

## Joining and Participating in a Zoom Meeting

### Step 1

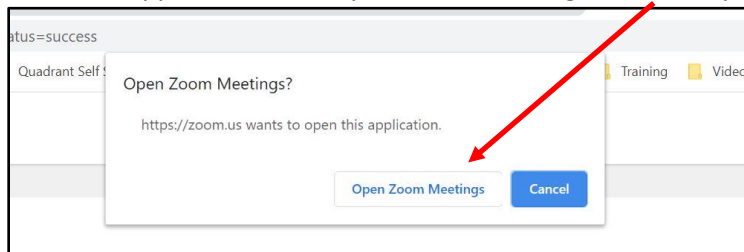
Plan on joining your online meeting approximately 5-10 minutes before it is scheduled to begin.

### Step 2

Click on the invitation link that was either sent to your email (if you have registered for a group), or click on the link that you found on our website.

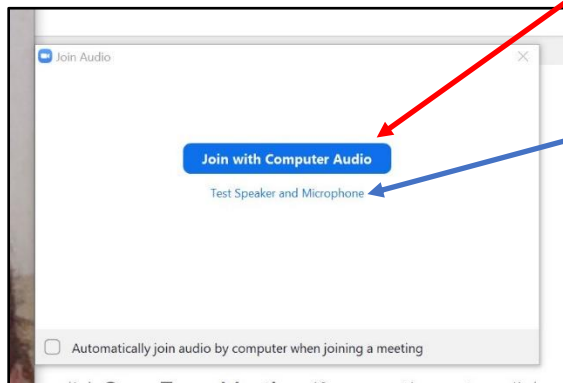
### Step 3

A box will appear labelled “Open Zoom Meetings?”. Click “Open Zoom Meetings”.



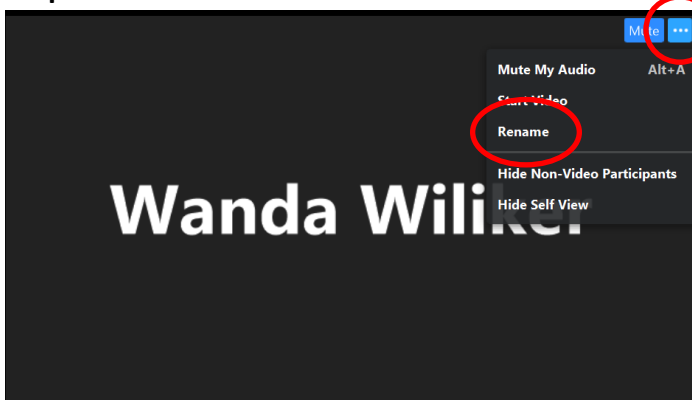
### Step 4

Another box will appear labelled “Join Audio”. Click “Join with Computer Audio” if your computer can emit sound through its speakers. You can also test your speakers by clicking here.



**\*This may take a few moments, then you will be part of the meeting!**

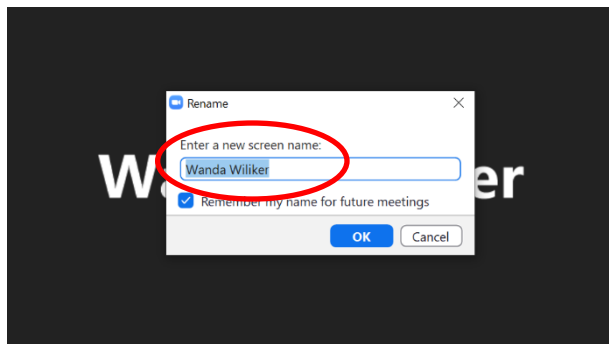
### Step 5



For your first meeting, you will be prompted to enter a display name. If you would like to change your display name, hover your mouse over your square and click on the three dots in the top right-hand corner. From the menu, click “Rename”.

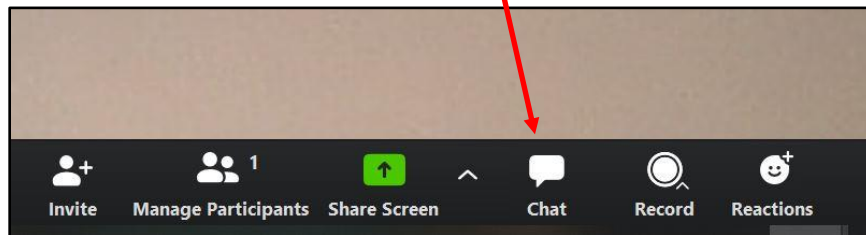
## Step 6

After clicking “Rename” a pop-up box will appear labelled “Rename” and you can enter a new display name. Feel free to use your first name or initials.



## Step 7

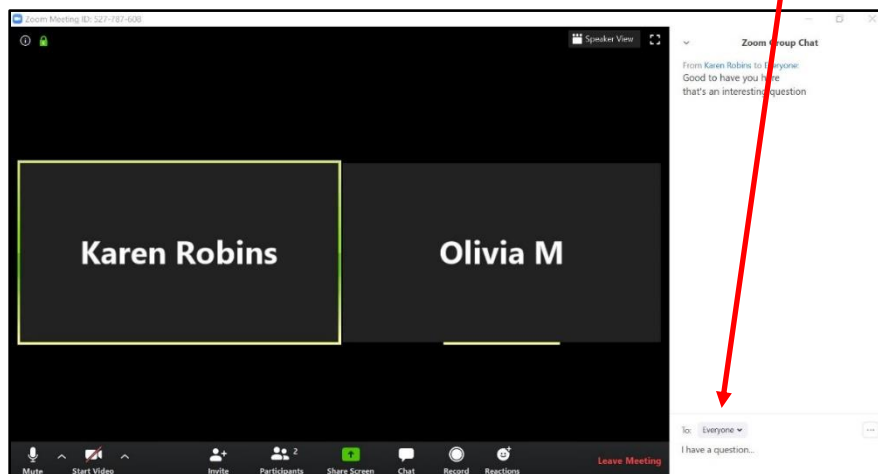
To ask a question during the meeting, click the chat button on the menu bar. Your menu bar may look slightly different.



**\*If you cannot see your menu bar, wave your mouse over the screen.**

## Step 8

A chat box will appear on the right side of your screen, you can type your question in the bottom of the chat box.



Congratulations you have now joined the meeting! Ask as many questions as you like, the facilitator will answer questions at the end of the presentation.

Thank you for using this guide.