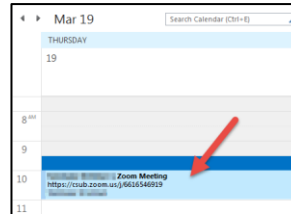


Joining a Zoom Meeting

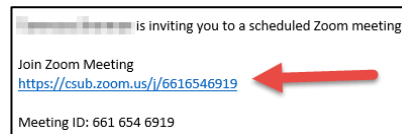
You will handle Zoom meeting invitations, as you would any other meeting invitation, with one exception. When the time for the meeting arrives, instead of traveling to the meeting location, you can remain in your office and click a link to join the meeting. These instructions will guide you.

1. To begin

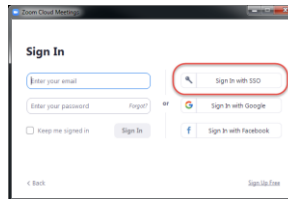
- Open your Outlook Calendar
- Locate the meeting invitation
- Double-click the meeting invitation to open it



2. In the body of the email, click the link below Join Zoom Meeting



3. If the Zoom sign on screen opens, click Sign In with SSO and authenticate with your Net ID and password

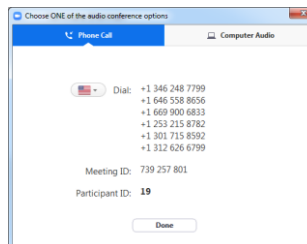


4. When Zoom will opens, you must choose how you want to join the meeting.

- To join by Phone, skip to step 5
- To join using your Computer Audio, skip to step 6

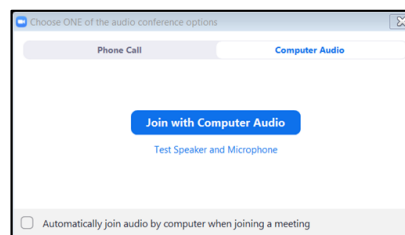
5. Joining by Phone allows you to speak (if not muted) and to hear the audio. To join with Phone Call,

- Call one of the numbers listed
- Enter the Meeting ID followed by the # key
- (optional) Enter meeting password
- Enter your Participant ID followed by the # key



6. Joining with Computer Audio allows you to use your webcam, headset, and microphone to hear and speak (if not muted) during the chat. To join with Computer Audio,

- Click Join with Computer Audio
- (Optional) Click Automatically join audio by computer when joining a meeting



Joining a Zoom Meeting

- The Zoom meeting screen will open.
 - Click the Start Video, which will allow the participants to see you otherwise leave it off.

The screen to right will show, until the host shares his or her screen.

The buttons with the black background are your Meeting Controls. They are discussed in the section, Managing Zoom Meetings.

