Instructions how to join Zoom and overview of attendee controls.

In this article, we will discuss how to join an instant meeting through an email invite, an instant messaging invite, from the browser, from the Zoom desktop and mobile application, from a landline or mobile phone. There are many options just read the ones that apply to your device.

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from our 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, 10, or 11-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.

Telephone

1. On your phone, dial the teleconferencing number provided in your invite.
2. Enter the meeting ID number when prompted using your dialpad.

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.

Windows | Mac

1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
   - Click **Join a Meeting** if you want to join without signing in.

   - Sign in to Zoom then click **Join.**

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

- If you're signed in, change your name if you don't want your default name to appear.
- If you're not signed in, enter a display name.

Join a Meeting

| Meeting ID or Personal Link Name ⌄ |

| Grant MacLaren |

◯ Do not connect to audio
◯ Turn off my video

Join   Cancel

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

Android

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. Join a meeting using one of these methods:
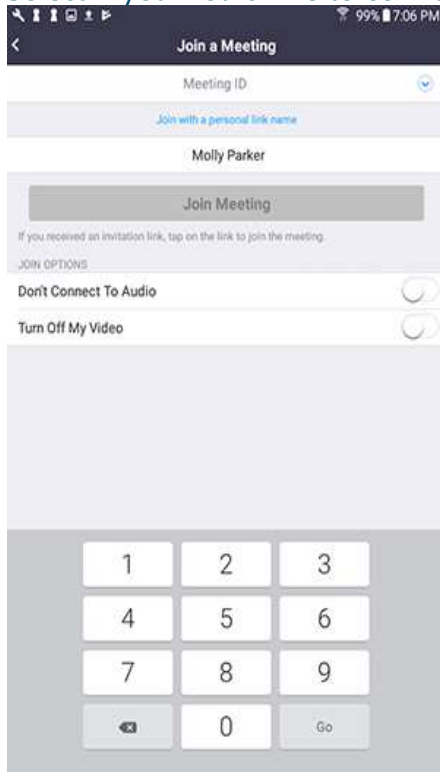   - Tap **Join a Meeting** if you want to join without signing in.

   zoom
   Group Messaging & Mobile Meetings

   Sign In

   Sign Up   Join a Meeting
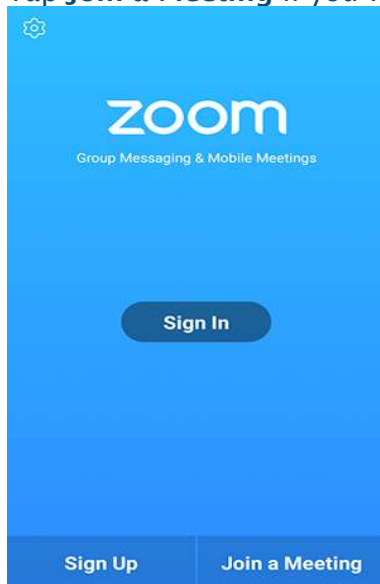
   - Sign in to Zoom then tap **Join.**

   Join

3. Enter the meeting ID number and your display name.
   - If you're signed in, change your name if you don't want your default name to appear.
   - If you're not signed in, enter a display name.

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

iOS

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. Join a meeting using one of these methods:
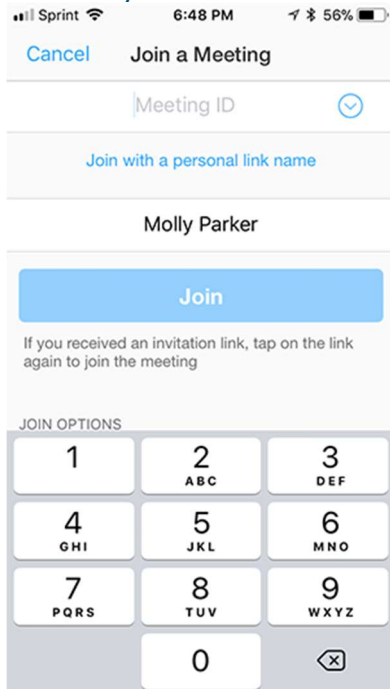   - Tap **Join a Meeting** if you want to join without signing in.

- Sign in to Zoom then tap **Join.**

Join

3. Enter the meeting ID number and your display name.
    - If you're signed in, change your name if you don't want your default name to appear.
    - If you're not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and select **Join.**

 Web Browser

Google Chrome

1. Open Chrome.
2. Go to join.zoom.us.
3. Enter your meeting ID provided by the host/organizer.

4. Click **Join**.

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

Open Zoom?

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

Open Zoom   Cancel

Safari

1. Open Safari.
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

Join a meeting from an H.323/SIP room system

4. Click **Join**.
5. When asked if you want to open zoom.us, click **Allow**.

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

Cancel   Allow

Microsoft Edge or Internet Explorer

1. Open Edge or 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

Join a meeting from an H.323/SIP room system

4. Click **Join**.

Mozilla Firefox

1. Open Firefox.
2. Go to join.zoom.us.
3. Enter your meeting ID provided by the host/organizer.
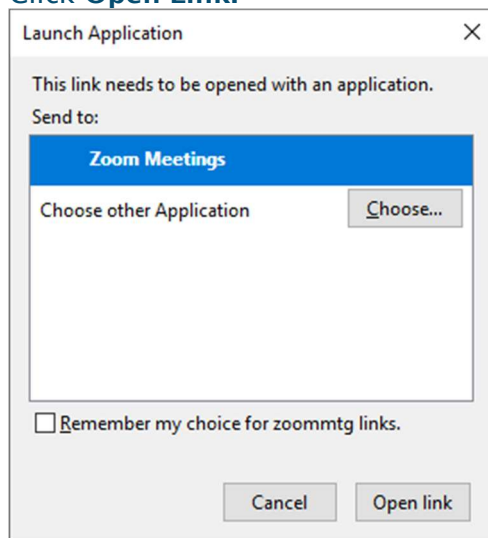
Join a Meeting

Meeting ID or Personal Link Name

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

Join

Join a meeting from an H.323/SIP room system

4. Click **Join**.
   - If this is your first time joining from Firefox, you may be asked to open Zoom or the Zoom installer package.
   - To skip this step in the future, check **Remember my choose for zoommtg links**.
   - Click **Open Link.**

Launch Application ✕

This link needs to be opened with an application.

Send to:

Zoom Meetings
Choose other Application   Choose...

☐ Remember my choice for zoommtg links.

Cancel   Open link

5. 🔗 **Email**
6. Click the join link in your email or calendar invitation.

Hi there,

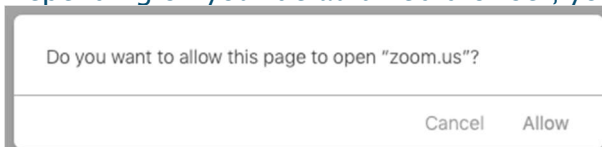_____ is inviting you to a scheduled Zoom meeting.

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

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

Depending on your default web browser, you may be prompted to open Zoom.

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

Cancel   Allow

Overview of Attendee Controls

When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting or was selected to be the alternative host (if the host is unable to join) will have host controls. . There are many options just read the ones that apply to your device.

- Below are control description for most devices. Please note use of the "Hand Up" Function.
- Across all devices the following has been set by the host.

Mute / Unmute: Note you do not need to mute or unmute yourself as host will control this and will unmute you when its your turn to share. If you choose to use this function and raise your hand please remember to unmute yourself. We cannot unmute you if you have muted yourself.

Virtual background Has been disabled by host

Invite: Invite others to join your meeting. (Disabled by Host).

**Share Screen**: Start a screen share (Disabled by Host).

Chat: Access the chat window to chat with the participants. (Chat is private and will only be seen by host and co-host)

Record: Start or stop a local recording. Attendees do not have access to start a cloud recording. (Disabled by Host)

Note: We will not record any video or audio of these sessions and ask that no one attempts to in respect of the facilitators and participants privacy

Windows | Mac

The attendee controls appear at the bottom of your screen if you're not currently screen sharing.
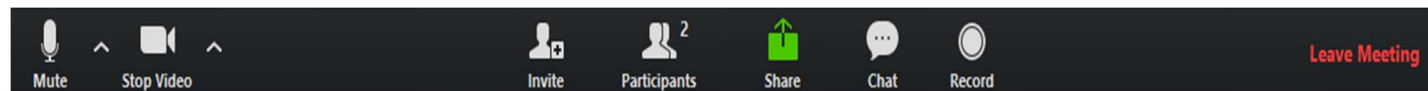
Attendees have access to these features:

Mute / **Unmute:** Mute and unmute your microphone.
Audio Controls (click the ^ arrow next to **Mute** / **Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

Start Video / **Stop Video**: Turns your camera on or off.
Video Controls (click the ^ arrow next to **Start Video** / **Stop Video**): Change cameras if you have multiple cameras, select a virtual background, or access your full video settings.

Invite: Invite others to join your meeting.

Participants: See who's currently in the meeting. The Participants list also gives you access to these options:

- **Rename**: Hover over your name and click **Rename** to change your screen name displayed to other participants.
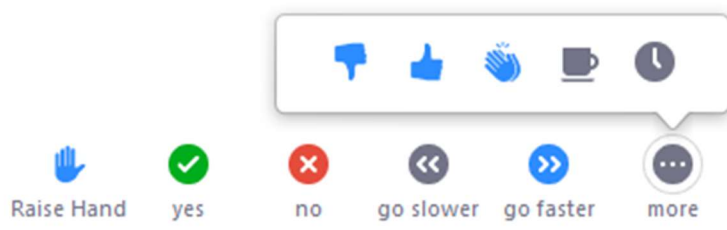
Raising Hand and Providing Nonverbal Feedback During Meetings (Attendees)

To provide nonverbal feedback to the host of the meeting:

1. Click the **Participants** button.

2. Click one of the icons to provide feedback to the host. Click the icon again to remove it.
   Note: You can only have one icon active at a time.

- Raise Hand / Lower Hand
- yes
- no
- go slower
- go faster
- Additional icons are available by clicking the more button:
  - agree
  - disagree
  - clap
  - need a break
  - away

The icon will appear next to your name in the participants list.

Share Screen: Start a screen share. You will be able to select the desktop or application you want to share.
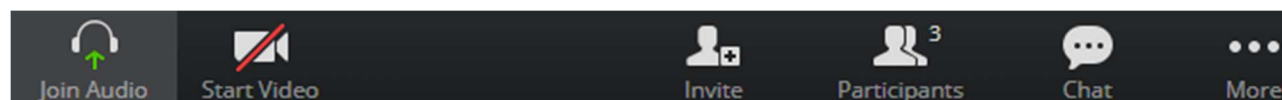
Chat: Access the chat window to chat with the participants

Record: Start or stop a local recording. Attendees do not have access to start a cloud recording.

Leave Meeting: Leave the meeting while it continues for the other participants. Only the host can end the meeting.

Web

The attendee controls appear at the bottom of your screen.

Attendees have access to these features:

Mute / Unmute: Mute and unmute your microphone.

Start Video / Stop Video: Turns your camera on or off.

**Invite**: Invite others to join your meeting. Learn more.

Participants: See who's currently in the meeting. The participants list also gives you access to these options:

- **Rename**: Hover over your name to change it as it's displayed to other participants.
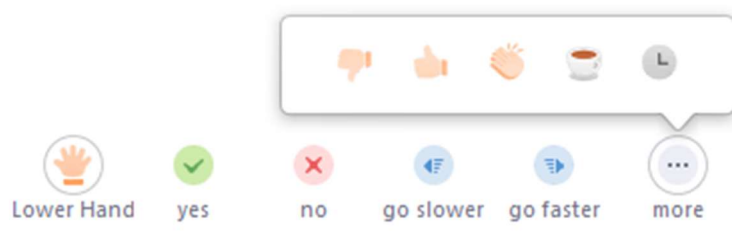
Raising Hand and Providing Nonverbal Feedback During Meetings (Attendees)

To provide nonverbal feedback to the host of the meeting:

1. Click the **Participants** button.
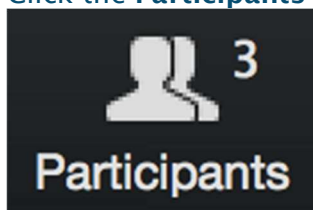
2. Click one of the icons to provide feedback to the host. Click the icon again to remove it. **Note**: You can only have one icon active at a time.

- Raise Hand / Lower Hand
- yes
- no
- go slower
- go faster
- Additional icons are available by clicking the more button:
  - agree
  - disagree
  - clap
  - need a break
  - away

The icon will appear next to your name in the participants list.
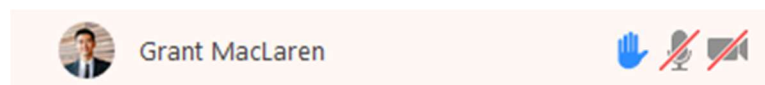
Chat: Access the chat window to chat with the participants. Learn more.

Leave Meeting: Leave the meeting while it continues for the other participants. Only the host can end the meeting.

 Android

The attendee controls appear at the bottom of your screen, except for Leave meeting which appears at the top-right corner.

Mute / Unmute: Mute or unmute your microphone.

Video: Start and stop your own video.

Share: Start a screen share. You'll be able to select what you want to share. Learn more.

Participants: See who's currently in the meeting. The participants list also gives you access to these options:

- Tap your name if you want to rename yourself.

Raising your Hand and Providing Nonverbal Feedback During Meetings (Attendees)

To provide nonverbal feedback to the host of the meeting:

1. Click **More**.

2. Click one of the icons to provide feedback to the host. Click the icon again to remove it.
   Note: You can only have one icon active at a time.
   - raise hand
   - yes
   - no
   - go slower
   - go faster
   - Additional icons are available by clicking the **more** button:
     - agree
     - disagree
     - clap
     - need a break
     - away

The icon will appear next to your name in the participants list.

- **Chats**: Chat with other participants. Learn more.
- **Invite**: Invite others to join your meeting. Learn more.

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 iOS

The attendee controls appear at the bottom of your screen, except for Leave meeting which appears at the top-right corner.

Mute / Unmute: Mute or unmute your microphone.

Video: Start and stop your own video.

Share: Start a screen share. You'll be able to select what you want to share. Learn more.

Participants: See who's currently in the meeting. The participants list also gives you access to these options:

- Tap your name if you want to rename yourself.

Raising your Hand and Providing Nonverbal Feedback During Meetings (Attendees)

To provide nonverbal feedback to the host of the meeting:

1. Join a Zoom meeting as a participant.
2. Click **More**.

3. Click one of the icons to provide feedback to the host. Click the icon again to remove it.
   Note: You can only have one icon active at a time.
   - raise hand
   - yes
   - no
   - go slower
   - go faster
   - Additional icons are available by clicking the **more** button:
     - agree
     - disagree
     - clap
     - need a break
     - away

The icon will appear next to your name in the participants list.

- **Chats**: Chat with other participants. Learn more.
- **Invite**: Invite others to join your meeting. Learn more.