

## Joining a Zoom meeting

### Step 1: Joining a Meeting

You will receive an invitation to join a meeting. That invitation will have a meeting ID and a link. You can just click on that link to go to the meeting.

The link invitation will look something like this:

Example: David MacMillan is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://willametteuniversity.zoom.us/j/300037440>

This is the link.

Meeting ID: 300 037 440

This is the Meeting ID.

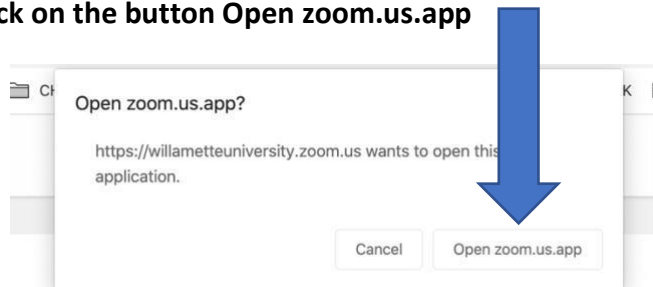
**OR** You can go to the Zoom website: <https://zoom.us/join> to join a meeting by typing in the Meeting ID sent in the email invite. This what your screen will look like:

Join Zoom Meeting

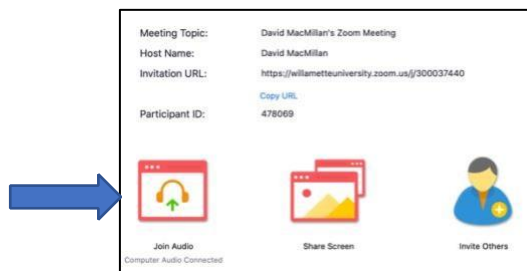
<https://willametteuniversity.zoom.us/j/300037440>

A screen will pop up saying that Willamette's Zoom wants to open this application.

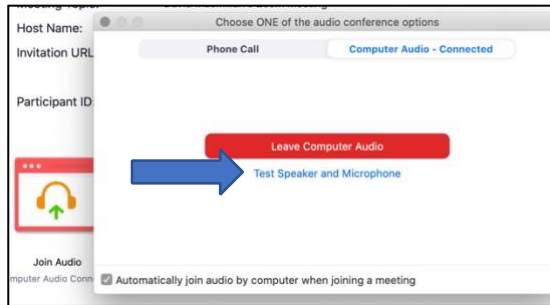
### Step 2: Click on the button Open zoom.us.app



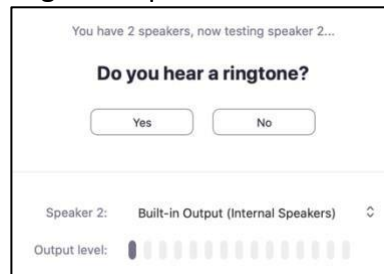
You may get a message that allows you to check your Audio:



If you click on Join Audio, you will have an opportunity to Test Speaker and Microphone.

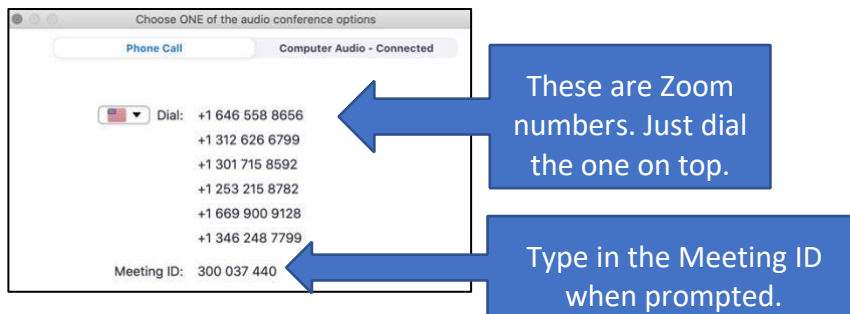


This will walk you through a simple audio check both for hearing and speaking.



Just respond to the questions posed.

- If you answer **No** to the Audio questions, you will get the option to Join by phone.



- If you responded **YES** to the questions, you will be moved to the meeting.

From there you will see yourself and others in the meeting.

**That's it!** Wave and say hello to everyone there!

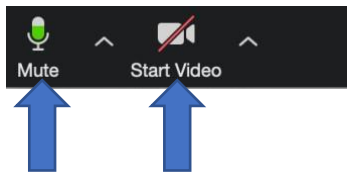
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### Zoom Tips:

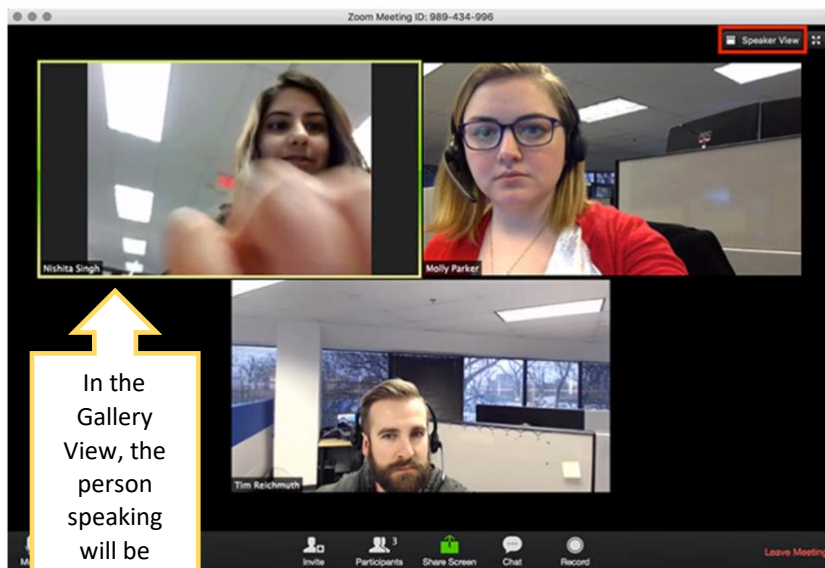
- **Once you are in the meeting**, move your cursor to the base of your screen in Zoom and a bar of options should pop up:



- If you **do not see anyone**, make sure that your video and audio are on at the base of the screen. The line through the icons means that they are blocked. Click on the icon to remove the block and to open either your audio and/or video.



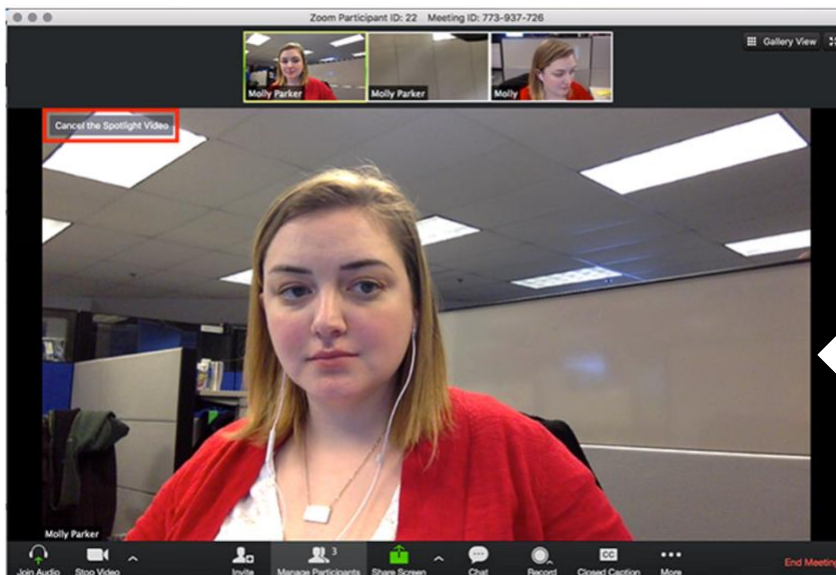
- There are **two ways to view the meeting** – **Gallery View** = you see everyone on the screen equally; and **Active Speaker View** = you see whomever is speaking and the rest of the attendees are shown in smaller images across the top of the screen.



Click here to change to Active Speaker View.

In the Gallery View, the person speaking will be outlined in ..

This is the Gallery View.



Click here to change to Gallery View.

In the Active Speaker View, the speaker will take up the screen.

This is the Active Speaker View.

- Recommended: Click on the **CHAT** icon at the base of your screen.

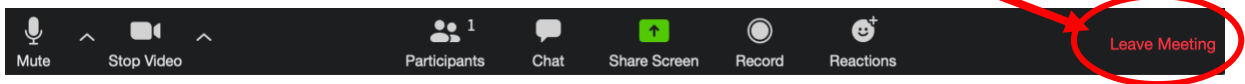


A Chat sidebar will open for you to type in your comments. Anyone with the Chat bar open will be able to read your comments. I recommend that you open this option so that you will be able to ‘chat’ if you have problems with your audio.

NOTE: If you **do not have Video**, you can join the meeting with just audio. We can hear you and you will be able to hear us.

**Recommended:** If you have others in the room with you, please **Mute** your audio so that we don’t hear your conversations with them. You can Unmute when you want to speak by simply pressing the Space Bar while you talk.

**Lastly:** When you are ready to leave, be sure to officially check out of the meeting by clicking on the Leave Meeting link on the lower right of the bottom of your screen.



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For a **Quick Overview and Tutorial**, check this site for a brief (2 minutes) introduction about how to join a Zoom meeting: <https://www.youtube.com/watch?v=NIYudDeULLw&t=8s>

You might also check out these “[Six tips for looking great in a Zoom meeting](#)” by Jefferson Graham. They talk about lighting, where to place your screen, etc.

You can email your questions to [Dave \(dmacmill@willamette.edu\)](mailto:dmacmill@willamette.edu) or [GwenEllyn, \(gwenellyn@gmail.com\)](mailto:gwenellyn@gmail.com) or come to the meeting early and we’ll help you as best we can.

You can also call or text GwenEllyn at 503-585-2856.

We’ll see you soon!

*Last edited Wednesday, April 15, 2020*