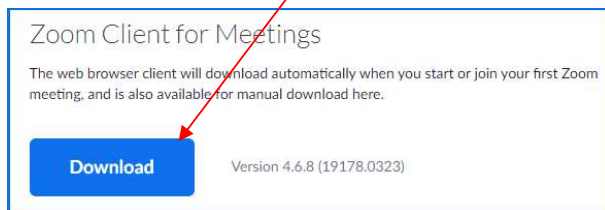# zoom

QUICK START GUIDE – JOINING A ZOOM MEETING

In this article, we will discuss how to join a Zoom Meeting through an email invite.
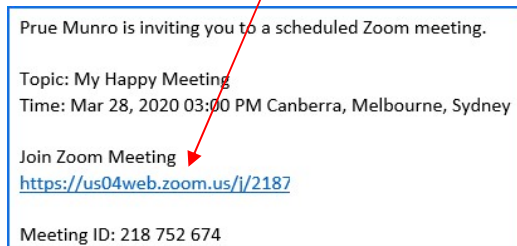
Before the Meeting:

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from Zoom's download centre by visiting **www.zoom.us/download** and clicking the Download Meeting as shown below:

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download   Version 4.6.8 (19178.0323)

If you do not have an opportunity to install the Zoom app before the meeting takes place, you will have an opportunity to do so during the meeting when you click on the Meeting link.
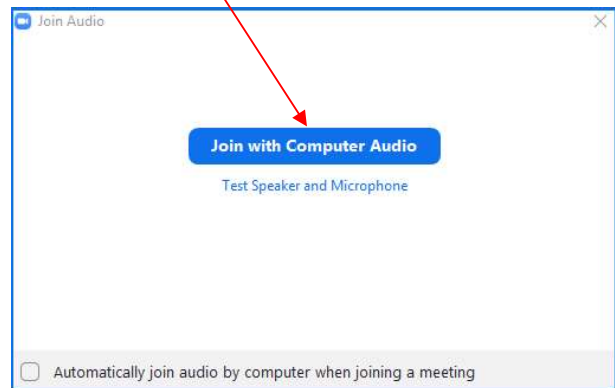
To join the Meeting:

1. Open your email invitation

2. Click on the **Meeting Link** that is shown in the meeting invitation:

Prue Munro is inviting you to a scheduled Zoom meeting.

Topic: My Happy Meeting
Time: Mar 28, 2020 03:00 PM Canberra, Melbourne, Sydney

Join Zoom Meeting
https://us04web.zoom.us/j/2187

Meeting ID: 218 752 674

Note: The above link is for illustrative purposes only, please use the link within the invitation you receive!

3. If you **have not** installed the Zoom app before the meeting, you will be prompted to do so before you are able to join.

4. If you **have** installed the Zoom app before the meeting, Zoom will open the Zoom Meeting app and prompt you to 'Join Audio'.

Click on the '**Join with Computer Audio'** option as shown below:

Join Audio

Join with Computer Audio

Test Speaker and Microphone

⬜ Automatically join audio by computer when joining a meeting

Note: *Zoom will use your Computer microphone and speakers or, if you have a headset/microphone plugged into your computer Zoom will use those. You may find a headset and microphone provide a higher quality audio experience for you.*

5. That's it, you're in! Welcome to your Zoom Meeting!

During the Meeting:

Mute / Unmute – If you wish to mute your microphone at any time (so that other meeting participants can't hear you), please click on the Mute / Unmute button as required. The Mute / Unmute button can be found on the bottom left corner of your screen:
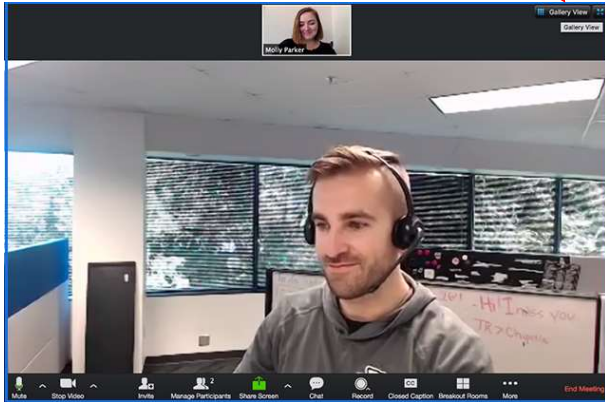
Unmute   Start Video

Start / Stop Video – To turn your video on for other participants to see you, please click on the 'Start Video' button (it's more fun when you do!). The Start Video / Stop video button can be found on the bottom left corner of your screen:
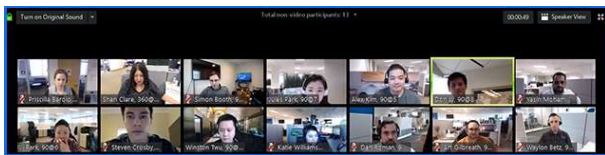
Unmute   Start Video

Gallery / Speaker View – By default, Zoom will display the 'active speaker' of the meeting. If you wish to view all participants and their video at the same time, you can click on the 'Gallery View' option at any time! (Some people call this the 'Brady Bunch' view!)

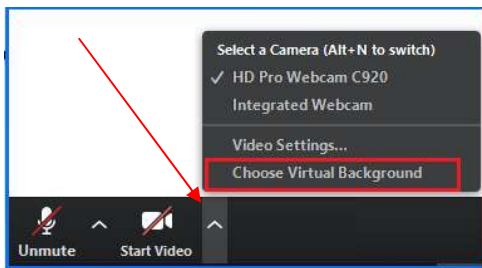The 'Gallery View' button can be found at the top right of your screen:
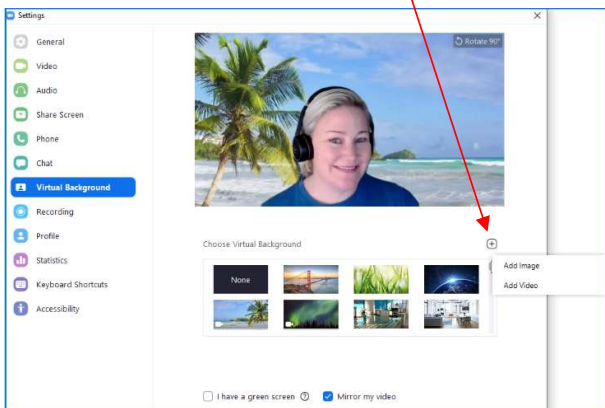

Gallery View!

Fun Tips!

Virtual Backgrounds:

1. To change your Virtual Background, click on the up arrow to the right of your Start / Stop Video icon and select '**Choose Virtual Background'**:

You are welcome to select from any of the default Zoom images or, upload your own for extra fun!

2. To upload your own photo, click on the **+** arrow as shown below and click **'Add Image'**
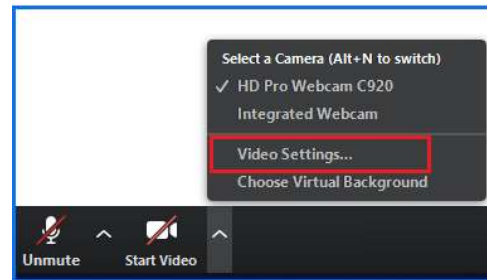

Note: Virtual Backgrounds do have several computer requirements and may not be available for all users. To check PC requirements, please visit Zoom's Support article:
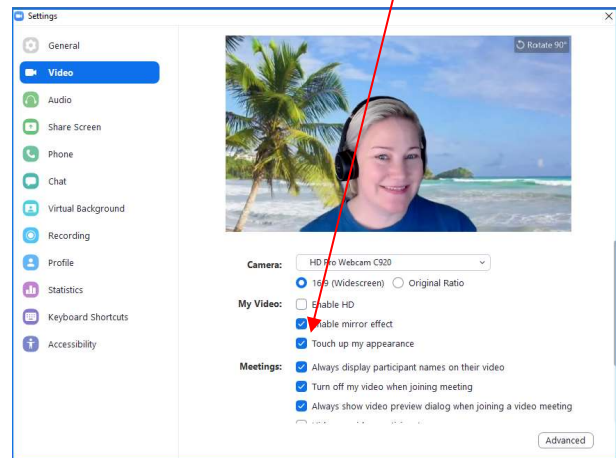
https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background

Touch Up My Appearance:

Zoom has a 'Touch Up My Appearance' option that retouches your video display with a soft focus, this can help smooth out skin tone and present a more polished looking appearance when displaying your video!

1. Click on the up arrow to the right of your Start / Stop Video icon and choose 'Video Settings'

2. Click **Touch Up My Appearance**

For more fun tips, tricks and how-to videos, visit
https://support.zoom.us/hc/en-us