

Joining a Zoom meeting from a Windows PC

- with Zoom already installed on the PC -

NOTE: After the first meeting not all these steps will be required. In that case just skip to the next step.

- 1) Open the email that you have been sent with the invitation to the meeting: Click on the **link**.

Please join Zoom meeting in progress



Hoop <hoopa@xtra.co.nz>
To: 'Elzunia Stachnik'



Fri 6-Mar-20 3:56 PM

Join Zoom Meeting

<https://us04web.zoom.us/j/317755923?pwd=a3RvUGZKaDIyU241dVBoTVFISXlDdz09>



MeetingID: 317 755 923
Password: 028340

One tap mobile

+6498846780,,317755923# New Zealand
+6448860026,,317755923# New Zealand

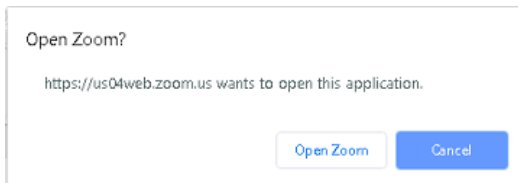
Dial by your location

+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)

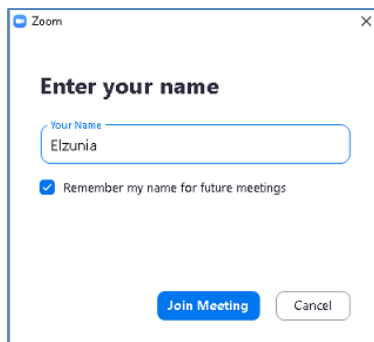
MeetingID: 317 755 923

Find your local number: <https://us04web.zoom.us/jdwwYuZaUnr>

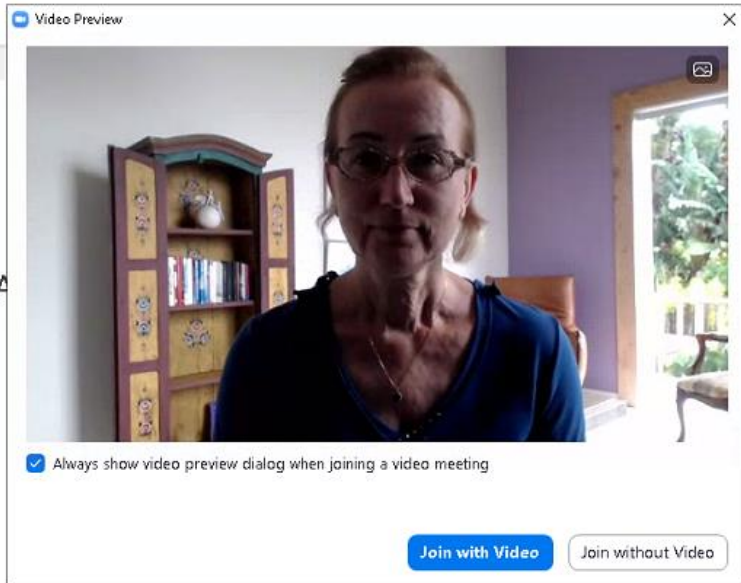
- 2) You may be asked for permission to open Zoom. If so click on the **Open Zoom** button.



- 3) You may be asked to enter your name. Type it in. Click on the checkbox **Remember my name for future meetings** until it is ticked (you will always have the option of changing it for a particular meeting). Click on the **Join Meeting** button.



4) The preview screen will then be displayed. Click on the **Join with Video** button.



5) Next the “use audio” screen will be displayed.

- a) Up the top make sure the Computer Audio tab is selected - it is by default so it should be. If it isn't click on **Computer Audio**.
- b) At the bottom click on the checkbox **Automatically join audio by computer when joining a meeting** until it is ticked.
- c) Click on the **Join with Computer Audio** button.



6) You will then be in the meeting, viewing the host on the screen.