

# Joining a Zoom Meeting

## Join a Meeting via URL

1. Click the **Meeting URL** provided by the host.
2. If necessary, follow the prompts to download and install the **Zoom desktop application**.

**NOTE:** You will need to download and install the Zoom desktop application to use meeting chat and participate in polls.

## Join a Meeting via the Zoom Web Portal

1. Open a web browser and navigate to the Zoom Web Portal at <https://zoom.us/join>.
2. Enter the **Meeting ID** into the field. (located in the meeting invitation).
3. Enter the **Password** if prompted (located in the meeting invitation).
4. Click **Join**.
5. If necessary, follow the prompts to download and install the **Zoom desktop application**.

The Zoom meeting window is displayed. A menu bar containing participant tools appears at the bottom of the Zoom meeting. This menu bar will appear and disappear as you roll your mouse over the area. If a meeting is being recorded, an icon will appear at the top of the window.

**NOTE:** Mobile app interfaces will appear differently but contain most of the same functionality. For help with using Zoom on iOS and Android devices, visit the [Mobile](#) section of the Zoom Help Center.

# Mute/Unmute Audio and Adjust Audio Options

Using audio in a Zoom meeting requires you to have access to either a microphone through your computer or a telephone. Please be aware that the host can control participant audio in a meeting. This means the host can mute and unmute you at any time. Check the icons in the menu bar and the participants panel to determine your current audio setting.

1. To unmute yourself and begin talking, click the **Unmute** button (microphone) in the bottom-left corner of the meeting window.
2. To mute yourself, click the **Mute** button (microphone). A red slash will appear over the microphone icon indicating that your audio is now off.
3. To test your computer microphone and speakers, click the **up arrow** to the right of the microphone icon and select **Audio settings**.

**NOTE:** You can switch to a different audio input device using the Audio Options button. If you have joined the meeting via computer audio, be sure to leave computer audio before dialing in to the meeting via the phone.

## Start/Stop Video and Adjust Video options

1. Click the **Start Video** button in the menu bar at the bottom to begin your video.
2. Click the **Stop Video** button to stop sharing your video stream.
3. To choose a different webcam or adjust your video settings, click the **up arrow** to the right of the Video icon and select **Video Settings**.

**NOTE:** When video is activated, display options are available in the upper right of the screen and in the upper right of each participant's window in both Speaker View and Gallery View.

## Send Messages with Chat

You can send a chat message to all participants in the meeting or privately to specific individuals.

**NOTE:** When you enter a meeting, any messages posted in chat prior to you joining the meeting are not visible to you in the chat panel.

### Send a Message to Everyone

1. Click the **Chat** button in the menu bar to open the Chat panel.
2. Type your message in the **Text box** at the bottom of the panel.
3. Press **Enter** to send the message.
4. To save the chat transcript, click the **More** button at the bottom of the chat panel and select **Save Chat**.

## Send a Private Message

You can send a private message to a single person by clicking the down arrow in the To: field and selecting the person's name from the list. The person's name will stay selected until you click the down arrow again and select Everyone.

## Share Your Screen

Both hosts and participants can share their screen in Zoom. However, participants cannot share if the host is already sharing, or if the host has disabled this feature for participants.

1. Click the **Share Screen** button on the menu bar.
2. Select the desktop or application you would like to share or select whiteboard to share a whiteboard. Selecting Desktop will allow you to share everything on your desktop.
3. Click the **Share Screen**.

When sharing your screen, the menu bar moves to the top of your screen and disappears until you roll your mouse over the area. Additional tools, such as Chat, Remote Control, and Audio options are located under the More button. To reposition the menu bar, click and drag it to another location on your computer.



Figure 4: Screen sharing menu bar in expanded view

4. If you receive a chat message while you are screen sharing, the More button will blink. To view the chat message, click the **More** button and select **Chat** from the list.
5. Click the **Annotate** button to open the annotation menu. Use the draw tools (arrows, shapes) to direct participants' attention to an area of your screen or use the text tool to type notes on the screen.
6. Click the **X** in the upper right of the annotation menu to close the annotation menu.
7. Click the **More** icon to view additional options.
8. Click **Stop Share** in the small menu bar to stop sharing your screen.

**NOTE:** The host can control who can share their screen, therefore this feature may be disabled in your meeting.

# Leave a Meeting

1. Click the **Leave Meeting** option in the menu bar to exit the meeting.
2. Click the **Leave Meeting** button in the dialog box.