Joining a Zoom Meeting for Windows & Mac

Pick Your Device

You can use a PC, Mac or laptop. It is best if it has a built-in camera and microphone. If not, you can add a web camera and earphones or headset with a built-in microphone.

Join a Meeting from an Email

Most of the time, clicking on the Join Zoom Meeting link in an email invitation or text message invite, will connect you to your meeting. The link is convenient because both the meeting ID and encrypted password are in it. The Meeting ID is at least 10 digits.

Topic: Getting Connected Zoom Meeting
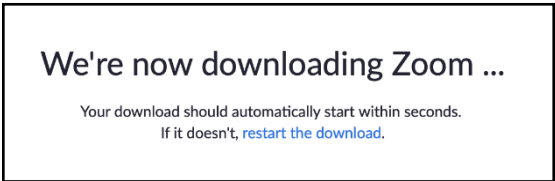Time: May 8, 2020 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
https://csus.zoom.us/j/96710855883?pwd=U2Rwcmdka1VZQWV4NUxuNU83TE5sdz09

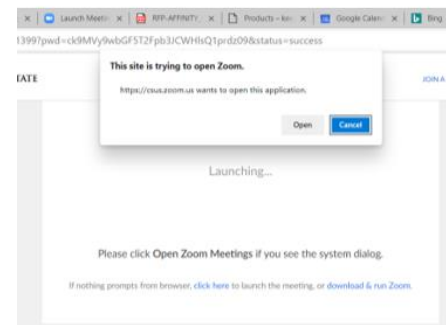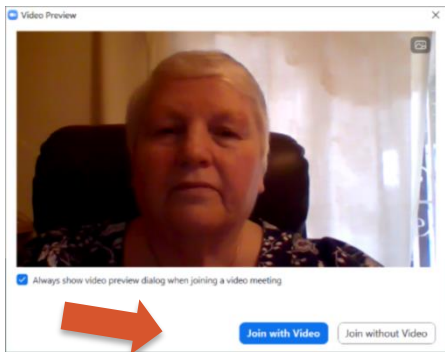Meeting ID: 967 1085 5883
Password: 276871

Some meetings will require you to enter the password. Requiring a password is a good security measure.

If it is the first time using Zoom on that device, it will automatically download and install the zoom client.

We're now downloading Zoom ...

Your download should automatically start within seconds.
If it doesn't, restart the download.

You will get a message that it is trying to open the meeting; You can click on **Open** to move it along.
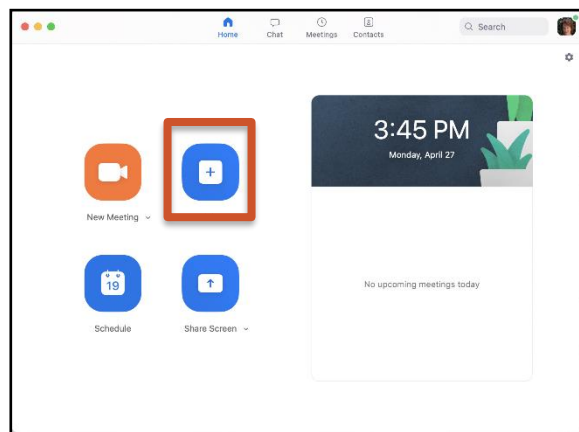
You can choose to Join with Video or without.

Alternative Way to Join
If you have a zoom client on our device or desktop, you can click on the zoom icon.

From first pop-up menu,
Click on **Join**

From next pop-up menu:

Enter the meeting ID number

You can edit your name there if you want.

You can select to use the audio and/or video.

Click **Join**

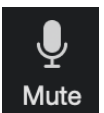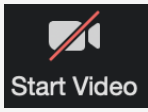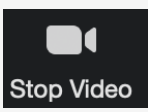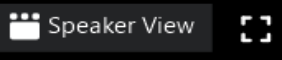If a password is required, you will be prompted to enter it. Then click **Join** again.
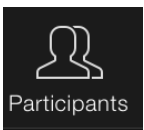
Interaction tools - a look around the Zoom room

Bottom Left

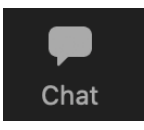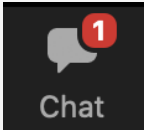| Audio			If you see a red line through the microphone, that means no one can hear you talking; click **Unmute** and now everyone can hear you. Click **Mute** again so you can be heard
Video			If you see the red line through the camera, that means no one in the meeting can see you. Instead they will see your name. Click **Start Video** and now everyone in the meeting can see you. However, sometimes you may want to **Stop Video** if something is going on behind you, or you're having a bad hair day.

Top Right

View			You can toggle between the **Speaker** View to mainly see who is speaking to the **Gallery** view where you can see everyone. Some devices let us see up to 25 and others up to 49 at one time.

Middle of the bottom - Participants

Participants		Click on the Participants shows a list of everyone in the meeting. Your name will be first, followed by the host.
Raise Hand		At the bottom of the Participant's list are some non-verbal feedback including the important raised hand. You can click on this to ask a question. Click again to lower your hand.

Middle of the bottom - Chat

Send a message		Click **Chat** to open the Chat message box. In the **To** box, you can find a drop-down list by clicking the arrow You can select who will receive our message. You can select the host, one person or everyone. Type a message in the **Type Message here** box. Press **Enter** and your message will be sent.
Receive a chat		If your Chat button turns orange or a number appears on it, it shows you received a message. Click to view the message. Click again to close the chat message box if you want.

Additional Resources & Support

- On the Zoom website, check out <u>Getting Started on Windows and Mac</u>
- On the Renaissance Society website, check out the <u>Online Learning Resources</u>
- For technical support with getting connected, send an email to <u>rensocit@gmail.com</u>