



How to Join a Zoom Meeting



There are a number of ways to join a Zoom meeting, two being.

1. Click on the link in the zoom email invitation from your host.
2. Open the Zoom app on your computer, tablet or mobile phone.

You will need internet connected and a microphone and camera if you would like to be heard and/or seen.



Option 1: Email Link

1. You will receive an **email invitation** from the meeting host to join a zoom meeting or webinar.
2. Click on the **link** in the email to join the webinar. You can do this on your computer, phone or tablet.
3. You will be promoted to allow to download and run zoom on your computer (or download the app on your tablet or smartphone). Click **Allow** or **download**.
4. A zip file will download to your computer or the app will be downloaded on your tablet or smartphone. Once it has finished downloading on the computer click on the file to install the launcher. On your smartphone or tablet the app will automatically open.
5. You may be asked to register your name and email address the invite was sent to.
6. You will then see a screen asking you to wait until your host starts or admits you into the meeting.
7. When admitted a pop will appear asking if you to join audio and connect by video. To join audio click on **'Join Audio conference by computer'**.
8. Once you have joined, hover your mouse over the black screen of the zoom window (or tap the screen on mobile devices) for commands to appear. Click on **Start Video** in the bottom left corner of the video zoom window if you would like to be seen (if this is an option the host has allowed).

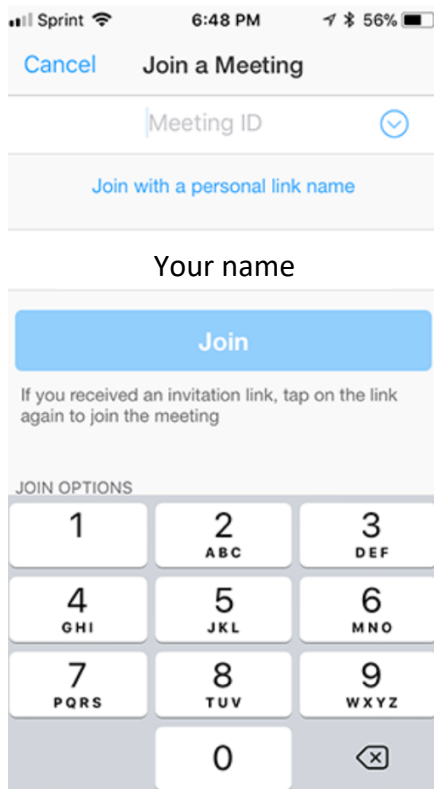


Option 2: The Zoom App on your computer, tablet or mobile phone

1. Download the Zoom app first from the AppStore or PlayStore depending on your device.
2. Once downloaded, open the **Zoom** app
3. If this is the first time you may be asked to sign in. Enter your email address and password, then click on Signin.
4. This will then take you to the Zoom's home page.
5. When you are ready to join a meeting, click on **Join** or **Join a Meeting**.



Join



6. Enter the **Meeting ID** (provided in the email invitation).
7. Enter your **Display Name** – if you have already signed in, change your name if you do not want your default name to appear. If you are not signed in, enter a display name.
8. You have the option to tick 'do not connect to audio' and 'turn off my video'
9. Click on **Join**.
10. At the next screen enter your **password** (provided in the email invitation).
11. Click on **Call using internet audio**.
12. Wait for the host to admit you.
13. You can then choose whether to come into the meeting with your audio or video enabled or disabled.
14. Once you have joined, hover your mouse over the black screen of the zoom window (or tap the screen on mobile devices) for commands to appear. Click on **Start Video** in the bottom left corner of the video zoom window if you would like to be seen (if this is an option the host has allowed).



HELPFUL INFORMATION

Registration:

Registration will open one hour prior to meeting start time. This will also give you the opportunity to test your system prior to the meeting. If you have any problems joining please contact our office on 03 9596 4547 and we will assist you.

Testing before Registration:

You can also join a test meeting to familiarise yourself with Zoom – go to <https://zoom.us/test>

During the Meeting or Webinar:

During the meeting or webinar you will see and hear your presenter, and from time to time they will share their screen. There will also be a chat box where you can pose questions and see other people's comments and questions. To open the Chat box, tap or click on the screen, then tap on Chat. Depending on the device you use, this chat box will appear either on the side of your screen, or a command at the bottom.

Security and Data:

From a security perspective no one else will be able to see your computer. No one can enter this meeting without the meeting ID and password, the link to the email, and the host admitting them into the meeting. We do not record our meetings.

Data Usage:

Joining a webinar does use some of your data (internet). 1 hour uses between 1-2.5GB of data depending on the quality. You can use your mobile's SIM data, however it is best to use your WiFi where possible as that typically has a higher data allowance.

More Instructions

To see a video of these instructions or other options on how to join a meeting, go to Zoom website - <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>