

How to Join a Zoom Meeting

When you log on to Zoom, please remember to say "yes" or "approve" to any pop-up boxes requesting use of your audio/microphone and video

There are three ways to join a Zoom meeting:

1. Computer: If you have a computer with a microphone, you can download the Zoom application and join the meeting. (If you have a computer camera, you can join in with video, too!) Simply click the link provided by your meeting host, and you're ready to go!

To download the application, you can click the meeting link, and it will ask you to download (just make sure you do this before your meeting time); you can also [go here](#) and choose the first download option.

2. Phone App: You can join with your phone, like using Facetime. To do this, download the free app "ZOOM Cloud Meetings" from the app store. From within the app, you'll be able to click "join meeting" and add the meeting ID provided by your host.

3. Phone Call: At the time of your meeting, call 1-312-626-6799 and enter the meeting ID provided by your host.

For more help, see the Zoom help page: [Joining a Meeting](#).

Some Zoom Functions You Should Know

1. How to Change Your View

There are two ways you can watch your meeting:

- 1) **Speaker View:** The person speaking shows up as the largest video box; some of the other participants are shown in smaller boxes.
- 2) **Gallery View:** Every person in the meeting appears in the same size video box; it looks sort of like The Brady Bunch or Hollywood Squares. In large meetings, not all images will be able to fit on the screen at once. You can use arrows to scroll and see more people.

Once you are in the meeting, you can choose which view you prefer. You can also change views throughout the meeting.

When you first enter the meeting, you will automatically be in Speaker View. To change to Gallery View, look for the button that says “Gallery View” (see image below). Click this to switch views.

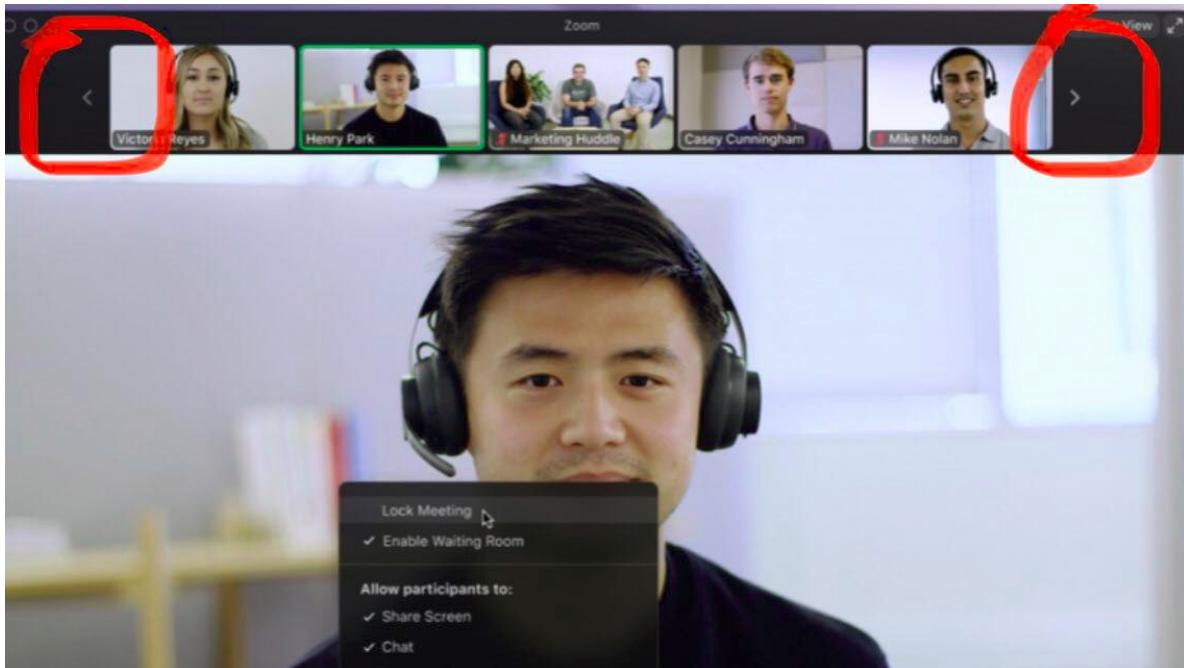


When you are in Gallery View, the button in the same place will now say “Speaker View.” Click that to switch back to Speaker View.

2. How to See More People

When you are in Speaker View or Gallery View, you can scroll to see more people by using the arrows shown in the pictures below:

While in Speaker View, use these arrows to scroll and see more images:



While in Gallery View, use these arrows to scroll and see more images:



3. How to Mute and Un-mute Yourself

Putting your microphone on mute can be helpful when you are in meetings, because it helps filter out unwanted background noise. In some meetings your host may even mute and un-mute you and the other participants to help keep noise levels down.

To mute and un-mute yourself, use this microphone button:

