ZOOM How to Join a Class Meeting

ZOOM is a leader in modern enterprise video conferencing, with an easy, reliable cloud platform for video and audio, collaboration, chat, and webinars across mobile devices, desktops, and smart phones. Zoom for Meetings is the most commonly-used tool for K-12 schools and colleges offering distance learning during Spring 2020 school facility closures.

Using ZOOM at Home

There are several ways to join a Zoom meeting. This overview will attempt to provide a process that is easy-to-follow, and avoid unnecessary log-in steps for participants joining a school or class meeting hosted by a teacher or WCA faculty. This process recommends installing the Zoom Client for Meetings in advance, which will allow you to easy join your meetings each time by simply entering a Meeting ID number.

1) Download & Install a Zoom Meeting client on your Computer, Laptop, or Mobile Device

Recommended - Install Zoom Meeting client on a PC (Windows) or Mac (macOS) computer:

- Use the following link to visit the Zoom download center: https://zoom.us/download
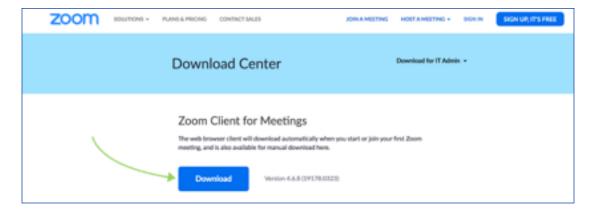- Once you use this link, select the Download command for Zoom Client for Meetings (Figure 1)

Figure 1

- Your computer will prompt you to Open or Save the Zoom Client installation file. Select 'Open' if prompted; this will install the program automatically on your computer. *(See Figure 2; The appearance of this prompt may look slightly different, depending on whether your are using a PC/laptop, MacBook, or iMac computer)*
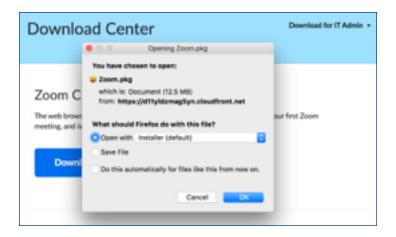

Figure 2

- The Zoom Client should open on your desktop automatically once it is installed (Figure 3). *Optional - for easy access for future sessions, you may wish to create a desktop shortcut to the Zoom client (Windows) or add a shortcut to the Dock (macOS).*
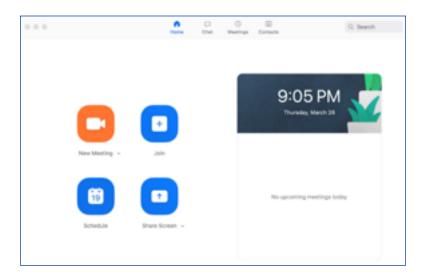- **You are now ready to Join a Zoom Meeting. Congratulations!**

Figure 3

Zoom: How to Join a Class Meeting

If necessary, Install Zoom Meeting App on your iOS or Android device (<u>A PC or laptop is recommended for Zoom Meetings</u>, if possible):

• You may use the link to the Zoom Download Center to navigate to the Zoom Cloud Meetings App found in Apple's App Store (available for iPhone and iPad only), or in Google Play (Android 5.0 & greater only):

<p align="center">**https://zoom.us/download**</p>

• You may also search the iOS App Store or Google Play (Android) for the "ZOOM Cloud Meetings" app, if preferred.
• The ZOOM Cloud Meetings app is free of charge; once located in the App Store or Google Play.
• **Install the application.**

Figure 4 - App Store (left), Google Play (right)

• Open the ZOOM app from your device desktop after locating the ZOOM shortcut:

• **You are now ready to Join a Zoom Meeting on your Mobile Device. Congratulations!**

2) Join a ZOOM Meeting from your computer or device

This Guide is written based on procedures used by WCA teachers and faculty for scheduling online meetings and video conferences using Zoom. In your communication from teachers or faculty (email, class schedules, etc.), each Zoom Meeting should be assigned a Zoom **Meeting ID**. Please locate the Meeting ID you wish to join before continuing to the next step.

Note: Some Meeting ID numbers are pre-assigned to an individual teacher or staff member. Meeting IDs can be used as recurring meetings, meaning that the same Meeting ID may be used in some cases for multiple meetings for the same class or teacher, at different times.

• Open the ZOOM client on your device that was installed in Step #1.
• When the application opens (Desktop of Mobile Device), you will see a command shortcut to "Join" a Meeting. See **Figure 5** for an example (Actual display may vary slightly on your own device).
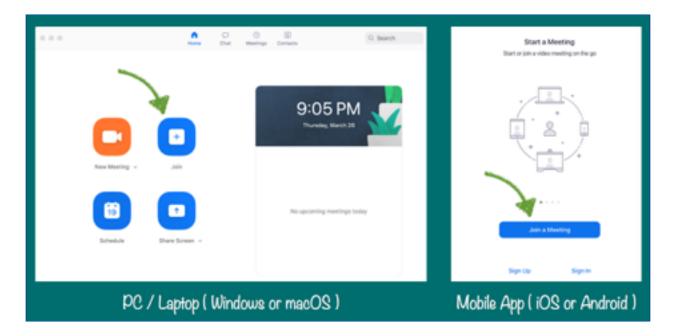

Figure 5

• **Click the "Join" or "Join a Meeting" command shortcut as shown in Figure 5.**

- When you select "Join" or "Join a Meeting" (mobile), you will be prompted to enter the Meeting ID number that you have been provided, and your name. Enter the Meeting ID, and then type your first and last name as you would like it appear to all meeting attendees.

  You will also see options to "Don't connect to audio" and "Turn off my video." Unless otherwise instructed by the meeting host (teacher or staff), you will need to keep these options unchecked or switched -off- so that your camera is and microphone are on, and the other meeting participants are able to see you and hear you. (See Figure 6)
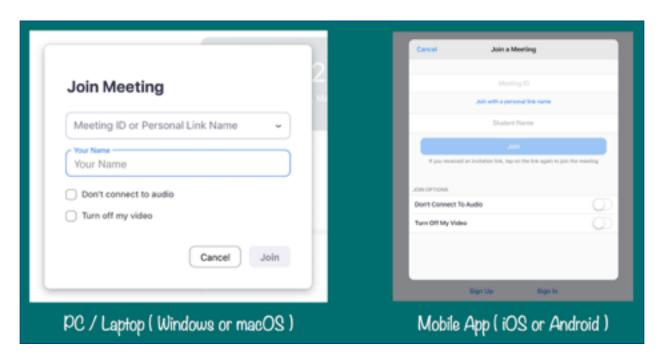

Figure 6 - Enter Meeting ID and participant Name

- Click the 'Join' shortcut once you have entered your Meeting ID and Name.
- You will be placed in the meeting, if the meeting has started.
  - If the meeting has not been started by the Host, you will be placed in a waiting status until the meeting is started
  - Your audio and web camera will be ON, meaning other meeting participants and the host (teacher) will be able to see and hear you once the meeting has started.

Note: In some cases, when your meeting is scheduled, you may be provided with a Meeting ID and a Meeting Password. If a password for the Meeting is required, your Zoom Client application will prompt you for the password provided after you enter the Meeting ID, your Name, and select 'Join.'

3)   Learn More!   Using Zoom for Meetings

Zoom Meetings allow groups, teams, and classrooms to connect easily and is a way of daily life for many business and online schools. Zoom has numerous advanced features, including the ability to share desktop screens, make notes that are visible to the entire class instant messaging, and more.

Your teacher or meeting host will control most of the features and manage the meeting. To learn more about what you can do with Zoom and its many features, the links in the table below are available for all Zoom users:

https://youtu.be/hIkCmbvAHQQ	Join a Meeting - This YouTube video explore other methods of joining a meeting, including using a phone for audio. You can learn custom settings that you can use to personalize the way you use Zoom
https://support.zoom.us/hc/en-us/ categories/201146643	Zoom's Help Center - This link will direct your web browser to Meeting's & Webinars library, featuring numerous articles on Joining, Controls, Settings, and much more
https://support.zoom.us/hc/en-us/ articles/201362023-System-Requirements-for-PC-Mac-and-Linux	Unsure about using your computer with Zoom? This page will provide details for all system requirements necessary for using Zoom on your computer