2 ways to join a Zoom meeting that somebody else has set up

#1
Click on the link that is sent to you.
Caution: do you know who has sent this? Do not click on links you are not expecting

Zoom <no-reply@zoo...   Tue, 2 Jun, 20:54 (11 hours ago)
to me

Hi there,
Please click this URL to start your Zoom meeting: maggy simms' Zoom Meeting, https://us02web.zoom.us/j/8118 7998942?pwd=ZXVNd3FDRnZuZ3JxeXBCdEMzKzhGUT09 as your participants are waiting.

The email you get inviting you to join might look like this
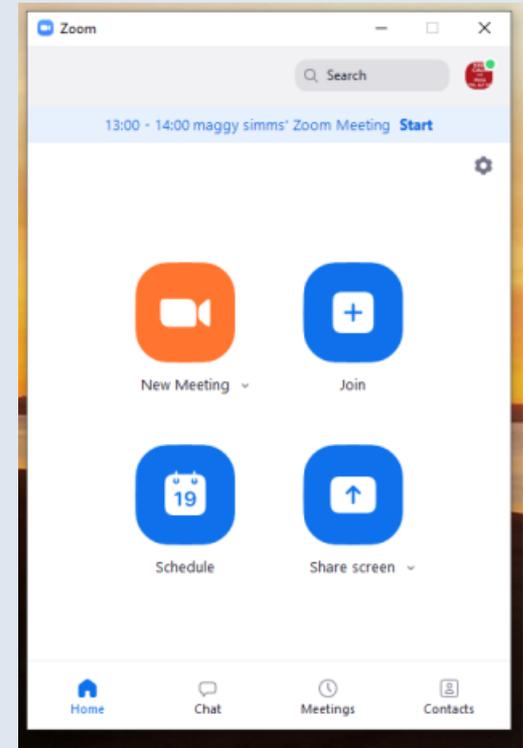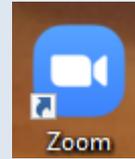
Click on it and let your device do the rest.

#2

If you have downloaded the Zoom program, click on the icon

This will open four choices: new meeting, join, schedule, and share screen

Click 'join'

Enter the meeting ID and the password provided in your invitation email

Joining in a meeting

Click a link to join, or else enter a meeting ID and password into your Zoom program

You might have to wait until you are 'admitted'

If you are in charge and are starting a meeting, or if you are practising with the system on your own, the first thing you will see is your own face.

Look out for prompts that ask you to click to connect your audio or video
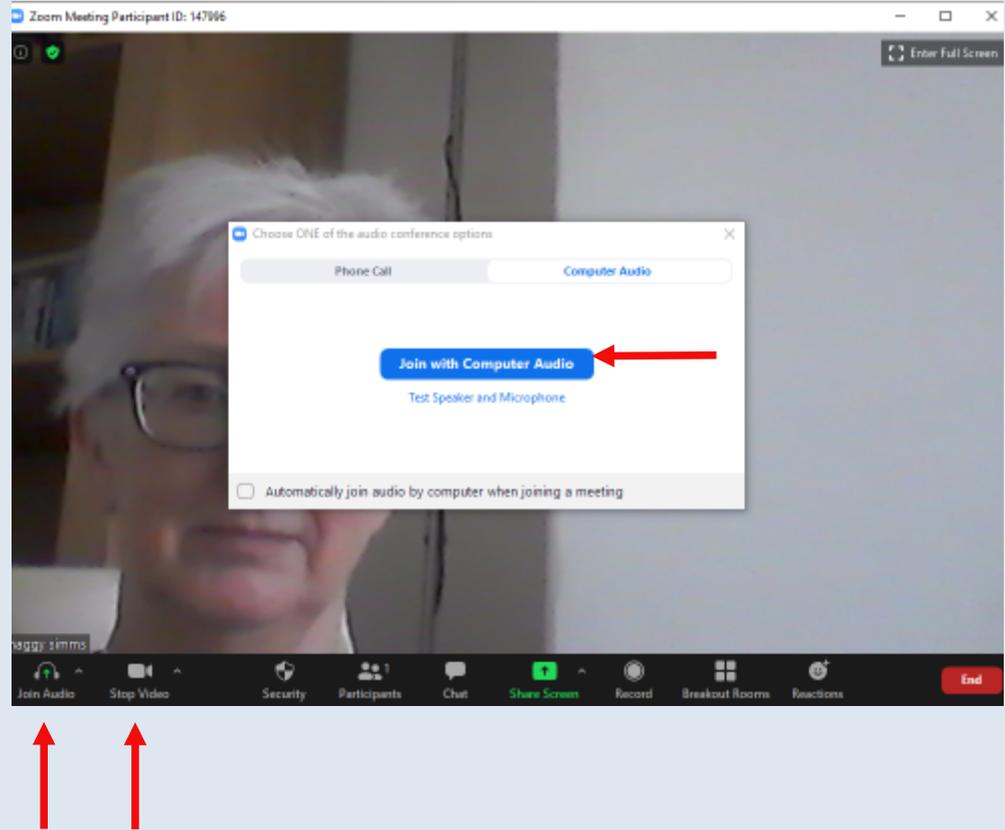
Explore the tools

Find the toolbar. It might only appear when you put your cursor on the screen.

You cannot break anything by clicking on to find out what happens.

Most tools work by clicking on the same icon. So click on mute to go mute, click on it again to unmute.

If you want to leave a session, you will see 'leave meeting' where the arrow is here, bottom right of picture

Whoever invited you can't prevent you from leaving! But try to say goodbye first.
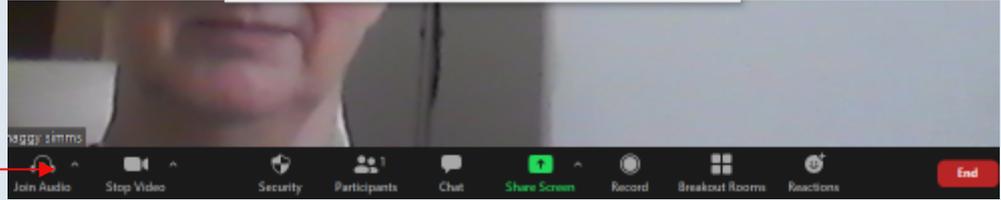
The person who creates the meeting gets more tools that give extra control