Directions for joining a zoom session on a laptop

Joining a zoom meeting with a laptop

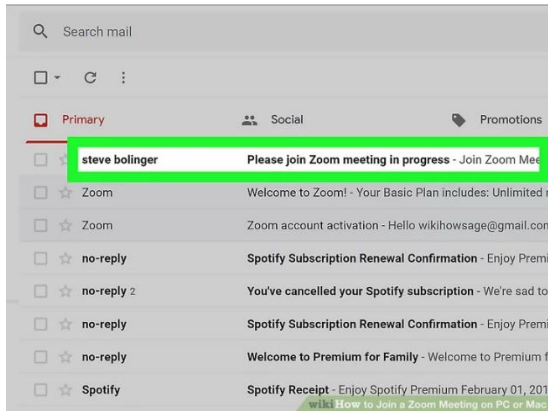1. **Get into your email** or or

1. **Find** your invitation to zoom from Dani - something like this (it will not say 'in progress')
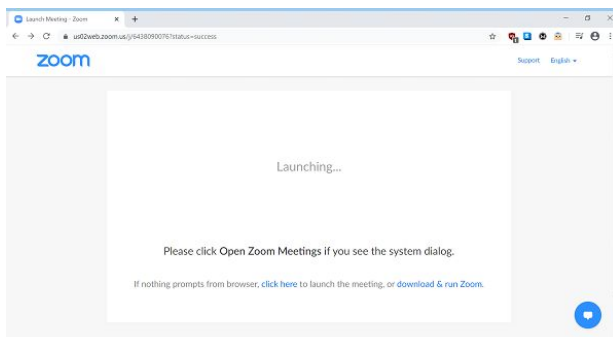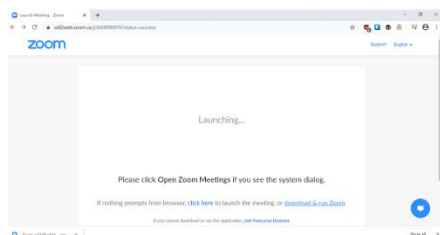

1. **Open** the email
1. **Write down** the password that is in the email
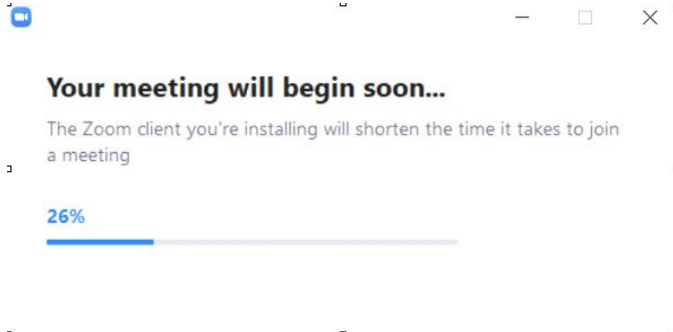1. **Click** on the link in the email (words in **blue**)
1. The app will download on your computer automatically

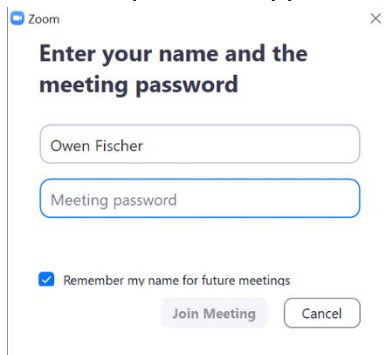1. **Click** on the rectangle in the lower left corner with the icon

8.   A blue progress bar will appear to show the download happening

Your meeting will begin soon...

The Zoom client you're installing will shorten the time it takes to join a meeting

26%

1.   It will ask if you want to allow changes to your computer (so you can use the microphone and camera),   **Click** "Yes" or "Allow"
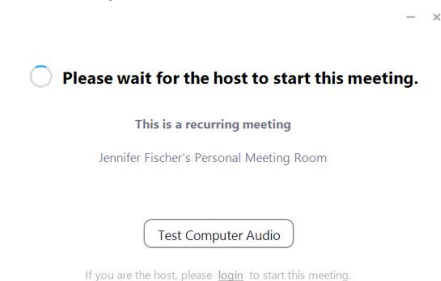
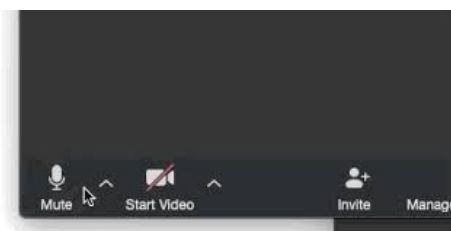1.   A white square will appear in the center of your screen

Zoom

Enter your name and the meeting password

Owen Fischer

Meeting password

☑ Remember my name for future meetings

Join Meeting   Cancel

1.   **Enter the password** you wrote down earlier

1.   **Click** on "Join meeting"

1.   It will say "please wait for the host"

○ **Please wait for the host to start this meeting.**

This is a recurring meeting

Jennifer Fischer's Personal Meeting Room

Test Computer Audio

If you are the host, please login to start this meeting.

1.   **Click** on the icons (at the bottom) to turn microphone and camera on and off - in this picture the microphone is on, the camera is off

Mute   Start Video   Invite   Manage

1.   To see everyone at once click on **"gallery view"** at the top in red