

How to join a Zoom meeting with a link?

This is what a zoom link/invite looks like (red):

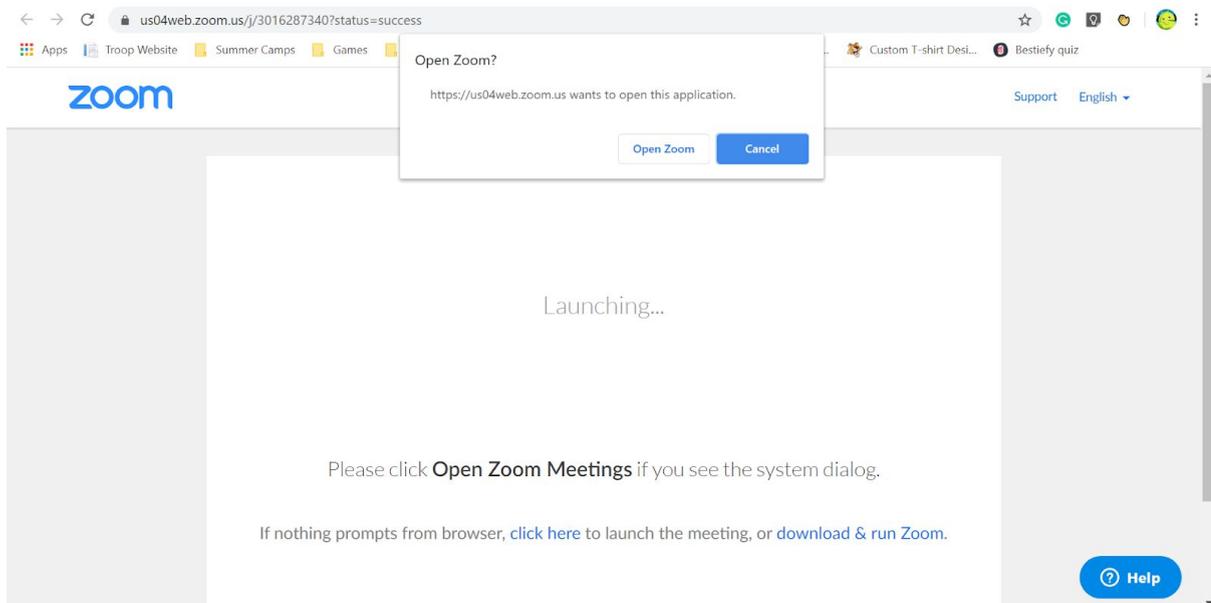
Meeting Link:

<https://us04web.zoom.us/j/3016287340>

Meeting ID: 301 628 7340

When prompted, the password is "plcapril".

Click on the link. You can either attend the meeting through the browser, or through the app.



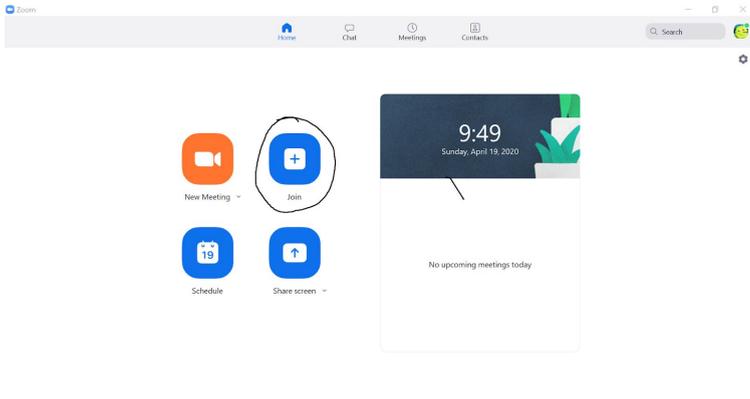
How do I download the app?

You can install the Zoom app here: <https://zoom.us/download>. Click the “Zoom Client for Meetings” download link. Don’t worry about if you use Windows or MacOS, the website will automatically download the correct installer for you.

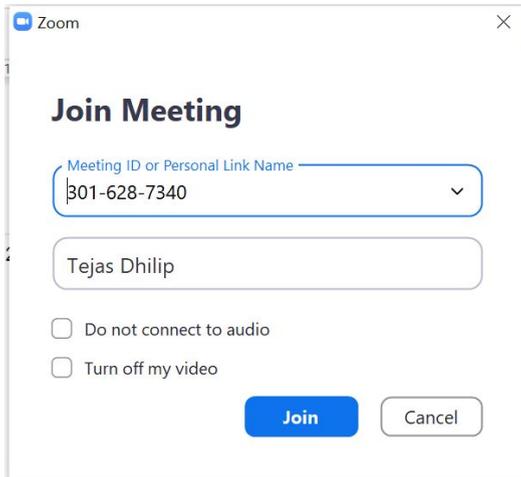
Open the installer, and wait for Zoom to install. Once finished, it will open the app. From here, you can click the “Sign in” button, and either sign in with a Google account, a Zoom account, or a Facebook account. You are now ready to use the Zoom app and attend meetings.

How to join a Zoom meeting with the app?

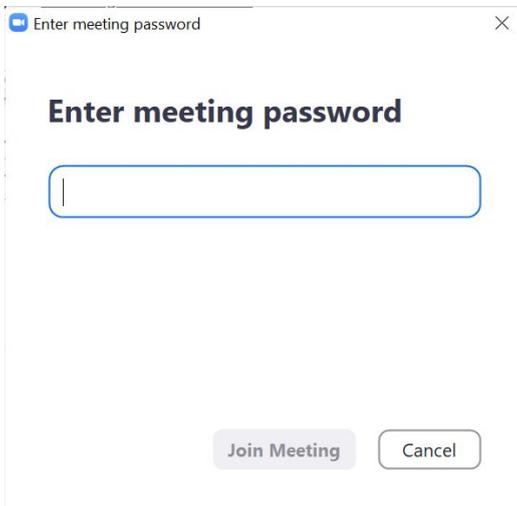
Step 1: With Zoom open, click the join button. Alternatively, you can click the link (if provided) by the meeting host, and skip to step 4.



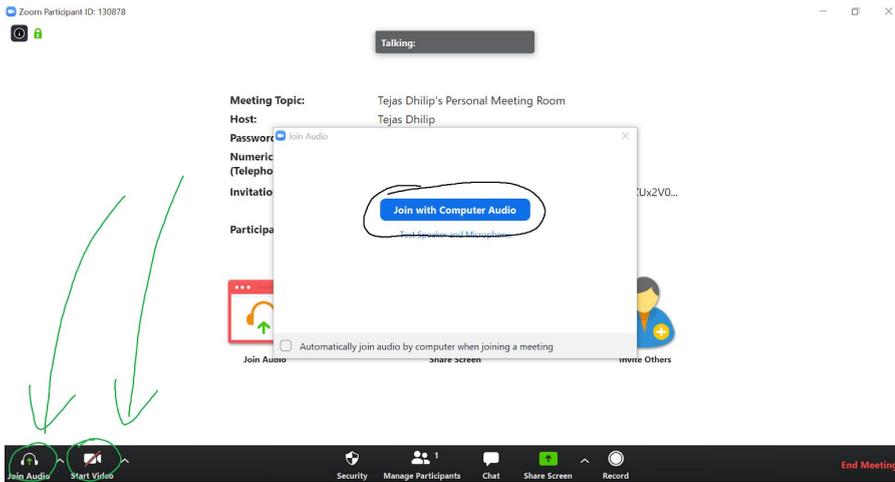
Step 2: Type in the meeting ID provided (Ex. 301 628 7340)



Step 3: Type in the password if prompted.



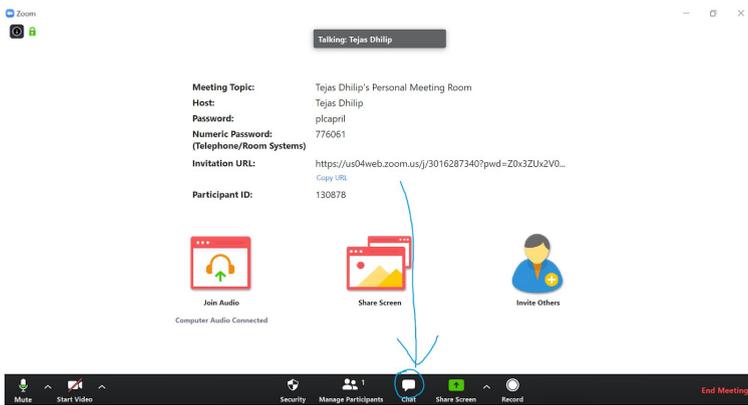
Step 4: Once you enter the meeting, click the “Join with computer audio” (marked in black) button to join audio. From here, you can mute, unmute, and start/stop your video (marked in green)



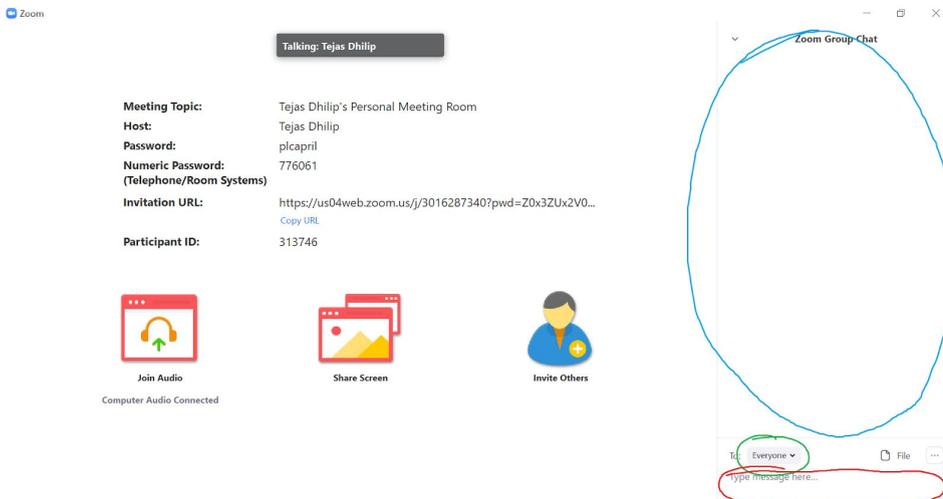
How to use Zoom and its features?

Chat

Step 1: Click the Chat button below.

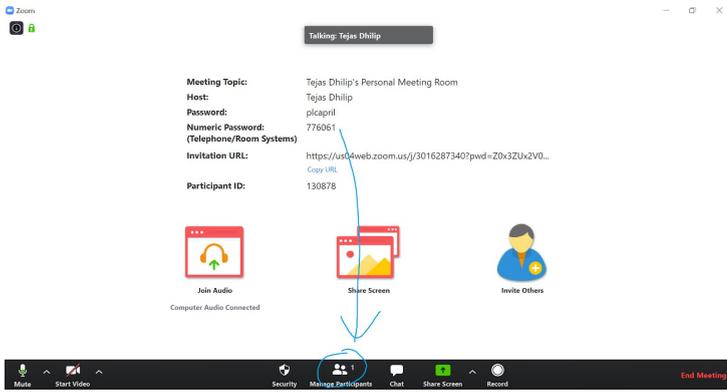


Step 2: Chat window opens. From here, you can select who you want to chat with (green), the chat history (blue), and the chat box, which is where you type messages in (red).

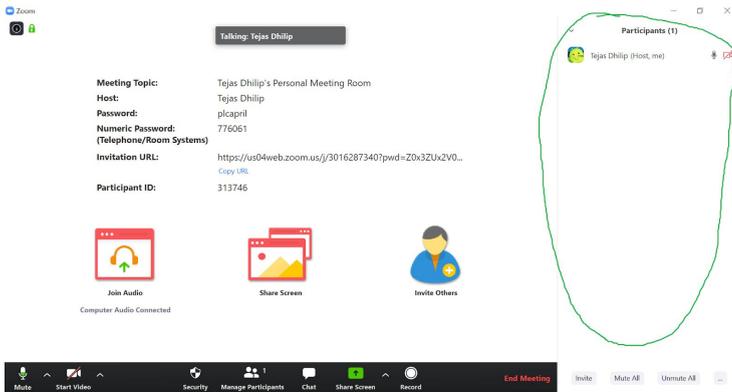


Participants window

Step 1: Click the people icon.

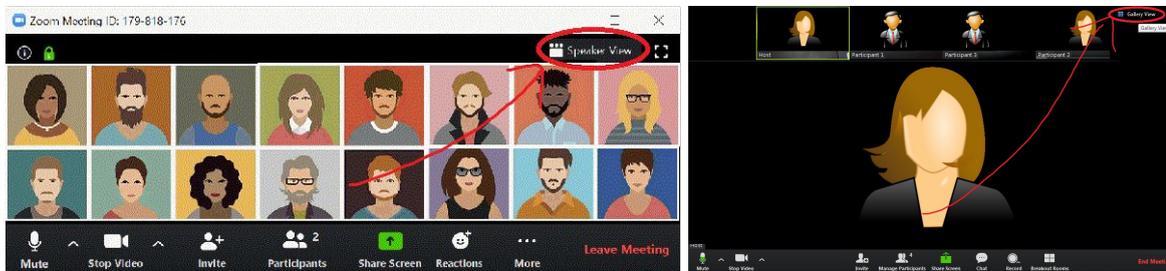


Step 2: Participants window opens. From here, you can see who is in the meeting (green).



Gallery/Speaker View

To switch between gallery and speaker view, simply click the speaker view/gallery view button at the top (red). Gallery view shows everyone at once, while speaker view highlights the current speaker and minimizes everyone else.



Gallery View

Speaker View