

## How to Join a Zoom Meeting

There are several “hardware” configurations that allow you to participate in (“Join”) a Zoom meeting:

1. By computer with speakers (or headphones) plus camera and microphone. (You can even buy a combined camera/microphone unit that will physically fit at the top of your monitor.)
2. By tablet or smartphone with built-in speaker/camera/microphone.
3. By computer without camera and microphone, plus using a traditional telephone as your speaker/microphone while watching the video on your computer screen.
4. By traditional telephone alone, which allows you to hear and be heard, but you can't see or be seen.

If you'll be using your computer, tablet or smartphone, you have to first download and install the Zoom application onto your device. For a computer, you can find the app at [zoom.us](https://zoom.us). For tablet or smartphone, search for “Zoom” where you normally get your apps.

If you are using a computer, tablet or smartphone (i.e. configurations 1-3), the simplest way to join a Zoom meeting is to **click on the link** that was provided to you by email. (If you haven't already installed the Zoom app, or if there has been an important update to the app, then clicking that link will first download the latest version of the Zoom app before connecting you to the meeting. It's always wise to join a Zoom meeting a few minutes early.)

**For hardware configurations 1 or 2**, be sure to select “Join with Computer Audio”, so that your computer speaker/microphone will be active. **Be sure to test your microphone level; it may need to be turned all the way up for others to hear you.**

**If you have configuration 3, do NOT** “Join with Computer Audio” and **turn your speaker volume all the way down. You'll actually need to join the meeting a second time by telephone.**

**For configurations 3 or 4** you must follow the dial-in instructions that were included in the email, so that your traditional telephone performs as your speaker/microphone.

If you're using Computer Audio for the Zoom meeting, you will find a **Mute/Unmute control** at the lower left of the Zoom window. If you have a camera, there is a **Video control** to the right of the Mute/Unmute control.

**If you're using your telephone, you can Mute/Unmute yourself by pressing \*6 on the dial, and \*9 to raise your hand with a question.**

Very often, when you enter a Zoom meeting, you will have been automatically Muted and you will have to Unmute yourself so you can be heard when you speak. **It is considered good etiquette to Mute yourself unless you're speaking**, especially if there are many people in the meeting.