How to join a Zoom meeting

We will be using the Zoom (https://zoom.us/) web conferencing system to enable us to meet together for worship and business during the current quarantine advice. Zoom enables us to run meetings where people at many locations can participate, in sound, through video of their location, and through sharing written chat and computer screens.

You can join a Zoom meeting from any telephone – a landline or a mobile.

Joining a Zoom Meeting from a Telephone

The organiser of the meeting will have given some pieces of information you need to join the call:

1. A list of telephone numbers for the Zoom service. You can use *any* of them successfully – it doesn't matter which. If one is too busy, try another.
2. An ID (e.g. Meeting ID: 141 963 457) – a nine digit number, printed in groups of three for legibility which tells the Zoom system which of the many meetings you want to join.
3. A meeting password (e.g. 189007) – a number used to provide additional security against uninvited people joining the meeting. This is not always required for telephone entry.

So, once you have these, you can make the call.

- Dial one of the telephone numbers
- The system will answer and ask you to enter the meeting ID, followed by the # key. Do this.
- The system will ask you for a participant ID, followed by hash (the # key). *You don't need to provide this* – it is used for people who have already joined by computer, and now wish to use the phone at the same time.
- You will now be in the meeting. When you have finished, hang up to leave the meeting.

Joining a Zoom Meeting from a PC (or Mac)

You will have received an invitation to the meeting. This will contain instructions on how to join, including a web link – which will look something like this:
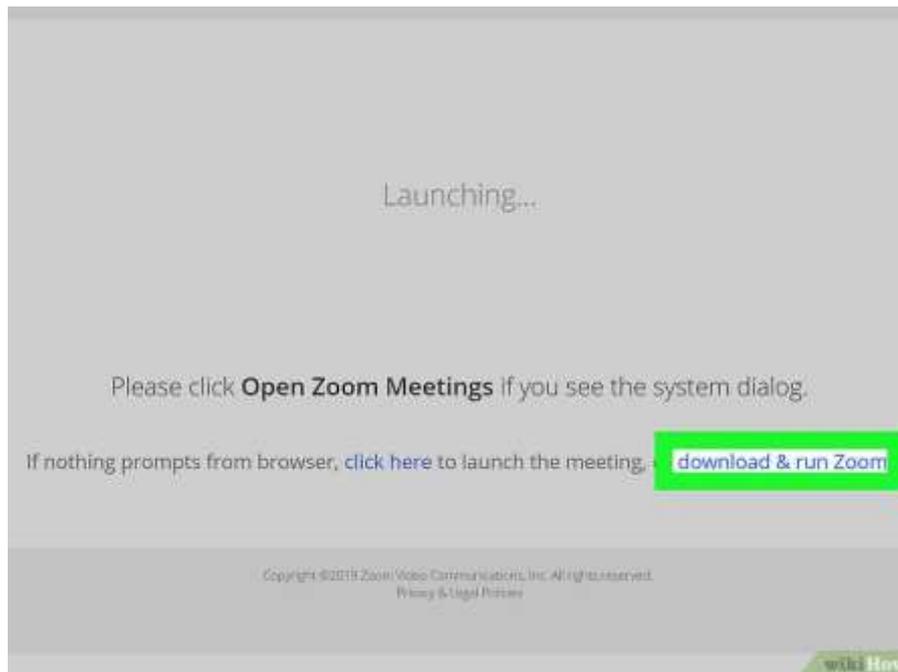
> Meeting ID: 359 963 411
>
> Password: 832986
>
> You can join the meeting by clicking on this link to go into the online conference: https://zoom.us/j/359963411?pwd=MkQvd0xZdmZzVndmTVgvRGhCQmVudz09. This will automatically enter the conference ID

So, you can either run your local Zoom application (once you have installed it) and enter the meeting ID and password manually, or you can click on the link.

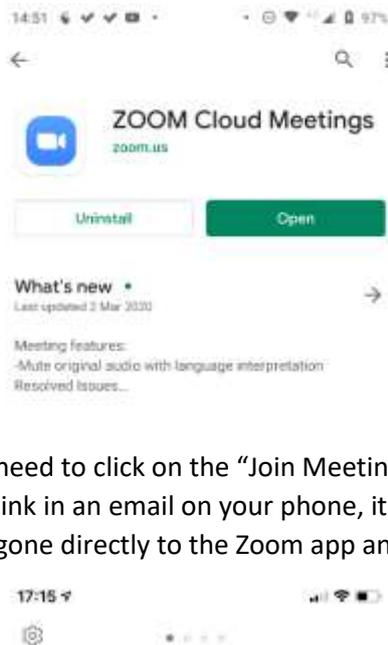This will open a web page, which will display a screen like this:

If you have used Zoom before, click on "Open Zoom Meetings" from the dialog. If not, you need to set up Zoom Meetings for the first time. Click on the link to download & run Zoom (highlighted above). You need to open the downloaded file, and agree that it can make changes to you system. Once it has completed loading, you should go into the Zoom application, and you are set up for the future.

As Zoom starts it will ask you to enter a name for the meeting. This is not a technical name – it is the name that will appear on your slot in the meeting. So it needs to be short and unique in the meeting group – "Mary P" or "Mary Q" if there are two Marys, just "Joe" if you are the only one. Tick the "Remember my name for future meetings" box to have Zoom remember this, and avoid needing to re-enter it.

Once you've launched Zoom, you need to click on "Join with Computer Audio" to connect your local microphone and speakers to the meeting. If you move your pointer to the bottom left hand corner of the Zoom window you can now "Start Video" to allow everyone else in the meeting to see you. If you need privacy, you can "Stop Video" in the same place, and just to the left you can "Mute" or "Unmute" your microphone when you need to do so.

When you wish to leave the meeting, move your pointer to the top right hand corner of the Zoom window, then click on the "X" to close the window, and your meeting. You will be asked to confirm if you wish to leave.

Joining a Zoom meeting from a smartphone

Unlike the PC or Mac application, smartphone users will need to download an app from the Google Play (for Android - left) or iTunes (for iOS - right) app stores.

Once you have installed the app on your phone, you not need to create a Zoom userid if you don't want to host your own conferences. You don't need to sign in or sign up (see the screen capture below) – you just need to click on the "Join Meeting" button. If you have been following a link in an email on your phone, it will go straight to the meeting. If, on the other hand, you have gone directly to the Zoom app and clicked "Join Meeting", you will need manually to enter the Meeting ID and Password you received in your invitation email.

Start a Meeting

Start or join a video meeting on the go

Join a Meeting

Sign Up   Sign In