How to join a Zoom meeting on a computer

**1.**

**Open the Zoom meeting invitation email** You'll receive an email invitation when you're invited to a Zoom meeting. Find and open the invitation email in your mailbox. For example, if it’s our Wednesday morning Zoom service that you want to join, the invitation will be in the email that is sent out with the weekly Newsletter

**2.**

**Click the invitation link in the email.** If you have already downloaded Zoom to your computer, **this will automatically connect you to the meeting – skip to Step 6**.

If this is your first time using Zoom, read on to learn how to download the necessary software to your computer.

* On some invites, you can find the link to join next to "Join from PC, Mac, Linux, iOS or Android" in the email's body text. This will open the Zoom website.

**3.**

**Click on "download here" if a download doesn't start automatically.**

* If you're prompted, click **Launch Application** in the pop-up window. This will automatically prompt you to download the Zoom launcher to your computer.

**4.**

**Double click the downloaded file to install Zoom.**  Click **Continue**, if prompted.

**5.**

**Reopen your email and click on the meeting link again.** This should automatically connect you to the meeting.

* If it doesn't, open the Zoom app that you just downloaded, click on **Join a Meeting** and enter the meeting link or ID.
* If the host has not started the meeting yet, you'll see a message stating "Please wait for the host to start this meeting" at the top.

**6.**

**Click the green Join Audio Conference by Computer button.** This button should automatically appear once you join the meeting. It will connect you to the meeting with your microphone.

**7.**

**Click the Start Video button on the bottom-left (optional).** This button looks like a video camera icon in the lower-left corner of the meeting window. It will allow the other participants to see you.

**8.**

You can turn the camera on and off, and mute and unmute your microphone, by clicking on the microphone and video camera icons which are usually at the bottom left of the screen.

**9.**

There are other options such as ‘Chat’, where you can type in a message, ‘Raise hand’, where you can ask to speak and ‘Record’ along the bottom of the screen. You can also mute yourself by clicking on the microphone icon on the picture of yourself – if it is muted, it will show a crossed-out red microphone.

**10.**

At the top left of the screen you can choose how you want your screen to look – either you can see just the host, or a ‘list’ of everyone else who has joined, or a ‘tile pattern’ where you can see everyone else on one screen.

**11.**

The options and icons in 8, 9 and 10 may appear in different places on your screen depending on your computer and on the settings your host has used – move your mouse around the screen to see what’s there.

*It is good manners to mute your microphone unless you are speaking, otherwise it can be difficult to hear – raise your hand if you want to say something!*