

# Joining a Zoom meeting from a Windows PC

- Zoom has not been initially installed on the PC -

**NOTE:** After the first meeting not all these steps will be required. In that case just skip to the next relevant 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: 'Ełzunia Stachnik'



Fri 6-Mar-20 3:56 PM

Join Zoom Meeting

<https://us04web.zoom.us/j/317755923?pwd=a3RvUGZKaDIyU241dVBoTVFISk0Ddz09>



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/jdwwuZaUnr>

2) Zoom will either start downloading automatically to your “Downloads” folder (in which case ➤ step 3), or it will ask you where to download Zoom to.

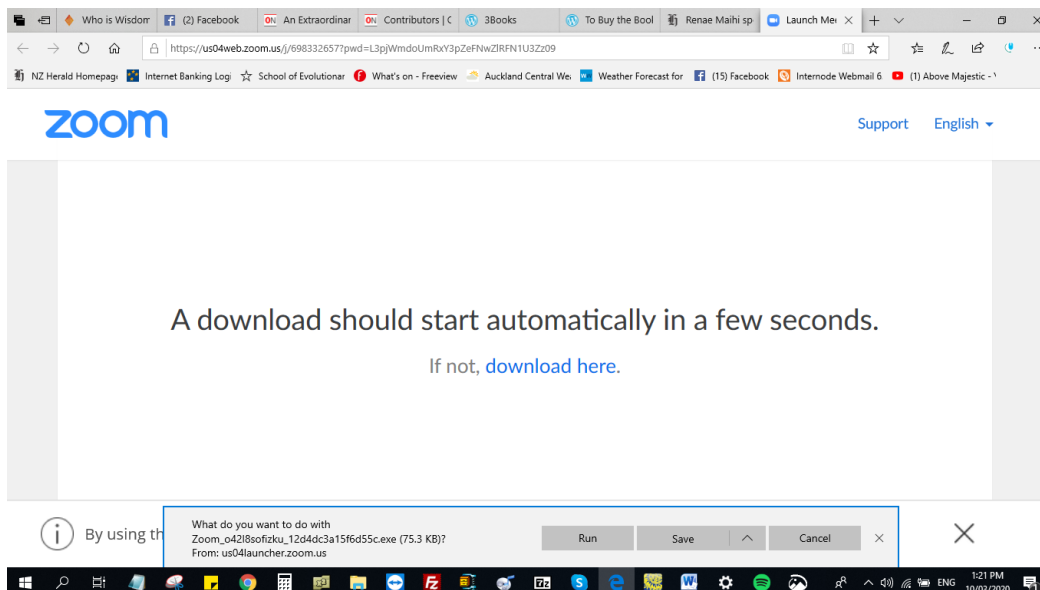
If you are asked, depending on your browser you can do something similar to either...

a) pressing the **Save** key to download Zoom to the “Downloads” folder

-or-

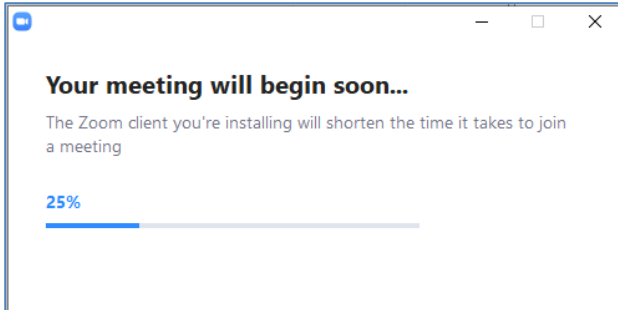
b) (possibly first clicking the ^ next to the “Save” button then...)

clicking on the **SaveAs** button

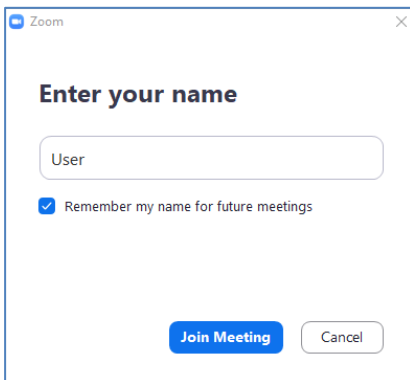


c) Then navigate to the folder where you want Zoom downloaded to, then click the **Save** button.

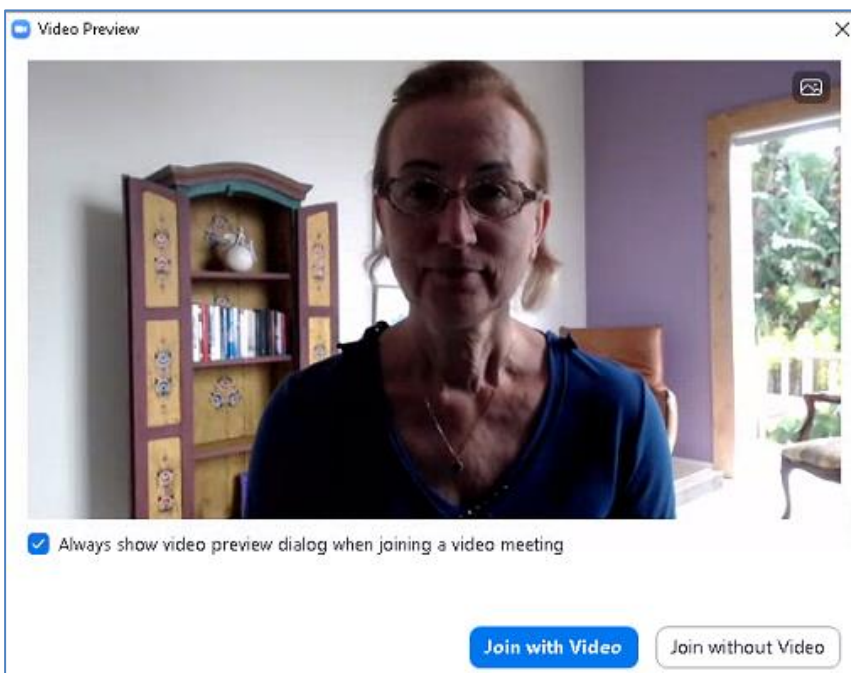
- 3) Once the Zoom installation file has finished downloading you need to Run it:
  - a) In the Chrome browser you'll see the file on the bar at the bottom of the screen, it's called **ZoomInstaller.exe**, and you can just click on it.
  - b) In the Edge browser you click the **Open Folder** button first and the folder will be opened with **ZoomInstaller.exe** highlighted, then you can double-click it (or just press the **Enter** key on the keyboard).
- 4) Zoom will start installing...



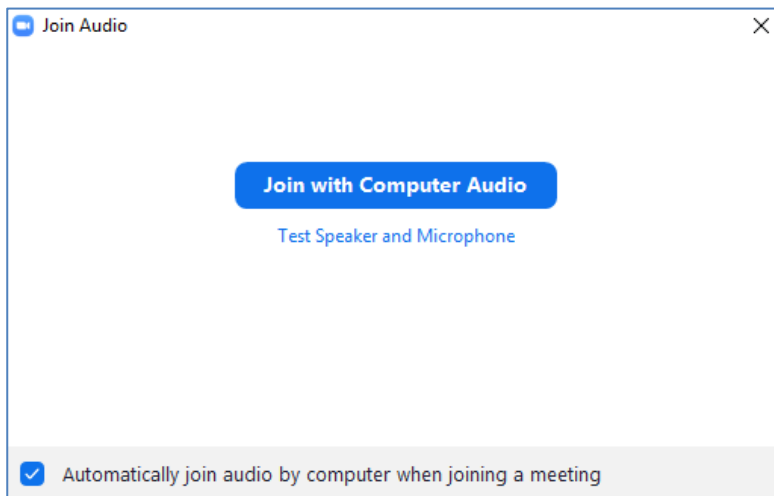
- 5) Then you'll need to enter **your name**. When you've done that click on **Remember my name for future meetings** until it is ticked. Finally click on the **Join Meeting** button.



- 6) The "Video Preview" screen will then be displayed. Click on the **Join with Video** button.



- 5) Next the “Join Audio” screen will be displayed.
- a) Click on **Automatically join audio by computer when joining a meeting** until it is ticked.
  - b) Click on the **Join with Computer Audio** button.



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