

## ***How to join a Zoom meeting for the first time -***

1. Download the ZOOM app BEFORE the meeting onto your computer, phone, or tablet by clicking on the Meeting Hot Link to start the process.  
Note: If you are using an Apple device you will be prompted to let Zoom access your microphone - Say Yes. If you do not do this, you will NOT be able to hear audio or be able to let others in the meeting hear you.
2. Now you are ready to click Join a Meeting! You do not need to sign-in to Zoom, just click the meeting hotlink in the meeting invitation and it will connect you.  
Note: You may ignore the “One tap mobile” and “Dial by your location” information as you will be connecting audio through your device/internet. These phone numbers are backup options, in case your computer/device audio is not working.
3. In-meeting basic controls will appear in different areas depending on the kind of device you are using -
  - a) **Computer** – BOTTOM of Screen (move cursor to bottom of Screen, and controls will appear)
  - b) **Tablet / iPad** – Upper RIGHT of Screen (tap on upper Right-Hand corner of the tablet screen and controls will appear)
  - c) **Smart Phone** – BOTTOM of the screen (tap on the BOTTOM of the screen and the controls will appear)
4. When in the meeting, you may need to **mute** your Microphone (audio) to keep background noise down.
5. Camera/video is optional and can be turned off, but we would like to see you!

## ***Help –***

The zoom support site is an excellent source for learning more, and has a search function - <https://support.zoom.us/hc/en-us>

Here is an article about *Joining a Meeting* - <https://support.zoom.us/hc/en-us/articles/201362193>

Here is an article about *Controls During a Meeting as an attendee* - <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting>

We also have a 14-page pdf document on *Getting Started with Zoom* that has pictures. If you would like Peggy to send it to you, please email [pegpaws@sbcglobal.net](mailto:pegpaws@sbcglobal.net).

If you would like one-on-one assistance please don't hesitate to ask Janice Johnson or Peggy Driscoll!