

# Zoom Meeting Basics

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from Apple App Store for iOS and the Google Play store for android mobile devices. To download the Zoom app for your PC or MAC visit <https://zoom.us/download>.

Otherwise, you will be prompted to download and install Zoom when you click a join link.

You can also [join a test meeting](https://zoom.us/test) at <https://zoom.us/test> to familiarize yourself with Zoom.

## Prerequisites

- Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting
- If you are joining via telephone, you will need the teleconferencing number provided in the invite.

## Windows/MAC

1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
  - Click **Join a Meeting** if you want to join without signing in.

The Zoom logo, consisting of the word "zoom" in a lowercase, blue, sans-serif font.A blue, rounded rectangular button with the text "Join a Meeting" in white, sans-serif font.

Sign In

- Sign in to Zoom then click **Join**.



Join

3. Enter the meeting ID number and your display name.
  - If you're signed in, change your name if you don't want your default name to appear.

- If you're not signed in, enter a display name.

## Join a Meeting

Meeting ID or Personal Link Name

▼

Grant MacLaren

☐ Do not connect to audio

☐ Turn off my video

Join

Cancel

4. Select if you would like to connect audio and/or video and click **Join**.

## Apple iOS

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.
2. Join a meeting using one of these methods:

- Tap Join a Meeting if you want to join without signing in.

Sprint

6:47 PM

57%



## Start a Meeting

Start or join a video meeting on the go



1 2 3 4

Join a Meeting

Sign Up

Sign In

- Sign in to Zoom then tap Join.




Join

3. Enter the meeting ID number and your display name.
  - If you're signed in, change your name if you don't want your default name to appear.
  - If you're not signed in, enter a display name.

4. Select if you would like to connect audio and/or video and select **Join**.

Sprint 6:48 PM 56%

[Cancel](#) **Join a Meeting**

Meeting ID 


[Join with a personal link name](#)

**Molly Parker**

**Join**

If you received an invitation link, tap on the link again to join the meeting

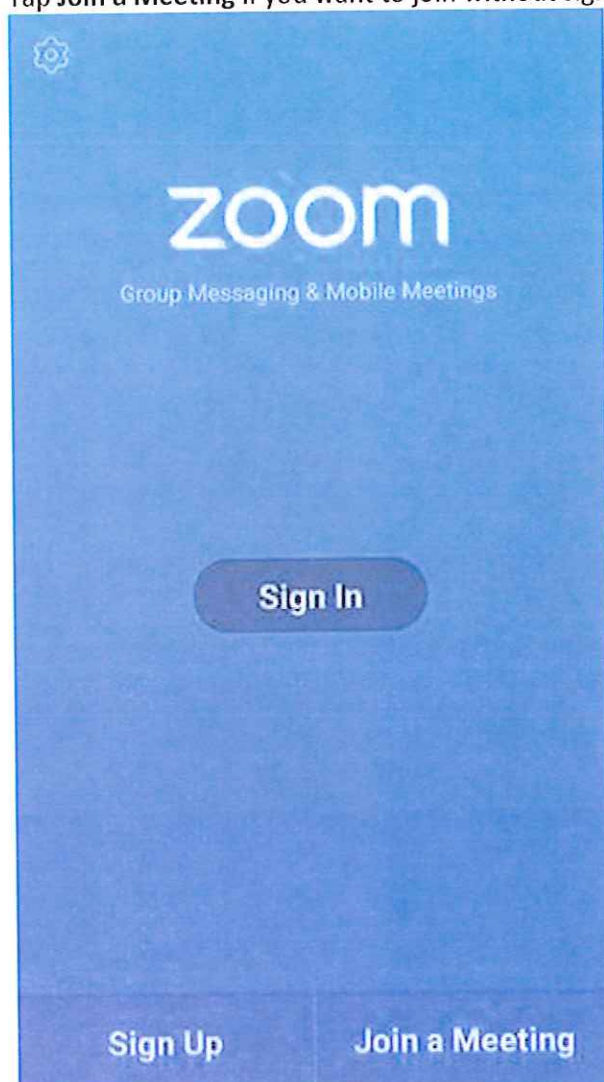
JOIN OPTIONS

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
	0	

## Android

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.
2. Join a meeting using one of these methods:

- Tap **Join a Meeting** if you want to join without signing in.



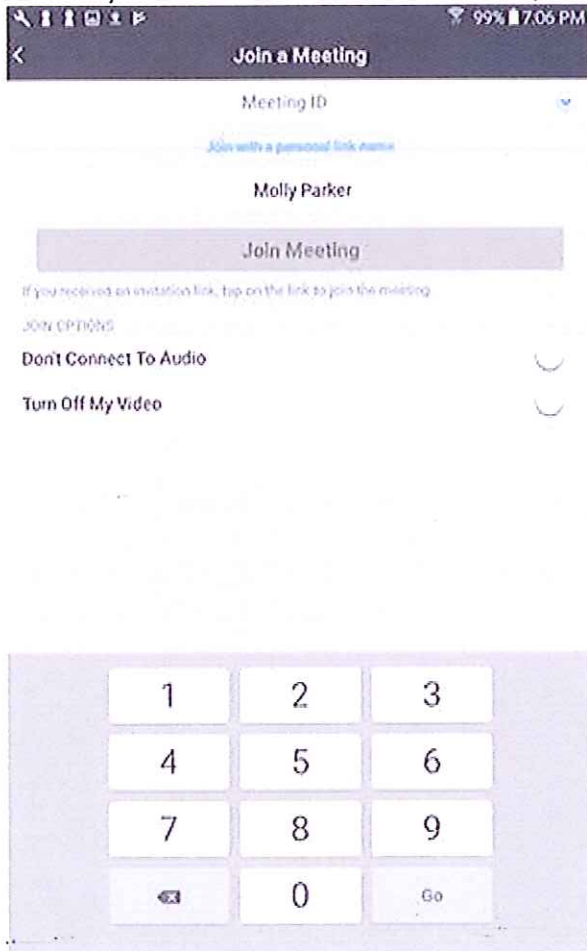
- Sign in to Zoom then tap **Join**.



Join

3. Enter the meeting ID number and your display name.
  - If you're signed in, change your name if you don't want your default name to appear.
  - If you're not signed in, enter a display name.

4. Select if you would like to connect audio and/or video and tap **Join Meeting**.



## Telephone (Audio only)

1. Join a meeting using one of these methods: On your phone, dial the teleconferencing number provided in your invite.
2. Enter the meeting ID number when prompted using your Dialpad.

Note: If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.

## Attendee Controls in a Meeting

### Windows/MAC

The attendee controls appear at the bottom of your screen if you're not currently screen sharing.



Attendees have access to these features:



**Mute / Unmute:** Mute and unmute your microphone.

**Audio Controls** (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](#).

**Tip:** Use the following [keyboard shortcuts](#) to mute or unmute yourself. You can also use [push to talk](#) if you want to unmute yourself by holding the spacebar.

- Windows: **Alt + A**
- Mac: **Shift + Command + A**

**Start Video / Stop Video:** Turns your camera on or off.

**Video Controls** (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a [virtual background](#) (if enabled), or access your full [video settings](#).

**Invite:** Invite others to join your meeting. [Learn more.](#)

**Participants:** See who's currently in the meeting. The Participants list also gives you access to these options:

- **Rename:** Hover over your name and click **Rename** to change your screen name displayed to other participants.
- **Non-verbal feedback icons** (if enabled by the host): Places an icon beside your name to quickly notify the host. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.



**Share Screen:** Start a screen share (if the host allows). You will be able to select the desktop or application you want to share. [Learn more.](#)

**Chat:** Access the chat window to chat with the participants. [Learn more.](#)

**Record:** Start or stop a local recording. Attendees do not have access to start a cloud recording. [Learn more.](#)

**Note:** The host will need to [allow local recordings in their account settings, then give you permission to record](#). If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.

**Leave Meeting:** Leave the meeting while it continues for the other participants. Only the host can [end the meeting](#).

## Apple iOS

The attendee controls appear at the bottom of your screen, except for Leave meeting which appears at the top-right corner.



**Mute / Unmute:** Mute or unmute your microphone.

**Video:** Start and stop your own video.

**Share:** Start a screen share. You'll be able to select what you want to share. [Learn more.](#)

**Participants:** See who's currently in the meeting. The participants list also gives you access to these options:

- Tap your name if you want to rename yourself.
- **Chats:** Chat with other participants. [Learn more.](#)
- **Invite:** Invite others to join your meeting. [Learn more.](#)

**More:** View non-verbal feedback icons (if enabled by the host). Tapping an icon will notify the host by placing the icon beside your name in the participants list. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.

## Android

The attendee controls appear at the bottom of your screen, except for Leave meeting which appears at the top-right corner.



**Mute / Unmute:** Mute or unmute your microphone.

**Video:** Start and stop your own video.

**Share:** Start a screen share. You'll be able to select what you want to share. [Learn more.](#)

**Participants:** See who's currently in the meeting. The participants list also gives you access to these options:

- Tap your name if you want to rename yourself.
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- **Invite:** Invite others to join your meeting. [Learn more.](#)



**More:** Non-verbal feedback icons (if enabled by the host). Tapping an icon will notify the host by placing the icon beside your name in the participants list. For example, the hand icon places the raise hand icon beside your name and simulates a hand raise.

## Miscellaneous Tips and Tricks

### Virtual Backgrounds

Want to more about changing your Zoom background? [Click here](#) for more information.