JOINING A MEETING OR WEBINAR IN ZOOM

NOTE: These instructions were taken and modified from the Zoom training website. The original instructions can be found [here](). Note that there are hyperlinks throughout this document. These links will take you to the Zoom support page if you have questions regarding any of the [blue underlined topics]().

OVERVIEW

In this guide, we will discuss how to join a Zoom session through an email invite, from a browser, from the Zoom desktop and mobile application, and from a landline or mobile phone.

Before joining a Zoom session on a computer or mobile device, you can download the Zoom app from [the Zoom Download Center](). Otherwise, you will be prompted to download and install Zoom when you click a join link.

You can also [join a test meeting]() to familiarize yourself with Zoom.
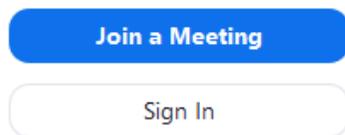
PREREQUISITES

- Each meeting has a unique 9-digit number called a **meeting ID** that will be required to join a Zoom meeting.

- If you are joining via telephone, you will need the [teleconferencing number]() provided in the invite.

- If you are joining via computer audio, you will need a headset, earbuds, or other device with a microphone if you wish to speak during the meeting.

JUMP TO A TOPIC:

JOIN A MEETING WITH THE DESKTOP CLIENT

1. Open the Zoom desktop client.
2. Click **Join a Meeting**. You do not need to sign in or have an account to join a meeting.

3. Enter the meeting ID number and your display name.
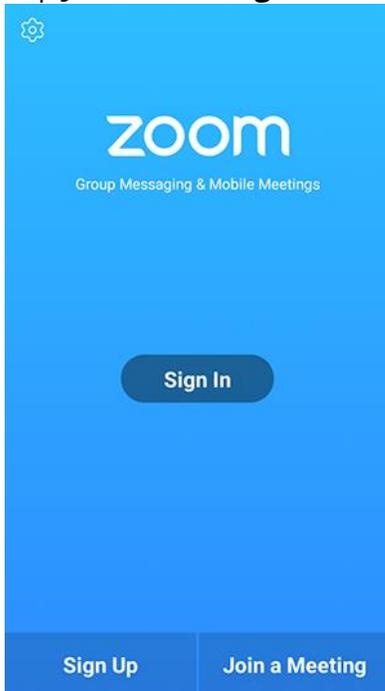

4. Select if you would like to connect audio and/or video and click **Join**.

JOIN A MEETING FROM AN ANDROID DEVICE

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.
2. Tap **Join a Meeting.** You do not need to sign in or have an account to join a meeting.

3. Enter the meeting ID number and your display name.
4. Select if you would like to connect audio and/or video and tap **Join Meeting**.
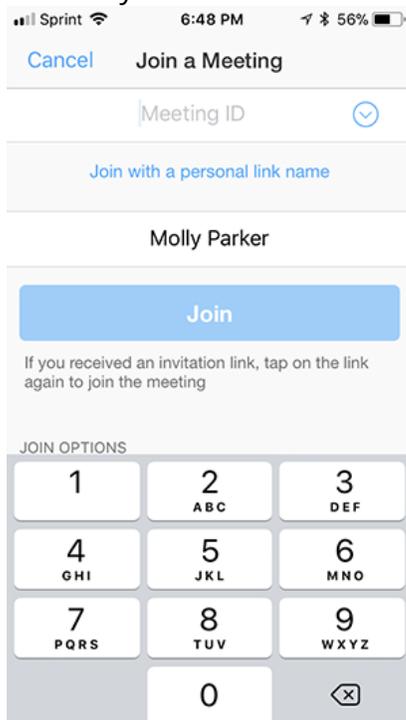
JOIN A MEETING FROM AN IPHONE OR IPAD

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.
2. Tap **Join a Meeting.** You do not need to sign in or have an account to join a meeting.

3. Enter the **meeting ID** number and your display name.
4. Select if you would like to connect audio and/or video and select **Join.**

JOIN A MEETING FROM A BROWSER

1. Open your favorite internet browser from your computer or mobile device (e.g. Chrome, Safari, Firefox, Internet Explorer).
2. Go to **join.zoom.us**.
3. Enter your **meeting ID** provided by the host/organizer.

Join a Meeting

Meeting ID or Personal Link Name

Your meeting ID is a 9, 10, or 11-digit number
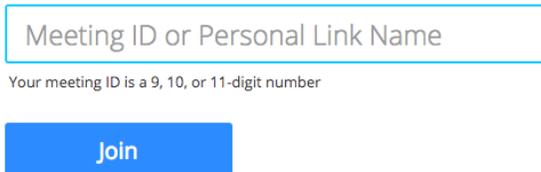
Join

4. Click **Join**.
   a. If joining from **Google Chrome**:
      i. If this is your first time joining a Zoom meeting, you will be asked to open the Zoom client to join the meeting.
      ii. You can check **Always open these types of links in the associated app** to skip this step in the future.
      iii. Click **Open Zoom Meetings** (PC) or **Open zoom.us** (Mac).

   Open Zoom?

   https://zoom.us wants to open this application.

   Open Zoom   Cancel

   b. If joining from **Safari**:
      i. When asked if you want to open zoom.us, click **Allow**.

   Do you want to allow this page to open "zoom.us"?

   Cancel   Allow
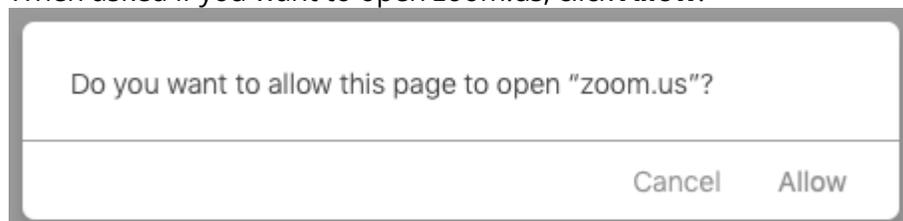
   c. If joining from **Firefox**:
      i. If this is your first time joining from Firefox, you may be asked to open Zoom or the Zoom installer package.

ii. To skip this step in the future, check **Remember my choice for zoommtg links**.

iii. Click **Open Link.**
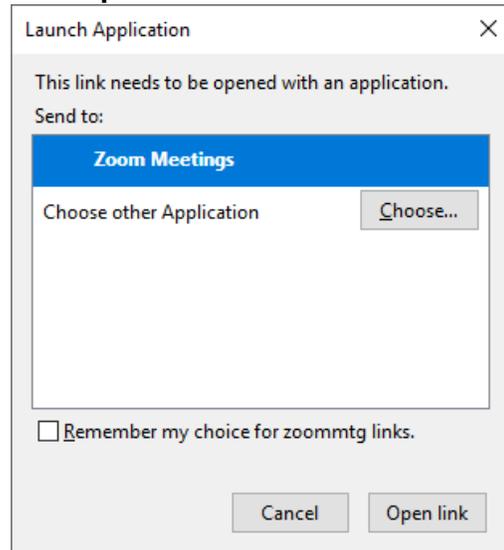
JOIN A MEETING FROM AN EMAIL INVITATION

1. Click the join link in your email or calendar invitation.
    - If your link opens in Microsoft Edge or Internet Explorer, IT recommends right-clicking the join link, selecting **Copy hyperlink**, and pasting the link in the address bar of Google Chrome.

    Hi there,

    [blurred] is inviting you to a scheduled Zoom meeting.

    Join from PC, Mac, Linux, iOS or Android: https:/[blurred].zoom.us/j/[blurred]

    Or iPhone one-tap :
       US: +16468769923, [blurred] or +16699006833, [blurred]
    Or Telephone:
       Dial(for higher quality, dial a number based on your current location):

2. Depending on your default web browser, you may be prompted to open Zoom. Select **Allow.**

    Do you want to allow this page to open "zoom.us"?
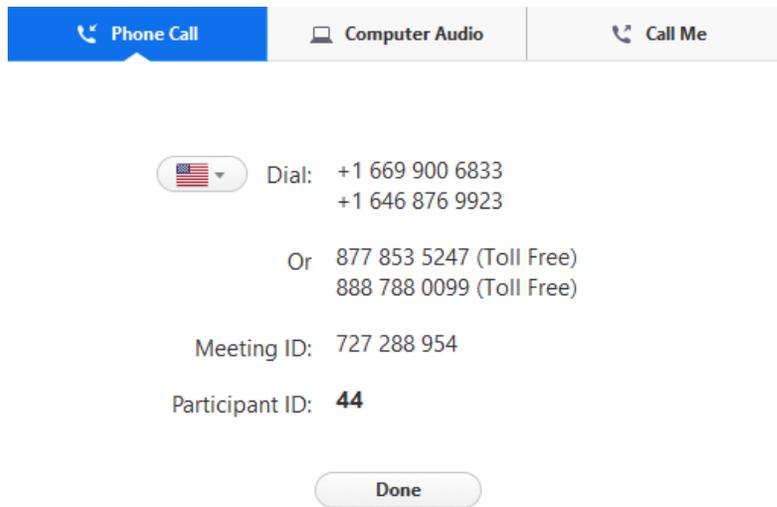
    Cancel   Allow
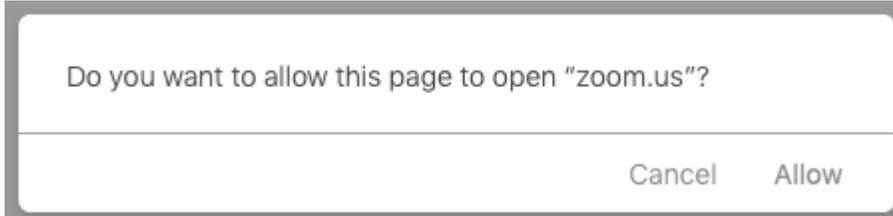
JOIN MEETING AUDIO BY PHONE

JOINING MEETING AUDIO BY PHONE (AUDIO AND VISUAL)

1. After joining a Zoom meeting, you will be prompted to join the audio automatically. If this prompt does not appear or you close out of it, click **Join Audio** in the meeting controls.
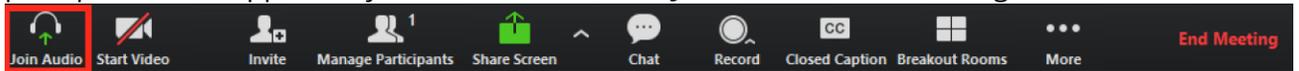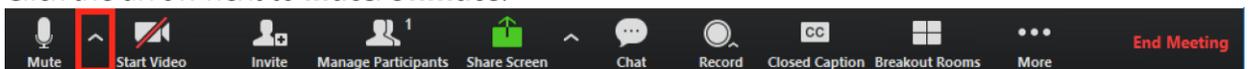

2. Click **Phone Call**.

3. Call one of the numbers provided from your phone.
4. Enter your meeting ID followed by **#**.
5. Enter your participant ID followed by **#**. This will bind your phone and device session together.
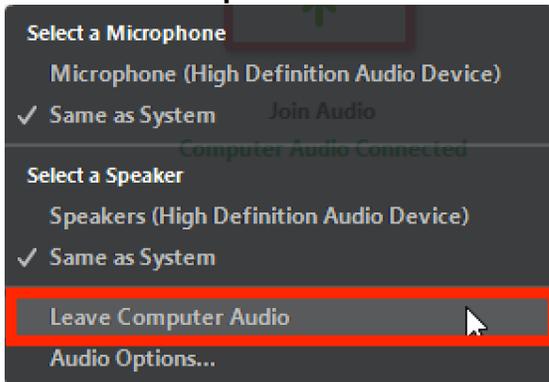

JOINING MEETING AUDIO BY PHONE AFTER JOINING COMPUTER AUDIO

If you joined computer audio automatically, you can leave the computer audio and join by phone.

1. Click the arrow next to **Mute/Unmute**.

2. Click **Leave Computer Audio**.

3. Click **Phone Call** and follow the prompt to dial in.

JOIN MEETING AUDIO BY PHONE (AUDIO ONLY)

1. On your phone, dial the [teleconferencing](#) number provided in your invite.
2. Enter the meeting ID number when prompted using your dialpad.
3. If the meeting has not already started and join before host is not enabled, press **#** to wait if you are a participant.
4. You may be prompted to enter a participant ID. This only applies if you have joined on the computer or mobile device or are a panelist in a webinar. Press **#** to skip.
5. If you join by computer or mobile device later, you can enter the Participant ID to bind your phone and device session together and show your video when you speak on the phone. To enter your participant ID once you are in the meeting, enter **#Participant ID#** on your phone.

Note: If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer. If you have not joined on your computer, simply press **#** again when prompted to enter in your participant ID.

PHONE CONTROLS FOR ATTENDEES IN A WEBINAR

1. The following command can be entered via DTMF tones using your phone's dial pad while in a Zoom webinar:

    *9 - Raise hand
2. If you are called into the meeting and wish to comment when the meeting has opened for questions or comments, use the *9 command to raise your hand and notify the host that you wish to speak. When it is your turn to speak, the host will unmute you and prompt you to speak. You will hear an automated voice stating that "You have been unmuted."