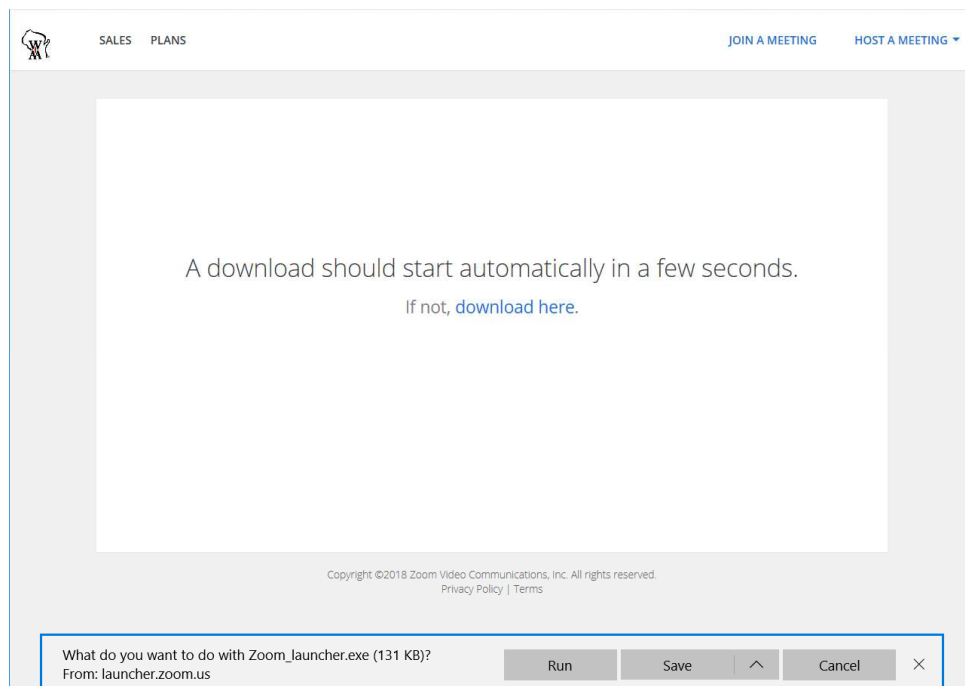


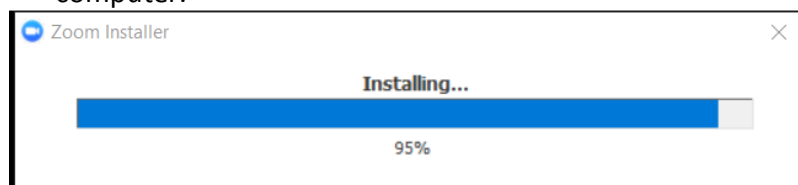
Joining a Zoom Meeting

Last Revised: January 23, 2018

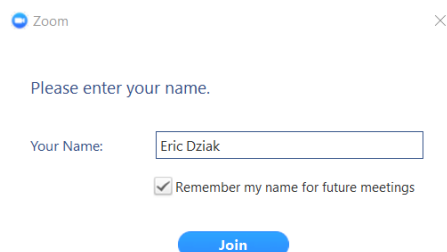
1. Click the meeting link to launch the meeting in your default browser.



2. If you have not used Zoom on the computer before a prompt to download the client will appear. Click the 'Run' option. This prompt may look different from the image shown depending on your specific browser.
3. Zoom will install a small client on your computer. This may take a minute depending on your computer.

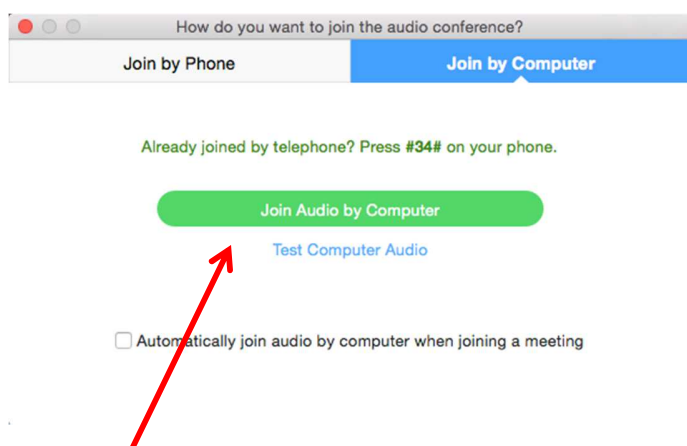


4. After the install has completed the meeting will attempt to launch. You will then be asked to enter a name. This is what is displayed to the meeting host.



A screenshot of the Zoom web interface. At the top, there is a Zoom logo and a close button. Below it, the text "Please enter your name." is displayed. Underneath, there is a label "Your Name:" followed by a text input field containing the name "Eric Dziak". Below the input field is a checked checkbox with the label "Remember my name for future meetings". At the bottom, there is a blue "Join" button.

5. A dialog box will appear to select how you wish to join the audio portion of the meeting.



A screenshot of a dialog box titled "How do you want to join the audio conference?". It has two tabs: "Join by Phone" and "Join by Computer", with the latter being selected. Below the tabs, there is a green message: "Already joined by telephone? Press #34# on your phone." In the center, there is a large green button labeled "Join Audio by Computer" and a smaller blue link labeled "Test Computer Audio". At the bottom, there is an unchecked checkbox with the label "Automatically join audio by computer when joining a meeting". A red arrow points from the bottom left towards the "Join Audio by Computer" button.

Select either the Join by Phone tab and subsequent dial by phone number, which will require dialing into the meeting using your phone, or '**Join Audio by Computer**' to use the microphone built into your PC / Mac.

You should then see the meeting window, which means you are in the web meeting.

