

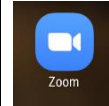
USER GUIDE – Joining a Zoom Meeting

Introduction

- 1) Student does not need an account to join a meeting. You only need to install the 'ZOOM Cloud Meeting' app on your PC or Android / iOS device.

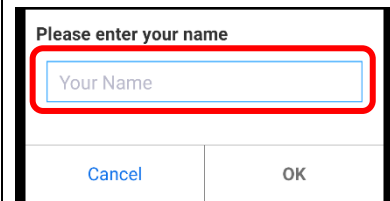
Joining a Zoom meeting on an Android phone

- 1) Install the 'ZOOM Cloud Meetings' app from Google Play Store.

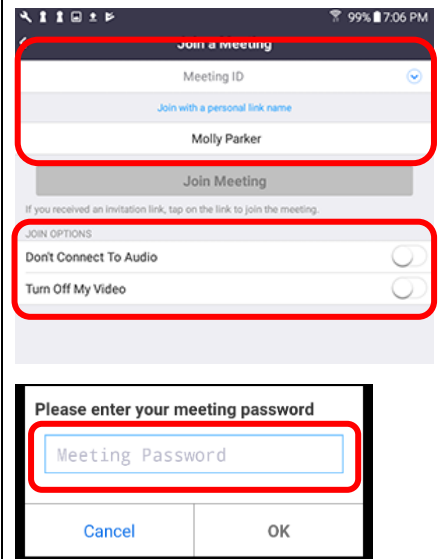


- 2) If you have received a Zoom meeting invitation email
 - i) Simply click the 'Join Zoom Meeting' link in the email, and choose to open with the 'Zoom' app.
 - ii) Enter your name, and then click 'OK'

IMPORTANT: Make sure you use your **REAL NAME**, so that the meeting host could easily identify you.

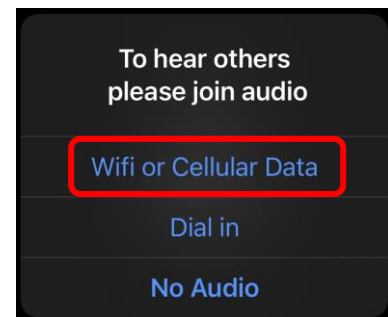
The image shows a screen titled "Please enter your name". It has a text input field with "Your Name" inside. Below the field are two buttons: "Cancel" and "OK".

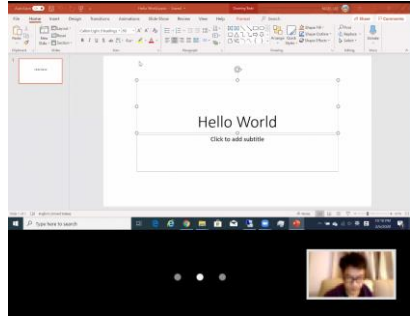
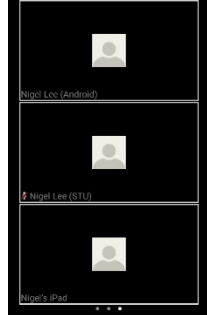
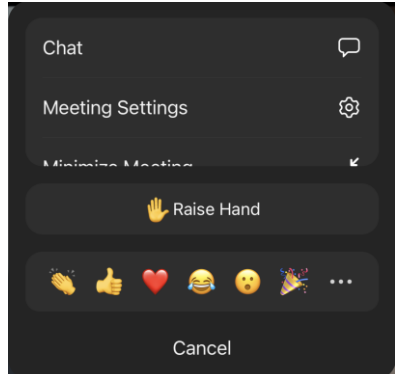
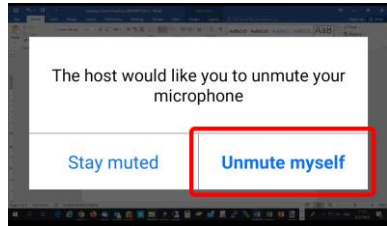

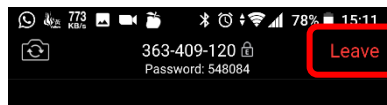
- 3) If you know the 'Meeting ID' and the 'Passcode'
 - i) Open the 'Zoom' app on your device, click 'Join a meeting'.
 - ii) Enter the 'Meeting ID' and your 'Display Name'.
 - iii) Select if you would like to connect audio and/or video and tap Join Meeting.
 - iv) Enter the Meeting Passcode and click 'OK' (if prompted).

The image shows the "Join a meeting" screen in the Zoom app. It has a "Meeting ID" field with a dropdown arrow, a "Join with a personal link name" option, and a "Molly Parker" display name. Below this is a "Join Meeting" button. Underneath, there are "JOIN OPTIONS" with two toggle switches: "Don't Connect To Audio" and "Turn Off My Video". Below the options is a "Please enter your meeting password" screen with a "Meeting Password" input field and "Cancel" and "OK" buttons.

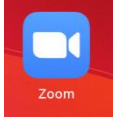

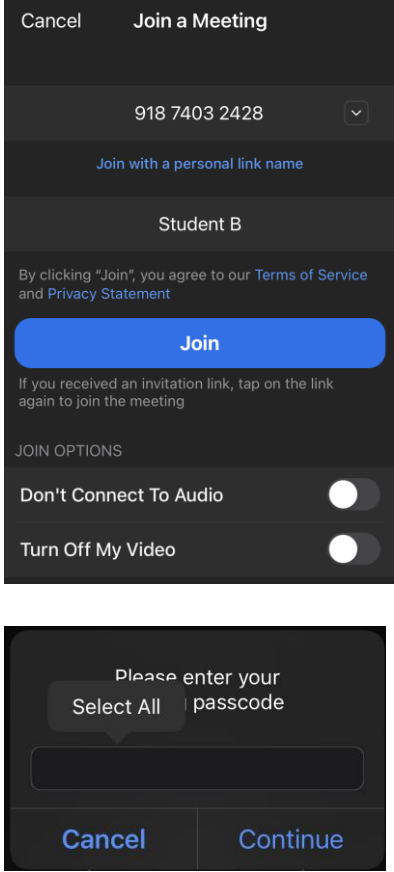
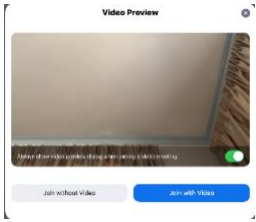
- 4) You will be put in the Waiting Room. Please wait for the host to admit you in the Zoom Meeting.

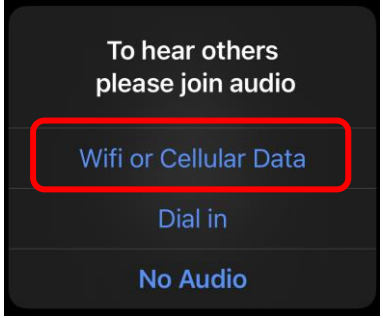

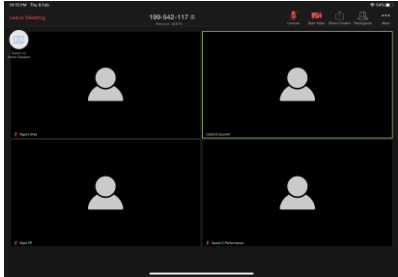
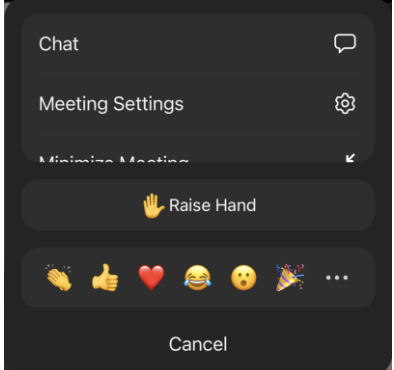
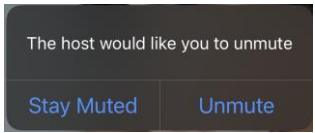


- 5) Click 'Wifi or Cellular Data' to enable the audio in the meeting, so that you could hear or speak in the meeting. (By default, your microphone is muted and require the host to unmute you.)



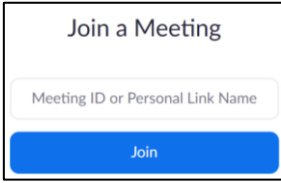
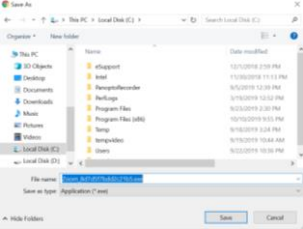
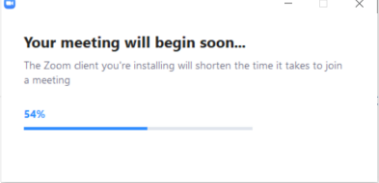
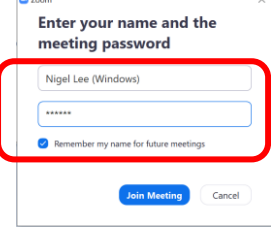
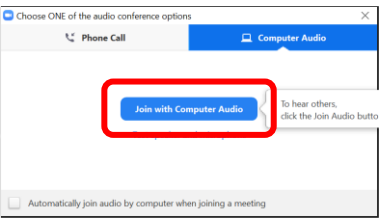
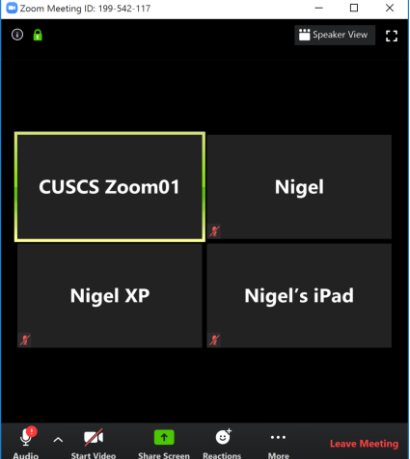
<p>6) On the main screen, you will see the webcam of the meeting host OR the screen shared by the host. When a screen is shared, you will see the webcam of the Active Speaker at the bottom. (This view is recommended for listening to the meeting host)</p>	
<p>7) If you want to see other participants, Slide to the right. (This view maybe useful when doing discussions)</p>	
<p>8) If you need to ask questions, click 'Reactions > 'Raise Hand'. Wait for the meeting host to lower your hand and unmute your microphone.</p>	
<p>9) When the meeting host unmute you, respond to the prompt on your device to unmute yourself.</p>	
<p>10) You can use the Audio / Video button to enable / disable your microphone or webcam. (ONLY IF THE MEETING HOST ALLOW YOU TO DO SO)</p>	
<p>11) Click 'Leave' on the top right-hand corner to leave the meeting.</p>	

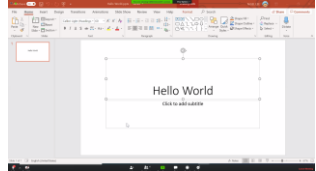
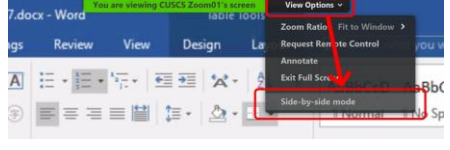
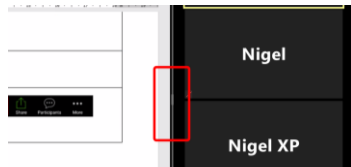
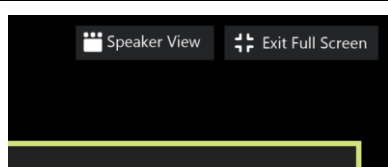
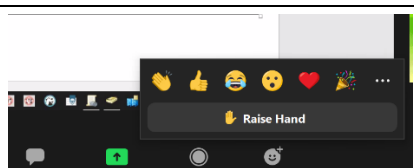
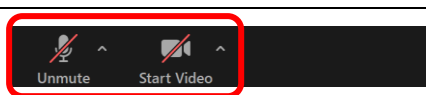
Joining a Zoom meeting on an iOS device

<p>1) Install the 'ZOOM Cloud Meetings' app.</p>	
<p>2) If you have received a Zoom meeting invitation email</p> <ol style="list-style-type: none"> i) Simply click the 'Join Zoom Meeting' link in the email. ii) Enter your 'Display Name' for the first time running 'Zoom'. <u>IMPORTANT</u>: Make sure you use your <u>REAL NAME</u>, so that the meeting host could easily identify you. 	
<p>3) If you know the 'Meeting ID' and the 'Password'</p> <ol style="list-style-type: none"> i) Open the 'Zoom' app on your device, click 'Join a meeting' ii) Enter the 'Meeting ID' and your 'Display Name'. iii) Select if you would like to connect audio and/or video and tap Join Meeting. iv) Enter the meeting password and then click 'Continue' (if prompted). 	
<p>4) Allow 'Zoom' to access the camera if prompted.</p> <p>5) Select whether you want to join with Video or not.</p>	
<p>6) You will be put in the Waiting Room. Please wait for the host to admit you in the Zoom Meeting.</p>	

<p>7) Allow 'Zoom' to access the microphone if prompted.</p> <p>8) Click 'Wifi or Cellular Data' to enable the audio in the meeting, so that you could hear or speak in the meeting. (By default, your microphone is muted and require the host to unmute you.)</p>	
<p>9) On the main screen, you will see the webcam of the active speaker (i.e. automatically switch between who is talking), OR the screen shared by the host.</p> <p>(This view is recommended for listening to the meeting host)</p> <p>10) When the speaker is NOT SHARING his screen, you can click 'Switch to Gallery View'. (Or swipe left on iPhone)</p>	
<p>11) In the 'Gallery View', you will see the webcam of all participants.</p> <p>(This view maybe useful for doing group discussions)</p>	
<p>12) If you need to ask questions, click 'Reactions' > 'Raise Hand'. Wait for the meeting host to lower your hand and unmute your microphone.</p>	
<p>13) When the meeting host unmute you, respond to the prompt on your device to unmute yourself.</p>	
<p>14) You can use the Audio / Video button to enable / disable your microphone or webcam.</p>	
<p>15) Click 'Leave' to leave the meeting.</p>	

Joining a Zoom meeting on Windows PC

<p>1) Visit this URL on an internet browser: https://zoom.us/join</p>	
<p>2) Enter the 'Meeting ID' and click 'Join'</p>	
<p>3) Save and Run the 'Zoom' executable file. (If you have installed Zoom on your PC, then click 'Open Zoom Meetings")</p>	
<p>4) Wait for the Zoom client to start. (Click 'Yes' if you are prompted for UAC permission)</p>	
<p>5) Enter the 'Meeting Passcode, then click 'Join Meeting' IMPORTANT: Make sure you use your REAL NAME, so that the meeting host could easily identify you.</p>	
<p>6) Select to Join with Video or not.</p>	
<p>7) You will be put in the Waiting Room. Please wait for the host to admit you in the Zoom Meeting.</p>	
<p>8) Click 'Join with Computer Audio' in order to speak and hear from others.</p>	
<p>9) After joining the meeting room, you will see the webcam of the speaker. Click 'View' button on the top right-hand corner to switch between 'Speaker View' or 'Gallery View'.</p>	

<p>10) OR if the meeting host is sharing a screen, you will see the screen of his PC.</p>	
<p>11) At the top of the screen, click 'View Options > Side-by-side mode'. You will be switched to the 'Side-by-side mode', which allow you to see the screen and other participants simultaneously.</p>	
<p>12) You can adjust the width of each side by dragging the control between the shared screen and the webcams.</p>	
<p>13) You can enter / exit 'Full Screen' by click the Full Screen button on the top right-hand corner.</p>	
<p>14) If you need to ask questions, click 'Reactions > Raise Hand'. Wait for the meeting host to lower your hand and unmute your microphone.</p>	
<p>15) When the meeting host unmuted you, speak to your microphone.</p>	
<p>16) You can use the Audio / Video button to enable / disable your microphone or webcam. (ONLY IF THE MEETING HOST ALLOW YOU TO DO SO)</p>	
<p>17) Click the 'Leave' button to leave the meeting.</p>	