

# 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



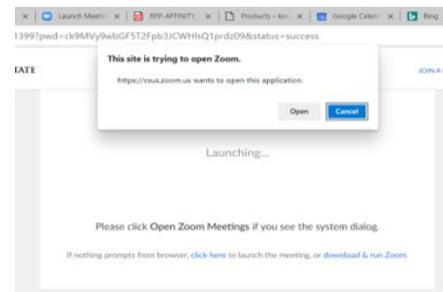
Some meetings will require you to enter the password. Requiring a password is a good security measure.

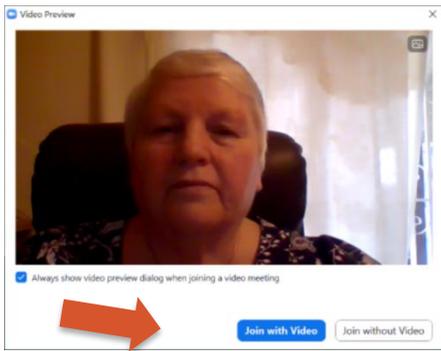
If it is the first time using Zoom on that device, it will automatically download and install the zoom client.

We're now downloading Zoom ...

Your download should automatically start within seconds.  
If it doesn't, [restart the download](#).

You might get a message that it is trying to open the meeting; You can click on **Open** to move it along.





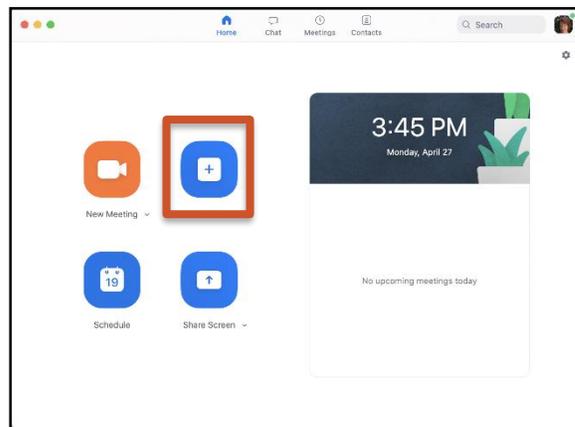
You can choose to Join with Video or without.



## 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

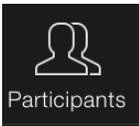
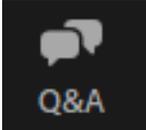
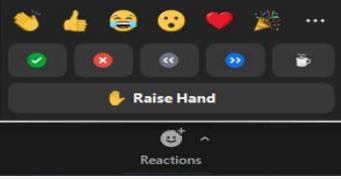
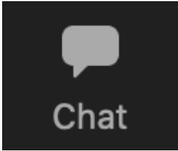
## Bottom Left

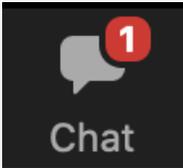
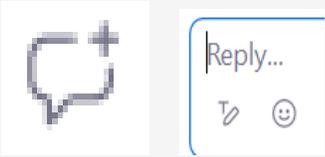
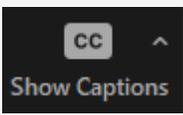
<b>Audio</b>	 Unmute	 Mute	<p>If you see a red line through the microphone, that means no one can hear you talking; click <b>Unmute</b> and now everyone can hear you. Click <b>Mute</b> again not to be heard.</p>
<b>Video</b>	 Start Video	 Stop Video	<p>If you see the red line through the camera, that means no one in the meeting can see you. Instead they will see your name. Click <b>Start Video</b> and now everyone in the meeting can see you. However, sometimes you may want to <b>Stop Video</b> if something is going on behind you, or you're having a bad hair day.</p>

## Top Right

			
<b>View</b>			<p>You can toggle between the <b>Speaker View</b> to mainly see just who is speaking or the <b>Gallery</b> view where you can see everyone. Some devices let us see up to 25 and others up to 49 at one time.</p>

## Bottom Zoom Tool Bar

<b>Participants</b>	 Participants	<p>Click on the <b>Participants</b> shows a list of everyone in the meeting. Your name will be first, followed by the host.</p>
<b>Question &amp; Answers</b>	 Q&A	<p>This might or might not be available in a particular meeting. If it is there, you can type in a question that will go directly to the host and co-hosts. They can answer you directly or sent the answer to all participants.</p>
<b>Reactions</b>		<p>Clicking on the <b>Reactions</b> gives you a variety of images that will show on your video for everyone to see. You can hover over each image to see its function. If you raise the hand on the bottom, it means you want to ask a question. After you have asked the question, you need to lower your hand; by clicking on it. The rest of the images will clear themselves from our video image.</p>
<b>Send a message</b>	 Chat	<p>Click <b>Chat</b> to open the Chat message box. In the <b>To</b> 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 <b>Type Message here</b> box. Press <b>Enter</b> and your message will be sent.</p>

<p>Receive a chat</p>		<p>If your <b>Chat</b> 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.</p>
<p>Reply in chat</p>		<p>When you receive a chat you can reply by clicking on the <i>talking bubble image</i> that is directly below the chat and then your reply will be threaded under the original chat message. You can also join in an existing threaded conversation by clicking in the Reply space.</p>
<p>Show Captions</p>		<p>Most meetings will have the <b>Closed Captions</b> enabled. You can click to have it show on your screen or click again to turn it off.</p>

## Additional Resources & Support

- On the Zoom website, check out [Getting Started on Windows and Mac](#)
- On the Renaissance Society website, check out the [Online Learning Resources](#) Getting Started under Basic Training and Guides is the most relevant for meeting participants.
- For technical support with getting connected, send an email to [rensocit@csus.edu](mailto:rensocit@csus.edu)