

# How do I join a Zoom meeting?<sup>1</sup>

There are 3 ways to join a Zoom meeting:

- With the Zoom app on your desktop or laptop computer
- Through a link via your email invitation
- Or via telephone dial-in

From the **Zoom app**:

1. Open the **Zoom** app on your desktop, Start button, Zoom folder, start Zoom
2. **Click** on Sign in
3. On right side menu **Select** "Sign In"
4. **If you haven't created an account, please do so. Remember to write down your user name and password for future use.**
5. Click on **Join**
6. Enter the **Meeting ID** (a 9-digit number, displayed in the invitation)
7. You can then choose whether to come into the meeting with your audio or video enabled or disabled

**Email link:**

1. You will receive an **email invitation** from the meeting host
2. Click on the **link** in the email (join via PC, Mac, iOS or Android)
3. You will be taken to the meeting From the **Zoom website**:
  - Go to the **zoom website** ([www.zoom.com](http://www.zoom.com))
  - Click on Zoom Account Sign On button
4. Click on the **My Meetings** tab
5. Click on the **Meeting link** that you want to join

**Telephone dial in:**

1. You will receive an email from the meeting host
2. It will display the Dial in number

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<sup>1</sup> Adapted from materials created by the University of Southern Queensland

## Some helpful Zoom etiquette:<sup>2</sup>

1. Be mindful of your location. Avoid distracting backgrounds, maybe back-up against a wall. If you're outdoors, try to not be in a windy spot. Try to get the best reception you can.
2. Mute is your friend. Even if you're in a great spot, you never know when an unexpected noise will happen. Save the ears of your fellow meeting attendees and press mute. Just make sure to unmute yourself when you're ready to speak.
3. Be safe. If you're driving, please use the safe driving mode. Go audio only. Don't stress people out with perceived unsafe positions or locations. It will be a distraction for the meeting.
4. Turn video on. Only when it's safe (like not driving). Broadcasting yourself on Zoom will make it easier to engage in the meeting and create an emotional connection. *Pro tip: don't point the camera at your face from a low angle, it's usually not flattering (and we're sure you can imagine why). Hold or prop the camera up so it's at eye level.*
5. Headphones are an absolute must. You will hear and be heard much more clearly.
6. Give 100% attention. If you're going to be there. Listen and give it your all.
7. Safety. Remember that safety is the most important thing, so please exercise good judgment.

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<sup>2</sup> From [https://blog.zoom.us/wordpress/2017/10/06/mobile-meeting-etiquette/?fbclid=IwAR0o5-PAoFs4GRFkBoyVzpvfvhnhjKhDos00Nq\\_ID2TVBHVD0t7SZzajcD8](https://blog.zoom.us/wordpress/2017/10/06/mobile-meeting-etiquette/?fbclid=IwAR0o5-PAoFs4GRFkBoyVzpvfvhnhjKhDos00Nq_ID2TVBHVD0t7SZzajcD8)