

How to join a Zoom meeting

On your cell phone or tablet (Android or Apple)

1. Go to the Play Store or App store
2. Search for ZOOM
3. Download and install Zoom Cloud meetings
4. Open the app
5. Click on Join Meeting
6. Type in meeting ID and password from the email that you received.
7. You will be put in a waiting room until the host admits you.

On your desktop or laptop computer (PC or Mac)

1. Open your internet browser (Chrome, Safari, Edge, whatever you use)
2. In the address line type Zoom.com
3. You do not have to sign up. At the top towards the right is a link [Join a Meeting](#)
4. Click on that
5. Type in meeting ID and password from the email that you received.
6. You will be put in a waiting room until the host admits you.

Zoom Tips and etiquette

If you have a child or grandchild that uses Zoom, have some practice sessions with them. Plus you get to chat with them.

Visual

1. Check your video. Look at you and see how you are presenting.
2. Lighting should be toward your face, not from behind.
3. Be sure there are no lights that are glaring into the camera.
4. Camera angle below your face lets us look up your nostrils.
5. Laptop on your lap makes your boobs look enormous
6. Consider putting books under your laptop so the camera is at eye level.
7. Check your background. Do you want us to see it? Move to another spot perhaps or use a virtual background.

Audio

1. Try to find a quiet place.
2. Mute your audio and use the space bar when you want to talk. This is not an option on your phone or tablet. You will have to click the microphone icon.