You have been asked to attend/join a Zoom meeting.

How do you attend a zoom meeting, listed below is how to do it. Good luck!

Online Sessions/Meeting Etiquette

- **Send notification:** whenever possible, inform person(s) beforehand and provide them a schedule so they are aware of the proposed meeting dates and times.
- **Send instructions and materials prior to the meeting:** always send the pertinent meeting information and details including any materials they will need in the session.
- **Be on time and end on time:** punctuality for your meeting is important, remember, most all meetings, classes, gatherings and appointments are being done online. Be respectful of people’s schedules.
- **Be prepared:** have your agenda prepared.
- **Situate yourself in a suitable place:** this will help to avoid distractions or interference with background noise.
- **Dress appropriately:** dress as if you were meeting your group in person.
- **No eating during the meeting:** try to eat before or after your meeting. Eating during the meeting can be distracting.
- **Be aware of your surroundings:** if you are meeting on a mobile device, please be cautious where you go and what you do while you are meeting. Remember, everyone meeting online can see and your immediate surroundings.
- **Be cognizant of your audience:** be mindful of who you are addressing and be attune to the needs or struggles that each person might experience. If meeting online is not the best means to meet with some individuals, find alternative ways to incorporate them into the group. Also, present age appropriate materials that are conducive to their learning experience.

Technology Tips

- **Check your meeting settings, camera, and check your sound:** before the meeting begins, ensure the necessary security features are in place. Fix your camera so it points to your face and not the ceiling or wall. Make sure there is good lighting and finally, check your auto/sound settings.
- **Mute your microphone:** when you are not talking to avoid feedback. Mute student’s microphones when you are speaking.

ZOOM Meeting:

- Ensure users are using the updated version of remote access/meeting applications. In January 2020, Zoom updated their software. In their security update, the teleconference software provider added passwords by default for meetings and disabled the ability to randomly scan for meetings to join.
Please download Zoom if you don’t already have it. You can have on your desktop or in shortcut bar.

This is the screen you will see, it will look a little different with your information but same concept.

If you want to see different options (Home, Chat, Meetings, Contacts) I am showing those screens below.

When you are invited to “Join” a meeting via Zoom you will receive the email similar to this: EXAMPLE ONLY

The information you see in this email will NOT be the same information you will use to for a new zoom meeting. I am only showing this as an example.

How to Join a Meeting
Download and or click on “Zoom” link (if you haven’t done already).

Normally you will be asked to join a meeting in an email from the host (example above). To connect to that meeting you want to login into your Zoom account and click on “Join” or normally there is a link in the email that was sent to you.
How to Join a Meeting

If a Meeting ID and Password is required, you will find this in the email that was sent to you and you would enter it here.

Or

Sign In

Enter your email

Enter your password  Forgot?

Keep me signed in  Sign In

Sign In with SSO

Sign In with Google

Sign In with Facebook
How to Join a Meeting

After you “join” you will see this pop up, Click on “join with computer audio” if you have it if not you will have to click on the tab “phone call”
How to Join a Meeting

My profile picture but your face will be here in “real time” if you want, or you can add a picture as well in the “settings”.

You will see several options at the bottom of the window.

Makes your screen full screen

You will see several options on your screen, I will point these out and you can update your options accordingly if you wish.

You can “end” the meeting at any time by clicking on “end”.
How to Join a Meeting

This will show you all the participants that are in your meeting.
How to Join a Meeting

If you want to share a document with the participants, you can click on "share screen" and you have some options there as well. You do have to have the document open on your computer if you want to show it. This makes it easier to share. Click on the document and then "share".
How to Join a Meeting: