

How to Join a Zoom Conference Meeting (Basic Steps):

You will need a PC, laptop, tablet or phone which has a camera, microphone, speakers/headphone (most laptops, tablets and phones have these already). For some meetings you may be able to join by phone (audio only).

The host will give you a URL link (the https... link) in an email. As a first time user, when you click on or enter this link into your browser, it will give you instructions which you need to follow in order to download the latest client software ready for the meeting (this is usually very quick).

If you are only joining a meeting as a participant (not as the host), you will at some stage be asked to identify yourself, you just need to specify a name that the host will recognise (note that there is no need to sign in to Zoom itself). It is recommended that for privacy reasons you do not use your full name, but just give sufficient information for the meeting host to be sure who you are. You will be asked whether you want to use this name for all meetings, if you do select this, pick something appropriate for all meetings and users of the software - it can be tricky to change.

When you join the Zoom meeting, depending on how the meeting has been set up, you may be in a "waiting room" until the host starts the meeting.

An Example meeting invite would be:

XXXXXXX is inviting you to a scheduled Zoom meeting.
Topic: Test Zoom Meeting
Time: May xx, 2020 xx:00 AM London
Join Zoom Meeting
<https://us04web.zoom.us/j/75150307186?pwd=YnJiTTJkUkx3MTM3ZTJqbmFjdUFFUT09>
Meeting ID: 751 5030 7186
Password: 3BCyvi

Once you have downloaded the software once, it should work for future meetings, though it may sometimes tell you to download the latest version of the software.

How to Join a Zoom Conference Meeting (more experienced users):

If you are more expert, already have the Zoom software, and want to access the meeting directly rather than using the URL, start the Zoom App and select "Join Meeting" and then use the meeting Id and password which comes with the invitation from the host.

This method also gives you the options to change your name for the meeting and specify whether you want to start audio and video straight away when you go into the meeting.

Joining Meetings by phone:

For some meetings you may be given the ability to join the meeting by audio only using a telephone or mobile phone. You will be given a phone number to dial, and then hear instructions to enter details including the numeric meeting id and a numeric password, each followed by the # key. You will pay your standard rates for the call, so a long meeting could be expensive unless you have free minutes or special rates on your phone.

Downloading Zoom Software:

As stated above, if you do not want to host meetings, but just participate in them, you do not need to have a Zoom account or sign in to Zoom. New updates of the simple "Client for Meetings" software will download automatically sometimes when you join a meeting. They keep doing updates to improve privacy and security and fix bugs, so particularly if you are hosting meetings, it is always recommended to download the latest software version (most recent version we have is 5.1.0 as of 16th June 2020). When you sign in you can check for the latest software to install automatically. If you do not want to sign in, you can go to <https://zoom.us/download> to download the latest version of the "Client for Meetings". If you are using Apple or Android, you can download/update the Zoom mobile App from the App Store or Google Play.

LEC v1.2 16Jun2020 (I'm also working on Guidelines for Hosting Meetings, any feedback welcome).