

## HOW TO JOIN A ZOOM MEETING

To join a Zoom meeting via the internet you will need a computer, tablet or smartphone that is connected to the internet and has a camera, speaker and microphone.

**To join a meeting, simply follow these steps:**

1. Click the link that was provided to you to join the meeting. The link will be something similar to <https://zoom.us/j/606913802>. (This is a sample, and NOT your link.)
2. You will be prompted to download and run Zoom. The zoomusLauncher.zip file will download.
3. Click on the file and you can install the launcher.
4. The Zoom meeting window will appear where you can join your audio and connect your video.
5. Select 'Join Audio Conference by Computer' to join the audio.
6. To connect the video, select the video camera icon in the bottom left hand corner of the Zoom meeting window.

You should now be connected to the Zoom meeting with video and audio. If you would like to watch a 1-minute video about how to join a Zoom meeting, click here: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting>

## MUTE AND UNMUTE

During the meeting, if you are not speaking, you may wish to mute yourself. This will help eliminate background noise for everyone. Your meeting host can also mute and unmute you. To mute or unmute yourself click on the microphone icon. (When a slash is across the microphone you are muted and people on the Zoom meeting cannot hear you.)

## ADDITIONAL HELP

Please contact Tiffany Keith for additional help at [tiffanyk@fumc-cs.org](mailto:tiffanyk@fumc-cs.org).