

ZOOM Help guide

Joining a meeting from a link

When you are invited to a meeting, you will usually have a unique link included in the session details. This is the join URL; you can open it in any web browser and automatically join the session. Depending on your default browser you may be asked if you want to allow this page to open zoom.us. Click allow and you will join the session.

If you are having trouble opening the link there will also be a Session ID included in the email. You can log onto the website join.zoom.us. and enter the Session ID number. If you are joining via Google Chrome, you will be asked to open the Zoom client to join the meeting. On Safari you will have to click "Allow" when asked if you want to open Zoom.us. On Microsoft Edge or Explorer you will not have to complete these steps. On Mozilla Firefox you may be asked to open Zoom or the Zoom installer package. Click open link, you can prevent this from happening in the future by ticking the "Remember my choice for zoommtg links" box at the bottom.

You can also download the Zoom desktop client to your PC or Mac. You can click join a meeting without needing to sign in, enter the meeting ID number and your display name if you have not signed in. You can also check whether you want to enter the meeting with your video turned off.

If you are on your mobile you can download the app from the Appstore or play store by searching for ZOOM. You can then enter the Session ID number and automatically log in to the meeting that way. If you have not signed in you will need to enter your display name. You will also need to select whether you are joining with your video and/or audio turned on or off.

If you need to dial into the meeting as you are having issues with your internet, there will also be a UK phone number included in the meeting invite which you can call, enter the digit access code followed by hash and it will take you into the meeting. The phone number will start +44 as it is an American company, please just dial 0 at the start instead of +44, otherwise it will come up with an out of service message.

Additional functionality

There is a speech bubble icon in lower central part of the screen which will open the chat bar to the right of the screen. The administrator can also choose to mute or unmute people in the meeting, and all users can mute their own microphones when they are not speaking which cuts down on background noise. This is done at the bottom left of the screen by clicking on the mic icon. Immediately to the right of that is the camera icon where people can turn on or off their camera. Having cameras off will improve quality of connection for everyone, particularly important for those in low bandwidth areas.

An organiser can share their computer screen to show a document or presentation at the bottom of the screen centrally. Organisers can also lock the meeting, and use the record function along the bottom central bar.

If you have specific how to questions you can search on the support website <https://support.zoom.us/hc/en-us> which has lots of YouTube tutorials for joining and scheduling meetings, including more involved functionality. The FAQ page is also helpful <https://support.zoom.us/hc/en-us/articles/206175806>