

How to Join a Zoom Meeting

NOTE1: You **do not** have to have a Zoom account to join a Zoom meeting that someone else has set up.

NOTE2: The first time the Zoom app runs on your computer, you will have the option of entering a name for yourself (either your real name or a name you want to appear under if there are privacy concerns). There is also a checkbox for remembering your name for future meetings.

To join a Zoom meeting from an **email or Outlook appointment Zoom meeting link**:

1. You will normally receive a Zoom meeting invitation by email or an Outlook meeting invitation.
2. Simply click on the Zoom link in the email or Outlook meeting and download/save/run the meeting's Zoom "mini-app" in the usual method for your web browser.
3. The main Zoom app that you have installed on your computer (assuming you have done so already) will open and start to join you to the meeting.
4. On a computer, you would normally click on the "Join the meeting with Computer Audio".
5. Your microphone may or may not be muted when you join the meeting based on how the meeting's Host has set up the meeting. You can toggle your mute in the Zoom app.
6. If you have a camera, you will have the option of "Start Video" once you join the Zoom meeting.

To join a Zoom meeting **directly from the Zoom app**:

1. Run the Zoom app and click on "Join a Meeting".
2. Enter the meeting ID (usually a nine-digit code) that was sent to you by the Host of the meeting.
3. Click "Join".
4. On the next window, click on "Join with Computer Audio".
5. Once the meeting windows comes up, move your mouse to reveal the hidden menu at the bottom of the meeting window.
6. Useful options: on the left side of the menu at the bottom, there are icons for muting/unmuting your audio and for starting/turning off your video.
7. Other options are available which are beyond the scope of these instructions.

How to Sign In to the Zoom App If You have a UBC Zoom Account

To sign in to the Zoom app:

1. Run the Zoom app.
2. Click on Sign In.
3. Enter the UBC email address under which your UBC Zoom account was created.
4. Enter your UBC Zoom account password and click the "Sign In" button.
5. Near the top right of the app window is a Settings button (gear icon) where you can set various settings including **setting up a virtual background**.
6. NOTE: When you set a virtual background, the Zoom app will prompt you with "Download Smart Virtual Background package?" – you **must do this** in order for you to add a virtual background.
7. All other settings are beyond the scope of these instructions.