

## Joining a ZOOM Meeting from an Apple Mac for the first time


- having never used Zoom on this computer before -

### [A] Check your settings

- 1) You need to check your computer settings are okay to allow Zoom to download. To do that download the On-Line Guide called "**MacOS - Check your settings will allow Zoom to download**".
- 2) Follow the instructions in that guide, then return here.

### [B] Join a meeting without downloading or installing anything first

- 1) Open the email you received inviting you to the meeting, and double-click on the **meeting link**. It will look similar to that below:

Join Zoom Meeting  
[https://us04web.zoom.us/j/643581815?  
pwd=Y0toakRUaVRVdy93NVQ0ZmpFL3VIUT09](https://us04web.zoom.us/j/643581815?pwd=Y0toakRUaVRVdy93NVQ0ZmpFL3VIUT09) 

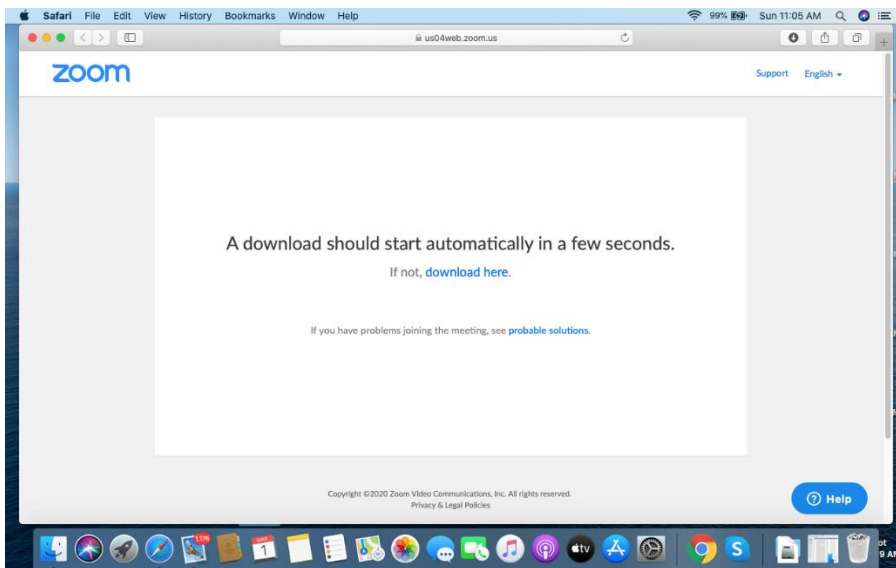
Meeting ID: 643 581 815  
Password: 103137

One tap mobile  
+6498846780,,643581815# New Zealand  
+6448860026,,643581815# New Zealand

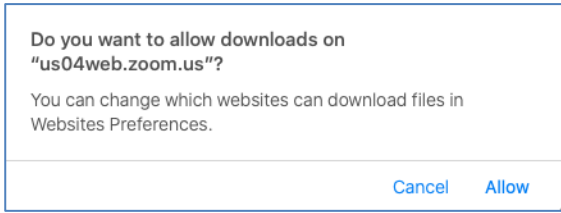
Dial by your location  
+64 9 884 6780 New Zealand  
+64 4 886 0026 New Zealand  
+1 646 558 8656 US (New York)  
+1 408 638 0968 US (San Jose)

Meeting ID: 643 581 815  
Find your local number: <https://us04web.zoom.us/u/fdwYuZaUnr>

- 2) The following screen will be displayed, showing Zoom preparing to automatically download.



3) Then this dialog box may pop up asking for permission to download Zoom. If it does click on **Allow**.

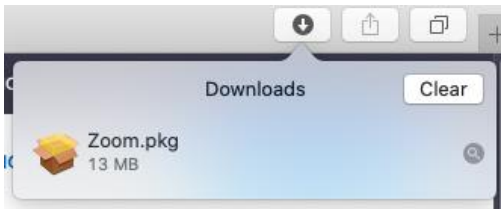


Downloading will resume. You can tell where it's up to in the downloading process by the bar indicator in the top right of the browser window.



4) When it's finished downloading you can open the downloaded Zoom package file either by:

a) clicking on that same **Downloads** icon, and then double-click on the **Zoom.pkg** file

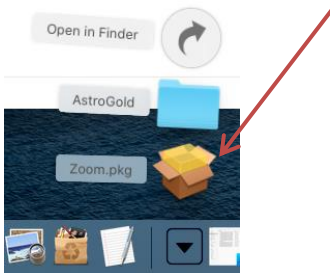


-or-

b) clicking on the **Downloads** icon at the right-hand end of the Dock...



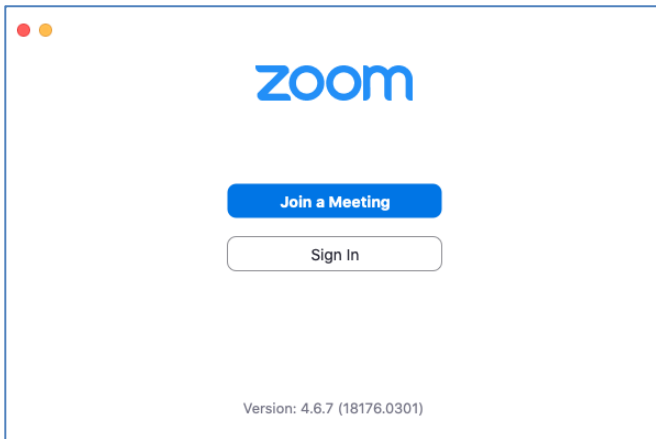
...then clicking on the same **Zoom.pkg** file in the pop-up menu.



4) The Package will load and you may be asked for permission to install Zoom. If you are then click on **Continue**.

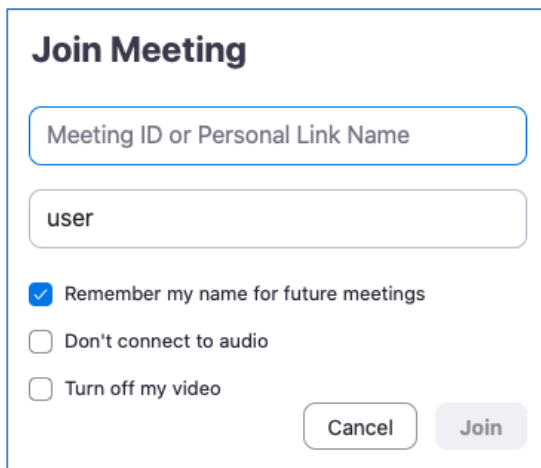


5) Zoom will be installed, and then present the “Join Meeting” window.

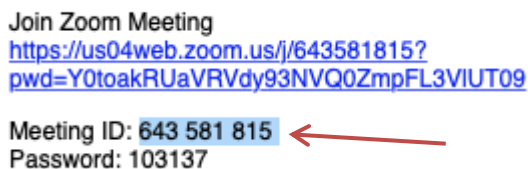


8) At this point you can either:

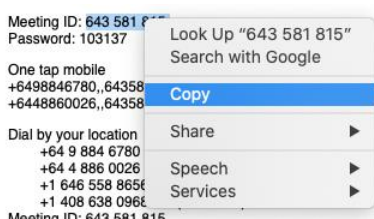
- a) Go back to your invitation email, and **click on the link** again (recommended, as if you do this you will not need to enter the meeting ID and password). Once you’ve done this ➤ Step 13.
- b) Click on the **Join a Meeting** button. The “Join Meeting” dialog appears.



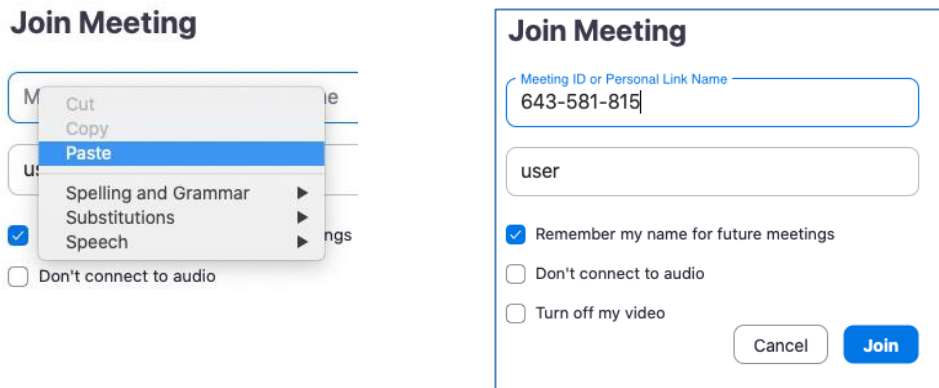
9) Go back to the invitation email, and with the left mouse button held down drag the mouse over the **Meeting ID** to highlight it.



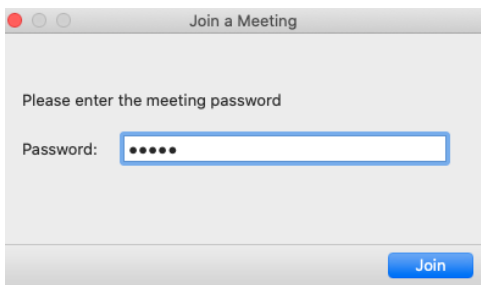
10) Then right-click on the highlighted ID and in the menu that pops up select **Copy**.



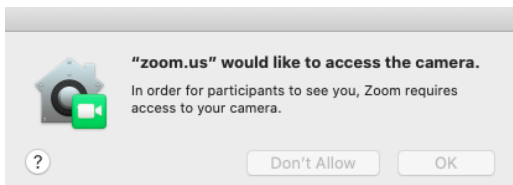
- 11) Go back to the “Join Meeting” dialog and right click in the “Meeting ID” field, and in the menu that pops up select **Paste**. This will enter the Meeting ID in the field. Then click the **Join** button.



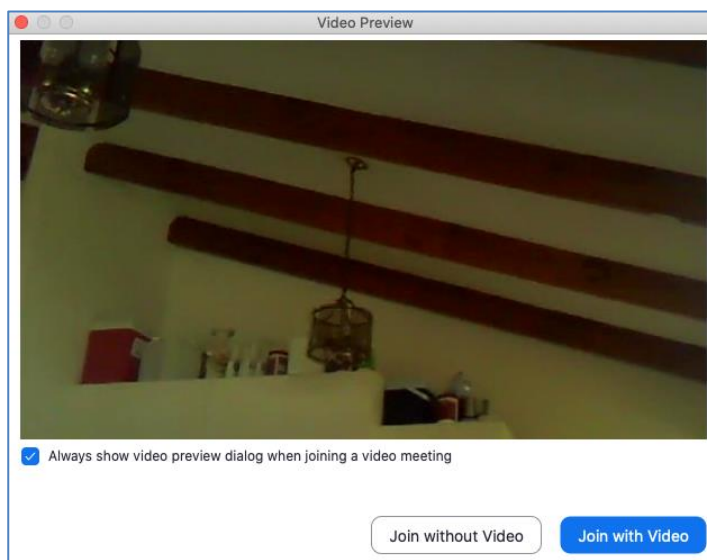
- 12) A dialog needing the password will be displayed. Do the same as you did for the Meeting ID in steps 10 & 11. Go back to the invitation email, highlight then copy the **Password**, then paste it in to this dialog. Then click the **Join** button.



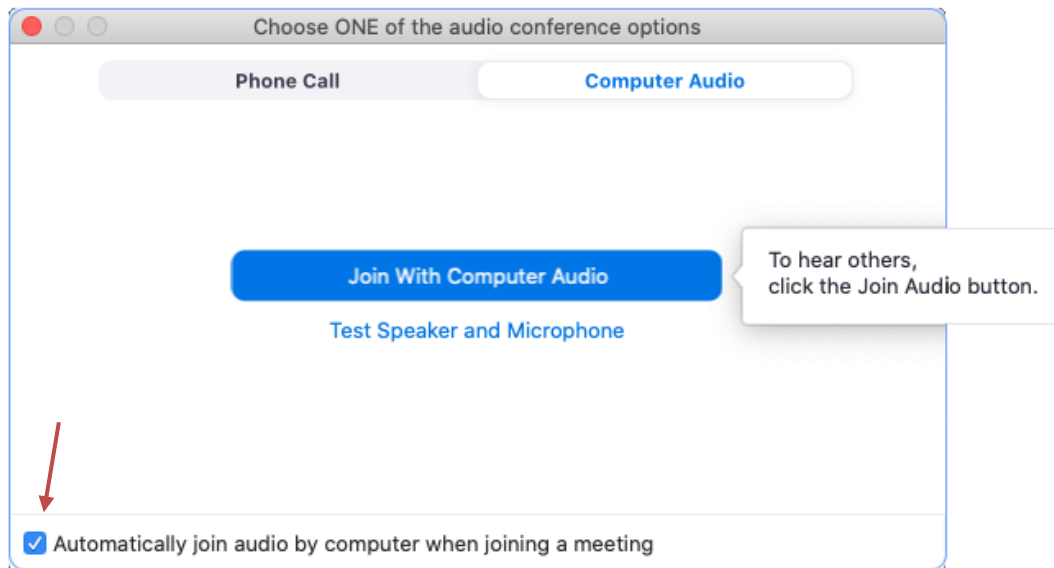
- 13) The following window may be displayed. If it is click on **OK**.



- 14) Then a “Video Preview” window will appear (it will show you in it) . Click on the **Join with Video** button.



The following window will be displayed, so that you can choose whether you are using your phone or your computer to attend the meeting. By default “Computer Audio” will already be selected.



15) You need to do two things:

- a) Make sure the **Automatically join audio by computer when joining a meeting** checkbox is ticked by clicking in it till it is, then...
- b) Finally, click on the **Join with Computer Audio** button. You will then be in the Zoom Meeting window, now present at the meeting, where you will see the live picture of the host.

*(the host is not shown in the screenshot below however)*

