

# How to Join the Zoom Meeting

## Snapshot 1

**A. Open invitation e.g. postcard - The postcard is just an example. When you see a postcard and you want to join - write down the 'Meeting ID' and 'Password' for you to remember and use later.**

## Snapshot 2

With Mac or MacBook click on the Zoom icon.

## Snapshot 3

Click on 'Join'.

## Snapshot 4

From your written notes type in your 'Meeting ID' and your name. If you don't want your own sound or your own video on – tick the boxes to turn them off and then click on 'Join'.

## Snapshot 5

With Windows desktop or laptop click on the Zoom icon.

## Snapshot 6

Click on 'Join a Meeting'.

## Snapshot 7

From your written notes type in your 'Meeting ID' and your name. If you don't want your own sound or your own video on – tick the boxes to turn them off and then click on 'Join'.

## Snapshot 8

**B. (i) Invitation by email using the email link - Open your email invitation and note the link in blue – click on it.**

## Snapshot 9

With Mac or MacBook click on 'Open zoom.us' button.

## Snapshot 10

Click on the 'Start Video' button to join the group and wait for the host to let you in.

### **Snapshot 11**

With Windows desktop or laptop click on 'Open Zoom Meetings'.

### **Snapshot 12**

Wait for the host to let you in.

### **Snapshot 13**

**B. (ii) Invitation by email using the Meeting ID / Password - Open your email invitation and write down the 'Meeting ID' and 'Password' for you to remember and use later.**

### **Snapshot 14**

With Mac or MacBook click on the Zoom icon - from your written notes - type in your 'Meeting ID' and your name. If you don't want your own sound or your own video on – tick the boxes to turn them off and then click on 'Join'.

### **Snapshot 15**

With Windows desktop or laptop click on the Zoom icon - from your written notes type in your 'Meeting ID' and your name. If you don't want your own sound or your own video on – tick the boxes to turn them off and then click on 'Join'.

**END.**