Instructions for Joining a ZOOM Meeting

Visit: https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting- to view the video tutorial.
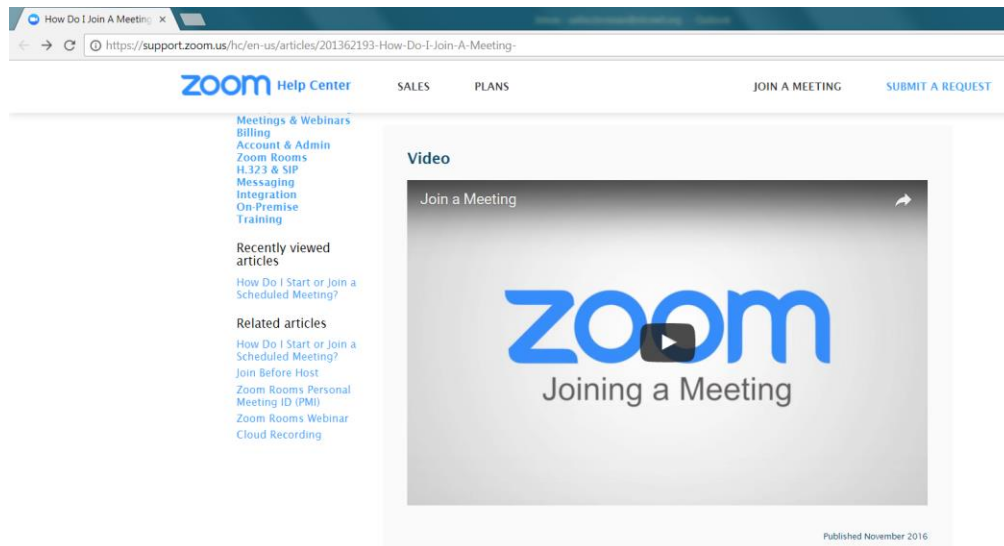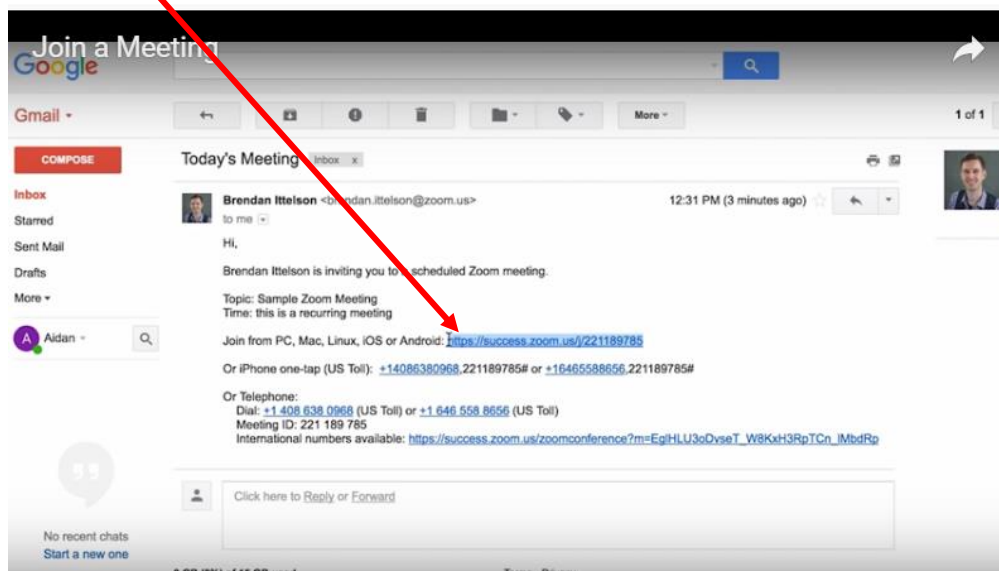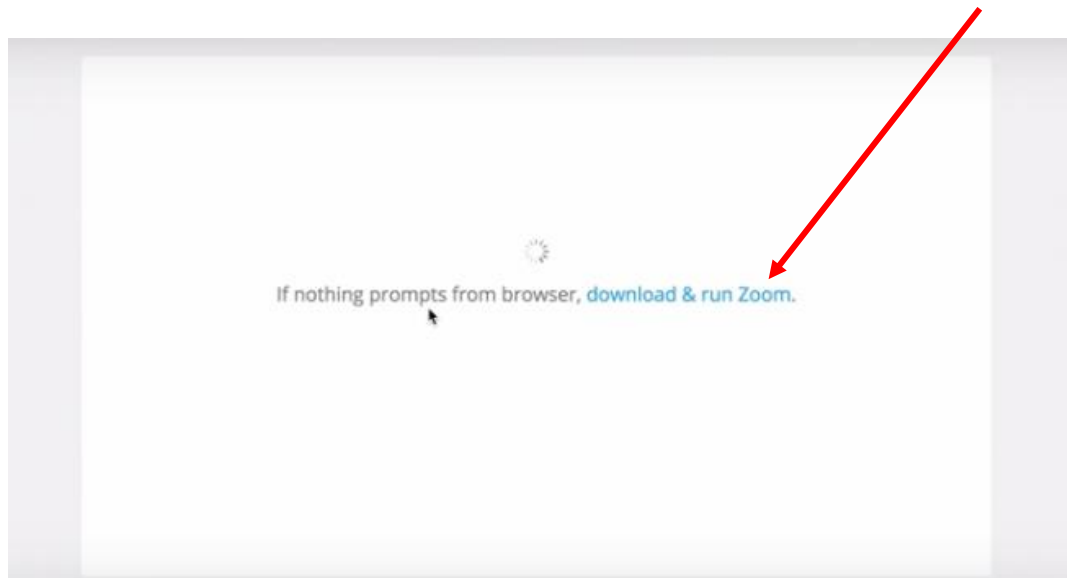

When you receive a Zoom invitation via email, find the address that looks like the one listed below. Click on the link.

You will be directed to the Zoom website, and this box will appear. Follow the directions below:
If nothing prompts from the browser, download and run Zoom (by clicking on the words in blue).

This orange box will appear. (See below.) Allow the zoomusLauncher.zip file to download.
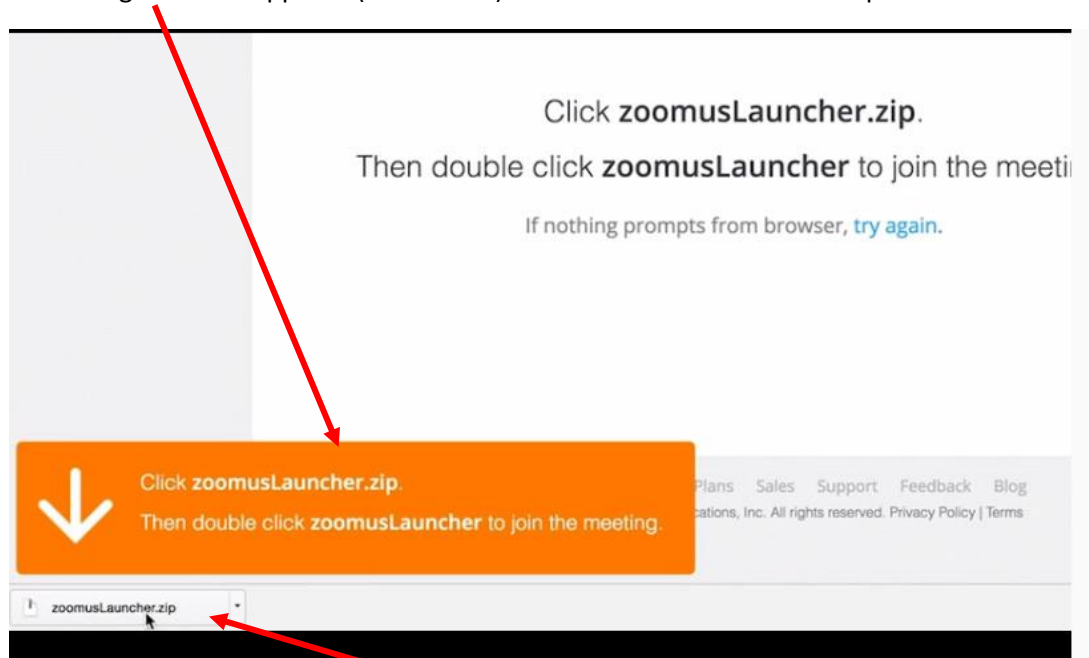

Once the download is complete, you can click on the downloaded file on the bottom of your browser view window. This will allow you to install the "launcher."

When the launcher has finished intalling, you will see this message (below) which asks whether you care to open the application. Click the "Open" button.
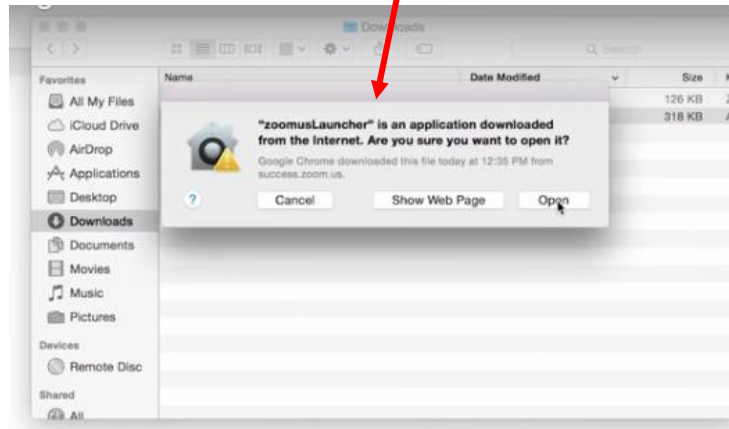
If your meeting is not quite ready to start, you will receive a message like this (below). Simply wait until your host (Coalition staff member who invited you) enters the meeting.
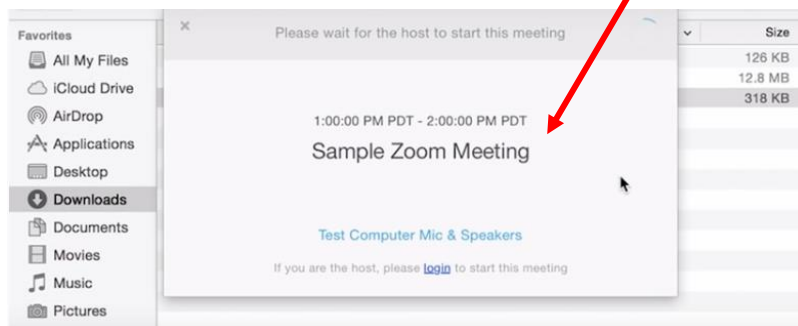
When the host joins the meeting, this message will appear (below). You should click on the green button as shown below ("Join Audio Conference by Computer").
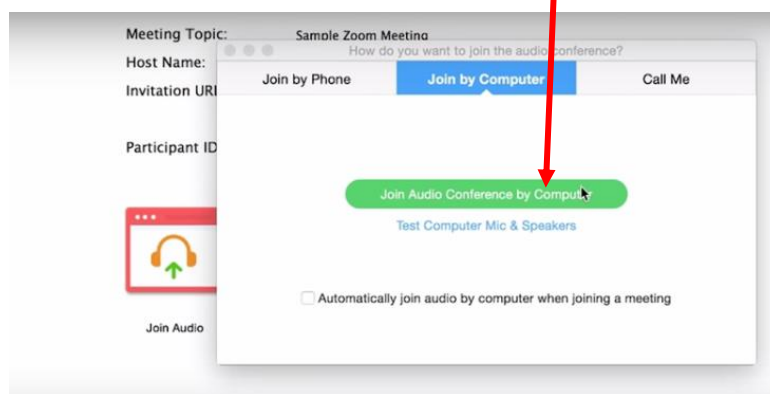
*Note: If you do not have a microphone on your computer (E.g., if you are using a desktop), please use the "Join by Phone" feature. The phone number you need will be provided in the meeting invite. (See below.)

To have your computer screen visible to Coalition staff (Zoom meeting host) but communicate via phone, use the phone number indicated below. You will be asked to enter the "Meeting ID." That information is indicated in the Zoom invitation email just below the phone number. (See below.)
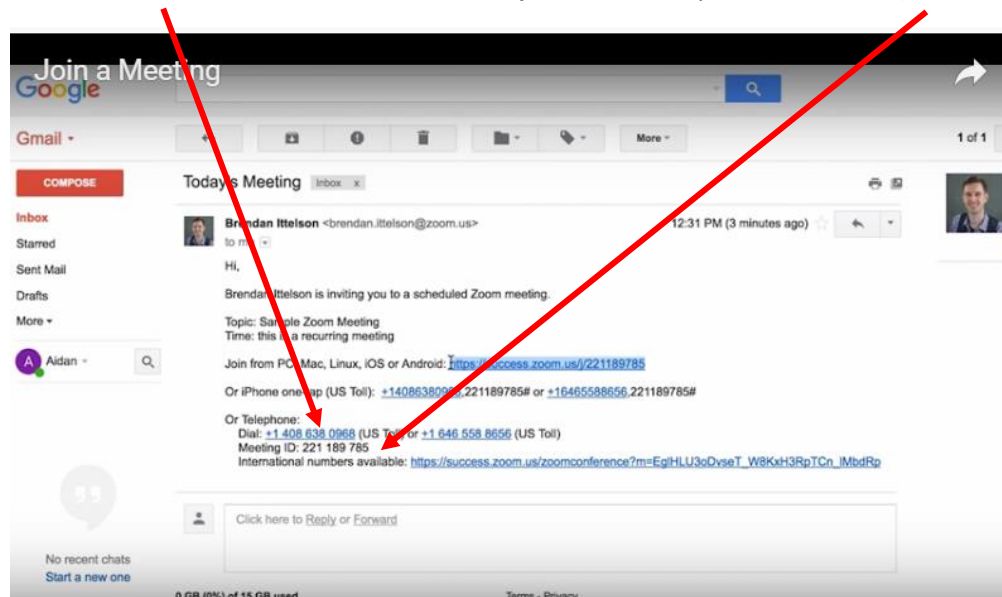
Next, this box will appear. To connect to video, click on this "Start Video" button.
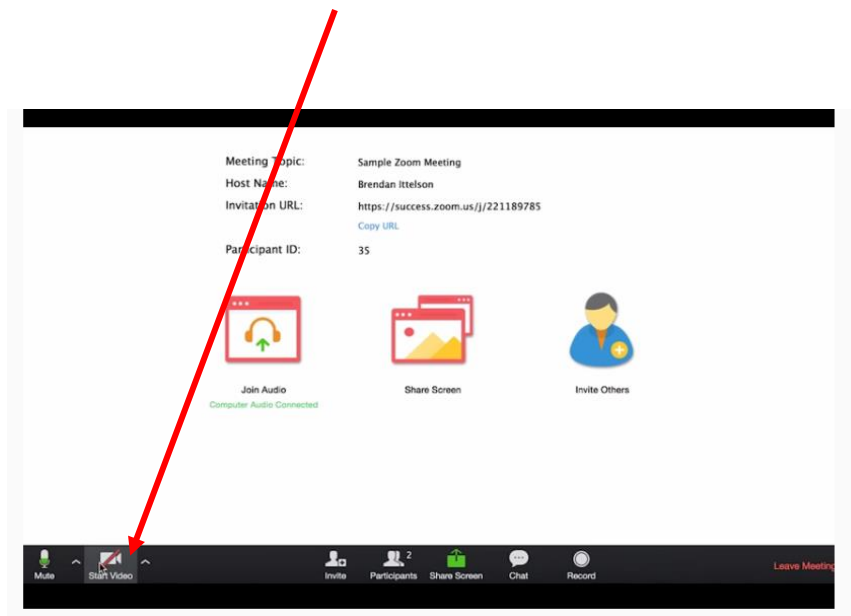
If you have questions or need assistance, please email redline@elcnwf.org.