HOW TO JOIN A ZOOM MEETING

1. If you do not have it already, **download** and **install** the Zoom client on your computer. If possible, use a PC instead of a mobile phone.
   
   A. Windows - [https://zoom.us/client/latest/ZoomInstaller.exe](https://zoom.us/client/latest/ZoomInstaller.exe)
   
   B. Mac - [https://us04web.zoom.us/client/latest/Zoom.pkg](https://us04web.zoom.us/client/latest/Zoom.pkg)

2. Click on the **Zoom Meeting link** sent to your email

   Join Zoom Meeting
   
   [https://us04web.zoom.us/j/341076320?pwd=TFJWeWNKUHM2dVlnb2cwOGptU1dxQT09](https://us04web.zoom.us/j/341076320?pwd=TFJWeWNKUHM2dVlnb2cwOGptU1dxQT09)

   Meeting ID: 341 076 320
   
   Password: 12345

3. On the resulting browser window, when prompted select **Yes**.
4. Enter your name on the Zoom app. You can check the box so the app remembers your name for meetings. Click Join Meeting.

5. The app will connect to the meeting.
6. Click **Join with Computer Audio**.

7. You are now in the meeting.
8. **Hover your mouse** on the bottom of the application screen in order to see control buttons.

USEFUL INSTRUCTIONS:

- Connect your PC/laptop using an Ethernet cable rather than Wifi. A wired connection is much more stable.

- Restrict use of the internet for streaming and other uses in your office/home while on the call. Shut down other programmes on your computer that may slow it down and play distracting notification sounds.

- Use a **headset** or **ear sets** to avoid echo and to better listen to the speakers.

- Adjust your **camera** to be properly centered on the screen. **Make sure the light source is in front of you**, and not behind you (do not have a window behind you) and the camera is facing you directly at eye-level, rather than sideways or from below.

  Deactivate your camera if you are not speaking. This improves the quality of your connection.

- Please make sure you remain **muted** during the meeting in order to avoid any background noises. Keyboard shortcut to mute/unmute is **ALT+A** or you can find it on the left bottom of the application screen.

  ![Unmute](image)

- If you want to **speak**, please raise your hand by using either the shortcut **ALT+Y** or click the ‘**Participants**’ button at the bottom of the screen and find the indication “Raise hand”.

  When participants take the floor, they are kindly requested to **introduce themselves** and **indicate the language** they will use.