

How to join a Zoom meeting

What you'll need:

- Access to a computer, laptop, tablet or smart phone.
- Good audio sound and a working microphone on your device to be able to join in the conversation - see [Testing audio and video](#) below.
- Good Wi-Fi or internet connection.
- If you have a web camera available on your computer/laptop, this is recommended so you can connect visually with others during the meeting. Smartphones and tablets have a video option.

You don't need a Zoom account to join as an attendee.

Joining the meeting

You'll receive an invitation email with a **joining link, meeting ID and password**. (Please note you'll receive a new link and a new password for each future Zoom meeting you attend.)

You can join the meeting via your desktop computer, laptop, mobile or tablet device.

If it's your first time joining a Zoom meeting, we encourage you join at least five minutes before the start to check everything is set up and working for you.

On a desktop computer or laptop

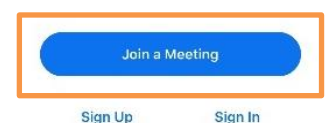
Before the meeting is about to begin, click the joining link in your email to instantly launch Zoom, which will prompt you to open Zoom and enter the meeting password. This gets you into the virtual 'waiting room' ready for the host to welcome you into the meeting.

Alternatively, you can copy and paste the joining link into your internet browser.

On a smartphone or tablet

You'll need to download the Zoom application, which is free! To do this, go to your App store, search 'Zoom' and download the app '**ZOOM Cloud Meetings**'.

Open your Zoom app; click on the 'Join a meeting' option and enter the meeting ID and password from the email invitation.



Testing audio and video

We recommend testing your audio and video to make sure everything is working before the meeting. Go to www.zoom.us/test and click the blue 'Join' button.