

JOINING A ZOOM MEETING

Ringmer U3A

John Saunders

November 2020

Process for Joining a Zoom Meeting

The process of connecting to Zoom session is divided into several phases as outlined below

Zoom Meeting

Upon receiving a request to join a given session, the first action taken by the Zoom Client (for example John Saunders) is to contact the Zoom Web to obtain the required info to access the meeting or webinar

- You will receive an email giving the Date and Time
- On the same email will be a link to the Zoom website - Click on this link
- Zoom will then show an invite to join the meeting
- The first time you will have to click on download (to install the app)
- All further meetings you will just join the meeting
- I suggest when you are prompted by Zoom , to try your computers Audio and Video
- Follow the screen prompts to carryout the tests
- You will be asked to enter the **Meeting ID** and **Passcode**, so keep your email open

Your email from Ringmer U3A


John Saunders is inviting you to a scheduled Zoom meeting.

Topic: Our first Zoom meeting

Time: Nov 16, 2020 12:30 AM London

Join Zoom Meeting

<https://us05web.zoom.us/j/87871180402?pwd=Z0pzbjZxMU52WTViL3dTMjd5aTVLUT09>



Click on this
link to open
Zoom



Copy and paste

Meeting ID: **878 7118 0402**

Passcode: **1Bm40v**

On clicking on email link this will appear

Zoom

When system dialog prompts, click **Open Zoom Meeting**

If you have Zoom Client installed, **Launch meeting**. Otherwise **download** and run Zoom

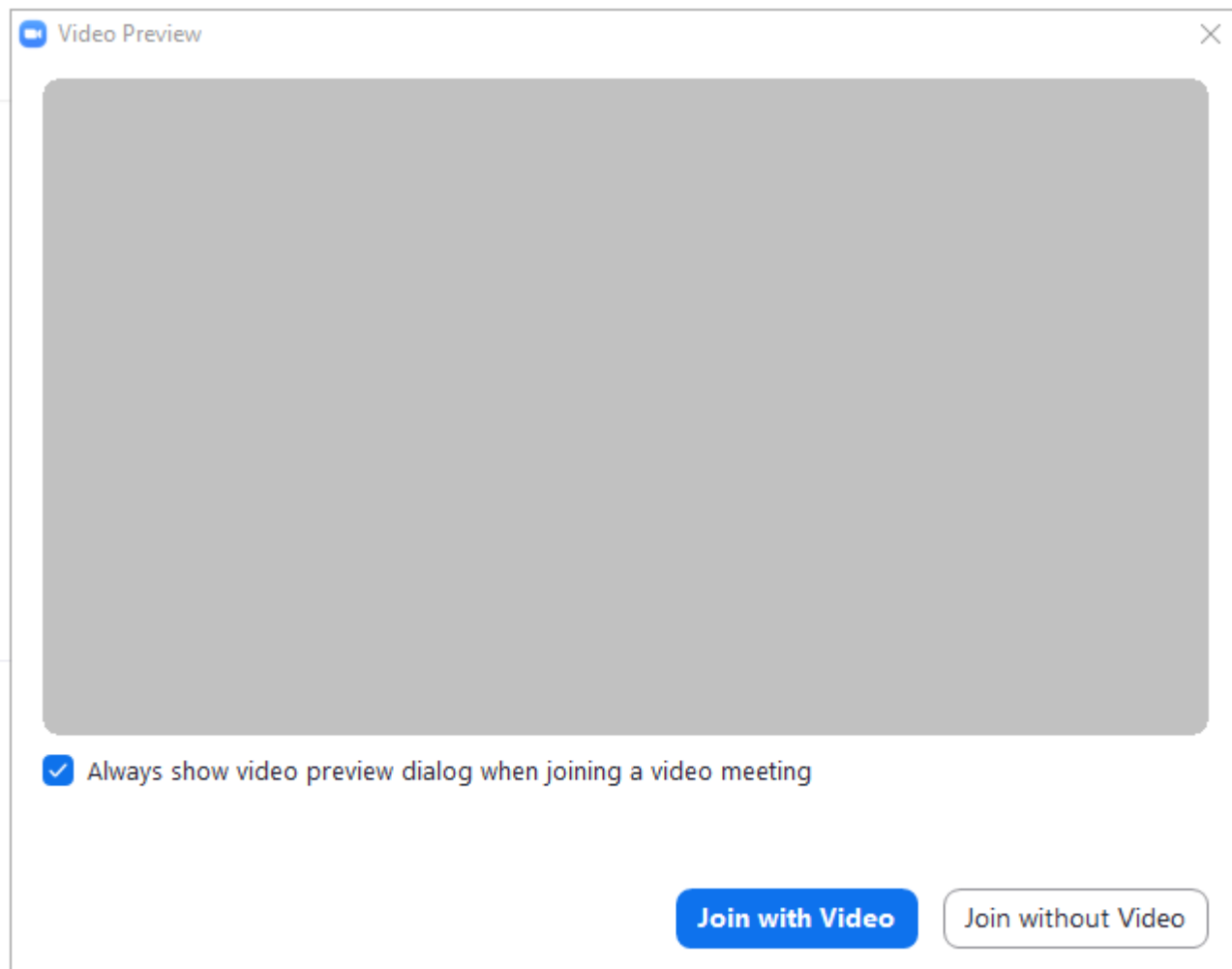
The meeting is scheduled for
Start



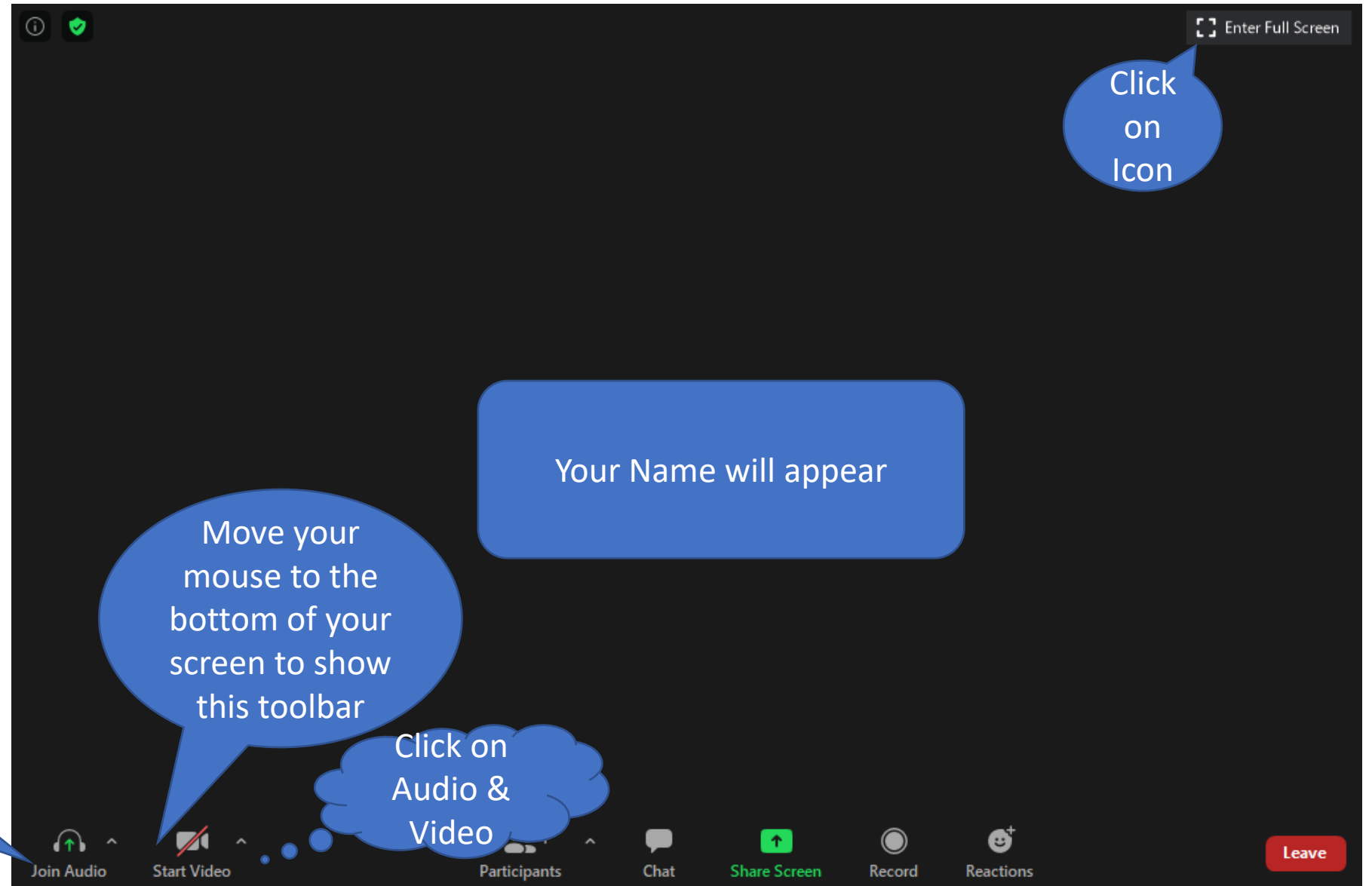
John Saunders's Zoom meeting

Your Computers Audio and Video

- When prompted by Zoom use Preview
 - Test Your Audio
 - Test Your Video
- On the Zoom screen
- Make sure you have taken Audio off Mute
- Turn on Video



Zoom Screen



Toolbar