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
 - B. Mac <u>https://us04web.zoom.us/client/latest/Zoom.pkg</u>
- 2. Click on the Zoom Meeting link sent to your email

Join Zoom Meeting https://us04web.zoom.us/j/341076320?pwd=TFJWeWNKUHM2dVINb2cwOGptU1dxQT09 Meeting ID: 341 076 320 Password: 12345

3. On the resulting browser window, when prompted select **Yes**.

타 (5)		Launcł	n Meetir	ng - Zoorr 🗙	+ ~		—		×
$\leftarrow \ \ \rightarrow$	(D 1	ŵ	A https://us	04web.zoom.us/j/341076320?pwd=TFJWeWNKUHM2dVINb2cwOGptU1dxQT09&status=success		☆	Ŕ	
ZC)(m	١			Support	En	iglish 👻	^
					When prompted select Ves				
					When prompted, select res.				
					If nothing prompts from browser, download & run Zoom.				- 12
					Copyright ©2020 Zoom Video Communications, Inc. All rights reserved.				
					Privacy & Legal Policies				
							Q	Help	
									~

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.

Invite: Image: Choice ONE of the audio conference options Invite: Partice: Invite: Invite: <td>Zoom Participant ID: 58 Meeting ID: 341-076-320</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>×</td>	Zoom Participant ID: 58 Meeting ID: 341-076-320						×
Meeting Toxic: A Toxt Mostine JODJJJJC Hose ONE of the audio conference options Hose Phone Call Computer Audio Passwy Invitat Particip Automatically join audio by computer when joining a meeting Link the Join Audio by to the solution Join Audio by Computer when joining a meeting Join Audio Date of the solution	0 🔒						
Meeting Turking A tot Musice DOODSESD Choose ONE of the audio conference options X Host: Phone Call Computer Audio Passwer Invitat eWNKUH Join with Computer Audio To hear others, click the Join Audio button Particit Test Speaker and Microphone Automatically join audio by computer when joining a meeting Invite Others Join Audio Share Screen Invite Others		Talki	ng:				
Meeting Taskie A. Task Massian 200323325 Host: Choose ONE of the audio conference options Passwe Phone Call Computer Audio To hear others. click the Join Audio button Partici Test Speaker and Microphone Automatically join audio by computer when joining a meeting Invite Others Join Audio Share Screen							
Meeting Total Computer Audio Host: Phone Call Computer Audio Passwer Invitat eWNKUH Invitat Ioin with Computer Audio To hear others, click the Join Audio button Particit Test Speaker and Microphone click the Join Audio button Particit Test Speaker and Microphone Invite Others, click the Join Audio button Join Audio Share Screen Invite Others							
Meeting Tonic A Truck Maching 200223252 Choose ONE of the audio conference options Image: Computer Audio Passave Phone Call Computer Audio To hear others, cick the Join Audio button Partici Test Speaker and Microphone Automatically join audio by computer when joining a meeting Image: Computer Audio Join Audio Share Screen							
Meeting Testing A Table Machine DODDDDDD Host: Choose ONE of the audio conference options Host: Phone Call Computer Audio To hear others; Citck the Join Audio button Partici Test Speaker and Microphone Automatically join audio by computer when joining a meeting Invite Others Join Audio Share Screen							
Host: Passwo Invitat Partici Partici Join with Computer Audio Partici Automatically join audio by computer when joining a meeting Join Audio Share Screen Invite Others	M	eeting Tonic A Too	+ Mosting 2002221252				
Host: Passwa Invitat Partici Automatically join audio by computer when joining a meeting Join Audio Join Aud		Choose ONE of the audio conference	ence options	×			
Passwe Invitat Partici Partici Automatically join audio by computer when joining a meeting Join Audio Share Screen Invite Others	He	Phone Call	Compute	er Audio			
Invitat Partici Automatically join audio by computer when joining a meeting Join Audio Share Screen Invite Others	Pa	sswe					
Partici Automatically join audio by computer when joining a meeting Join Audio Join Aud	In	vitati		GWNKIH			
Partici Automatically join audio by computer when joining a meeting Join Audio Share Screen Invite Others				EWINKOI			
Partici Automatically join audio by computer when joining a meeting Join Audio Share Screen Invite Others		Join	with Computer Audio	lo hear others, click the Join Audio button			
Automatically join audio by computer when joining a meeting Join Audio Share Screen Invite Others	Pa	rticij Test	Speaker and Microphone				
Automatically join audio by computer when joining a meeting							
Automatically join audio by computer when joining a meeting Join Audio Share Screen Invite Others							
Automatically join audio by computer when joining a meeting Join Audio Share Screen	_						
Join Audio Share Screen Invite Others		Automatically join audio by	computer when joining a meeti	ing			
Join Audio Share Screen Invite Others							
Join Audio Share Screen Invite Others		**					
Join Audio Share Screen Invite Others	-						
		Join Audio	Share Screen	Invite Others			
		•+	1				
In Audio Start Video Leave Meeting	Join Audio Start Video	invite P	articipants Share Screen	Chat Record	Ŀ	eave Mee	ting

7. You are now in the meeting.

Coom		<u></u>	×
	Talking:		
Meeting Topic:	A Test Meeting_2003231352		
Host:	James Wachira		
Password:	12345		
Invitation URL:	https://us04web.zoom.us/j/341076320?pwd=TFJWeWNKUH		
	Copy URL		
Participant ID:	58		
	5		
Join Audio	Share Screen Invite Others		
Computer Audio Connected			

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 <u>muted</u> 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.



 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.





