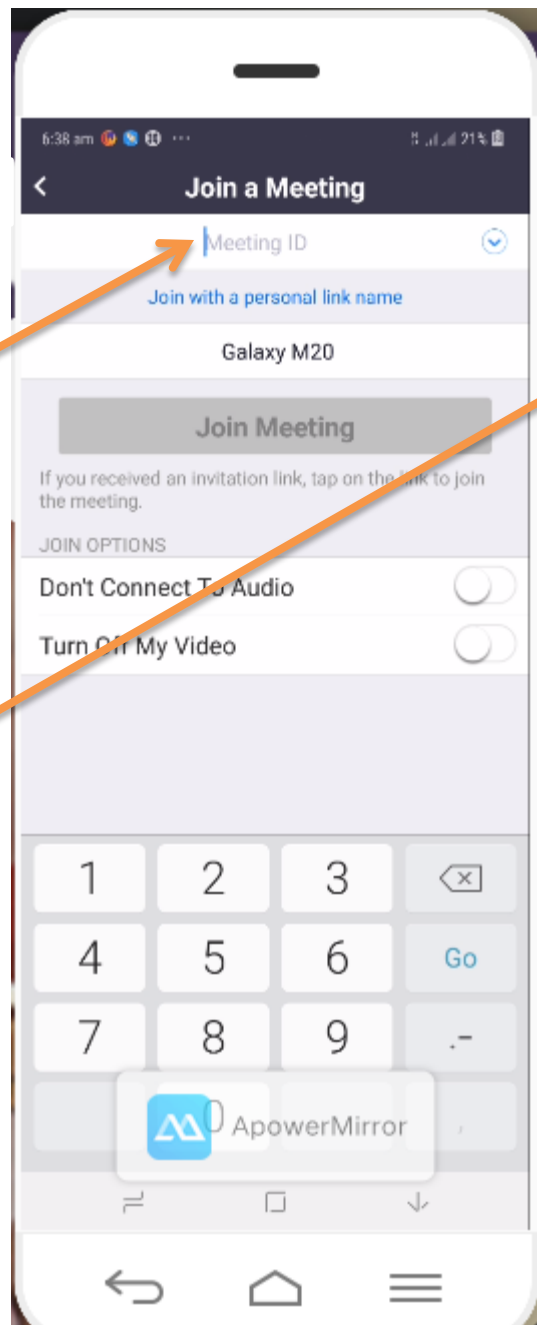
**Step 4:** To join a meeting, ensure that your phone is connected to the internet and click on the Zoom icon on your android phone



**Step 5:** On the “Start a Meeting” view that appears, click on “Join a Meeting”

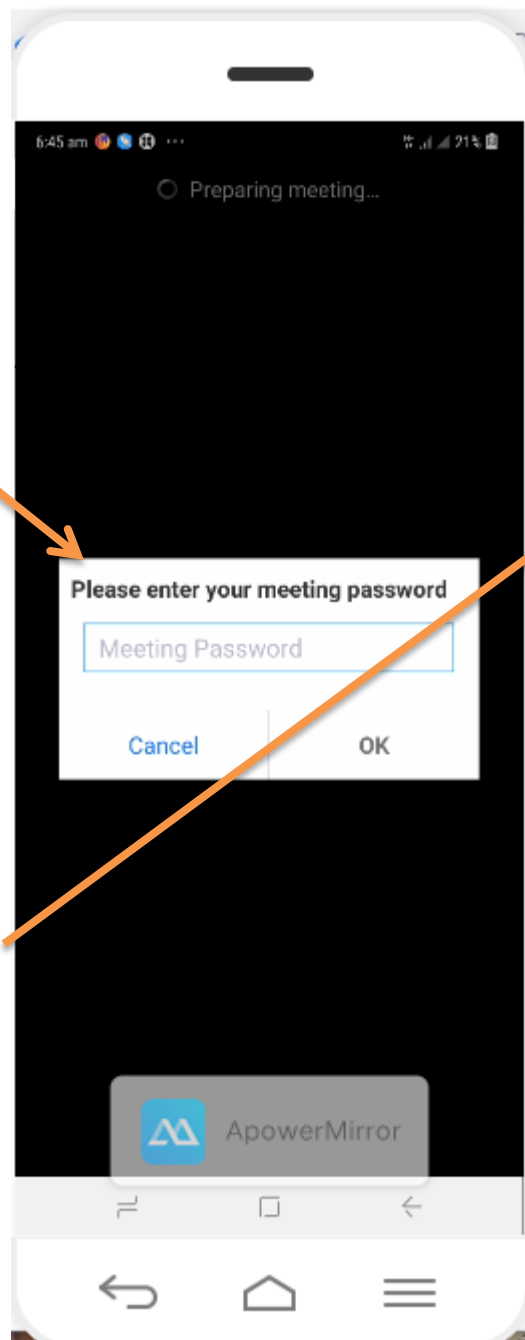
**Step 6a:** On the “Join a Meeting” view that appears, find the “Meeting ID” box

**Step 6b:** Type the Meeting ID (that was sent to you by the “Host”) in the box

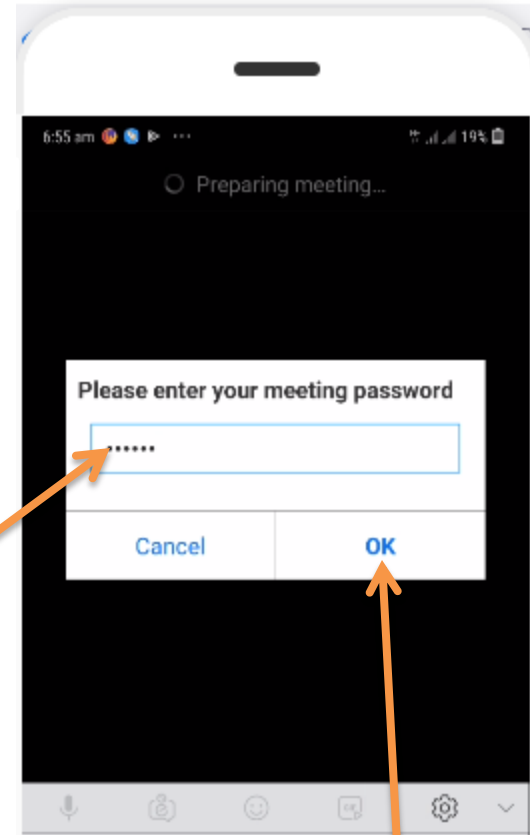


**Step 7:** Click on “Join Meeting”

**Step 8a:** On the “Preparing” meeting” view that appears, find the “Please enter your meeting password” box



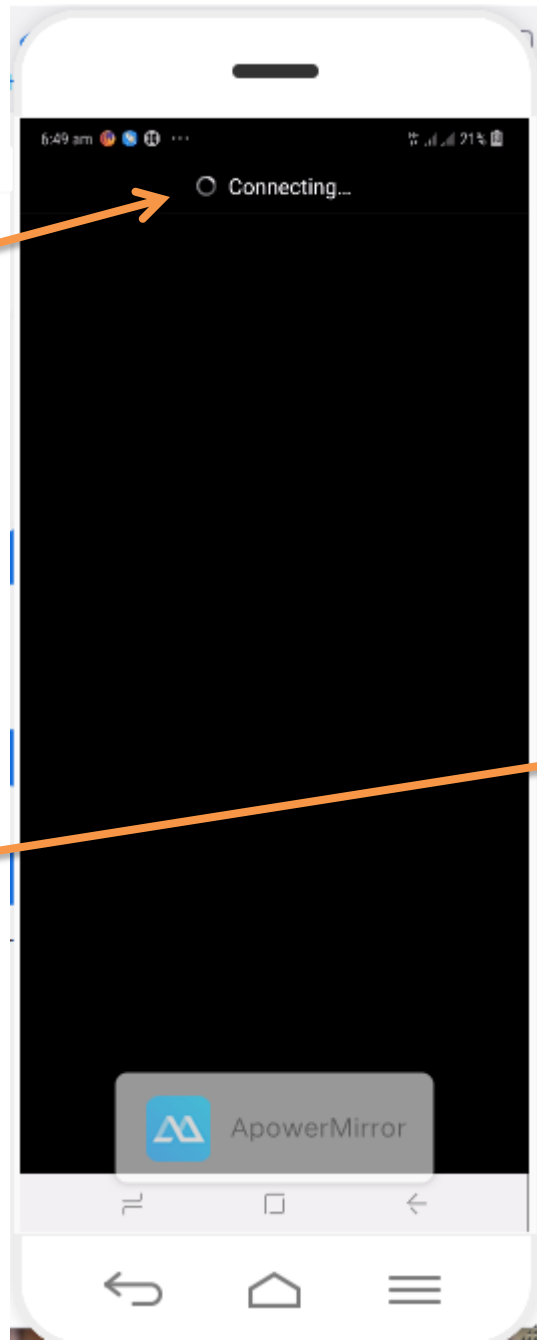
**Step 8b:** Type the meeting password (that was sent to you by the “Host”) in the box

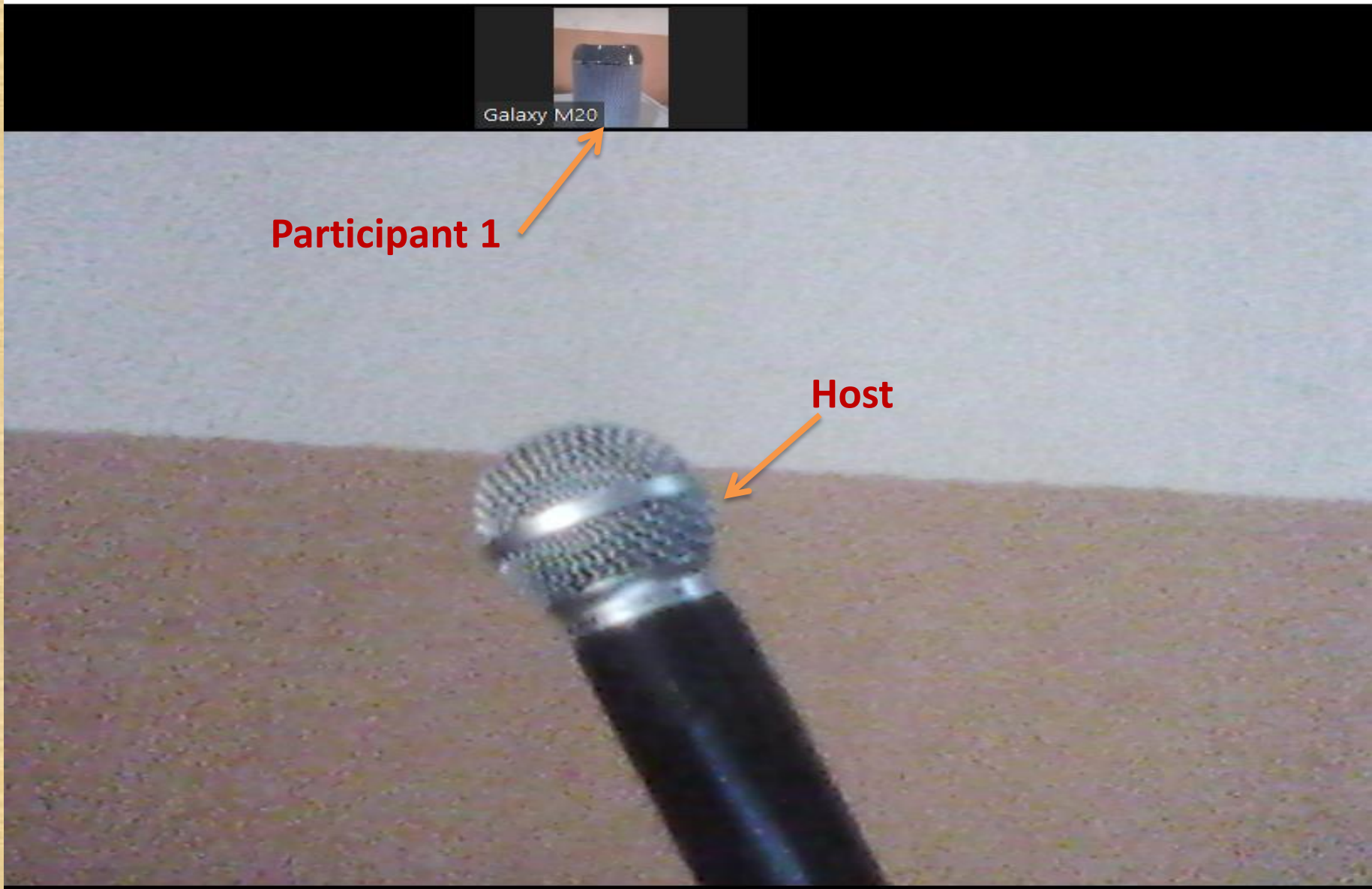


**Step 9:** Click OK

The application shows that it is connecting

Your image or the image of the object in front of your android phone's camera will appear in the "Video Preview" view that opens if the camera is in good condition



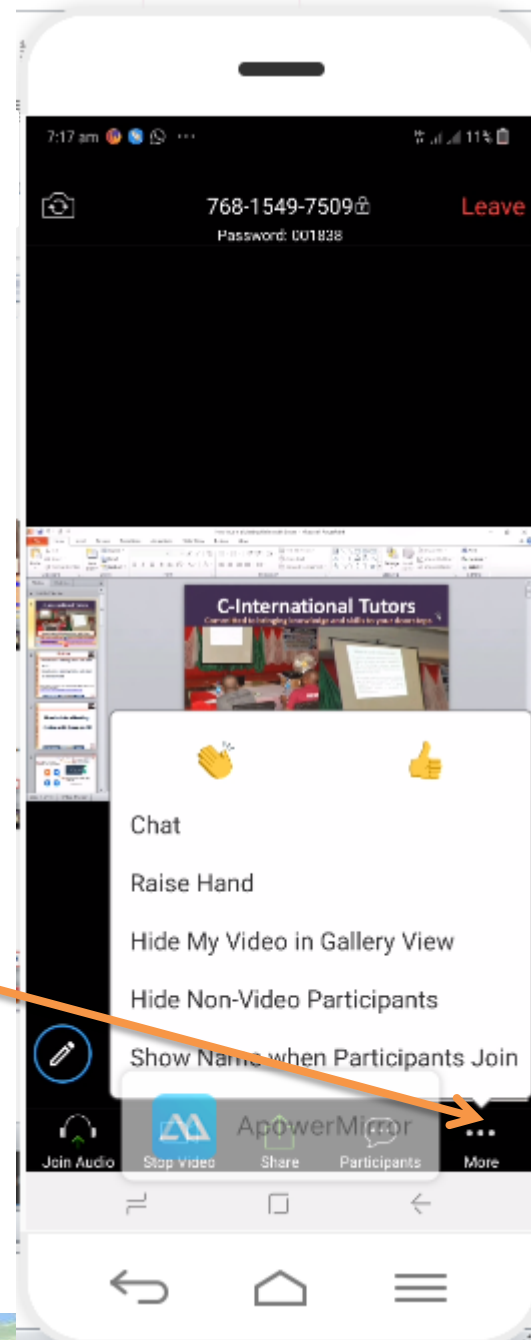


You are now in the meeting room (together with the “Host” and the other participants)



The "Host" may wish to focus on you (in speaker view) or on any other participant

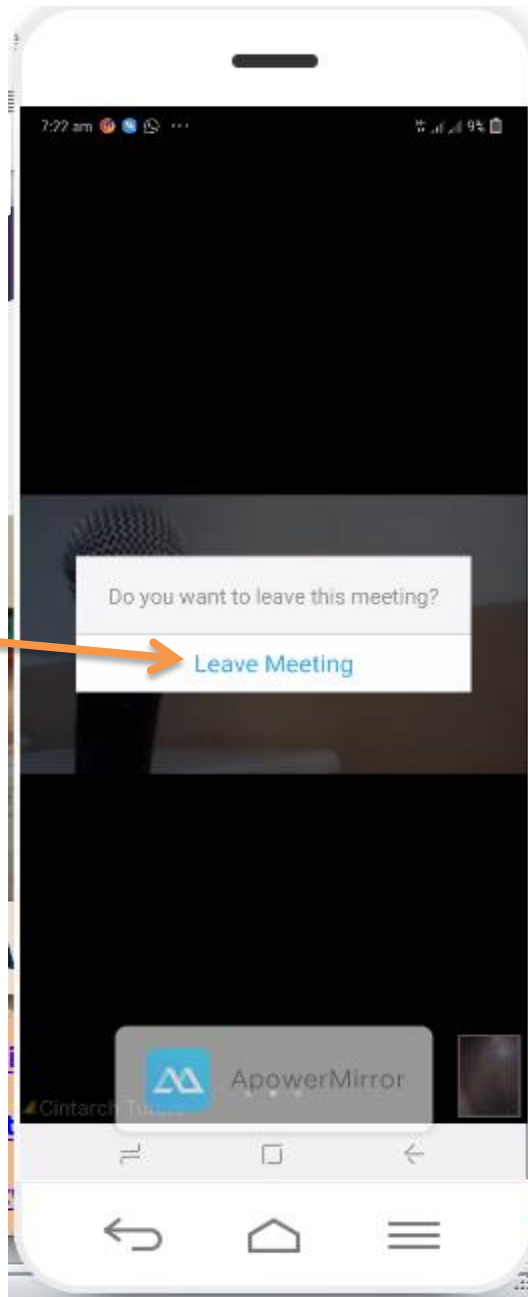
- Step 10:** Click on the 3 horizontal dots (...) on top of “More” at the right lower edge and do any of the following (if necessary):
- \*Click “Chat” to chat with other participants
  - \*Click “Raise Hand” to raise your hand for recognition to make a comment or ask a question
  - \*You may wish to click on any of the other options (as applicable)



**Step 11:** If you want to leave before the end of the meeting, click on “Leave”

**Step 12:** In the “Leave Meeting” box that appears, click on “Leave Meeting”

Your connection with the meeting becomes disconnected



However, a “Start a Meeting” view appears to enable you join the meeting again if you so wish

To join the meeting again click on “Join a Meeting”

