

# How To Participate in a Zoom Meeting

Welcome to our *temporary* new normal. Some of you may be very familiar with Zoom meetings and others not so much. I am sending this tutorial to help prepare everyone to attend the meeting as easily as possible. The 5 Steps are very simple to follow. They will take you into the meeting and enable you to fully participate.

**Participating in a Zoom meeting is FREE! There is no charge for you to enter or participate in a meeting.**

**Note:** The “Host” is the person who initiates the meeting, sends the email invitation to attendees and admit’s the attendee’s into the meeting. The Host is the individual who has a “paid” Zoom account.

## **Step #1 - Your Setting**

### **Lighting:**

A few days or hours in advance of the scheduled meeting, please find an area in your home that is well lighted. It’s best to have the lighting overhead or in front of you.

### **Background:**

**If possible, do NOT have any lighted lamps or windows behind you.**

Back lighting (lighting in the background of the subject) makes your image on screen appear dark. The more light behind you, the darker your image will appear.

### **Seating:**

Use a comfortable chair but one on which you can sit up straight to enable you to look directly at the camera on the device you’ll be using for the meeting whether it be your computer /laptop / phone or tablet. We want to be able to see your face...not your feet. LOL!

### **Tip:**

I have found the laptop or desktop computer works best especially for a meeting. However, your device must have a camera if you want to be seen by others.

If you are planning to use your phone or tablet device, make sure you have a stand to set the device on. It can get uncomfortable to hold a phone or tablet for any length of time. For best viewing of the meeting, make sure your phone is set upon the stand in a horizontal position.

## **Step #2 - Zoom App**

If you are a first time Zoomer, please download the Zoom app on your device today or ASAP. Go to [zoom.us](https://zoom.us) to download that app to your device. **Downloading this app to your device if FREE. It does not cost you anything. Downloading the app now will save you time when you come into the meeting.**

### **Step #3 - How to Enter The Zoom Meeting**

On the day of the Zoom meeting, check your email for an invitation from the Host. See attached sample of the email you will receive from your Host.

Because you will already have installed the Zoom app, (see Step #2) click on the link that is included in the email invitation you received from the Host. That link will take you to the meeting. You will be alerted that you are now in the “Waiting Room” for the meeting.

As each attendee enters the waiting room, the Host of the meeting sees the incoming attendee’s name on the Host’s screen. The Host then click’s on “Admit” and the attendee is brought into the meeting.

#### **Note: Security**

Zoom updated their app recently as part of Zoom's new security for meetings. As part of that update, they require that as all attendees join the meeting, they are first placed into the waiting room.

They have also installed a default password for each meeting to keep anyone else from joining your meeting. The password will be part of the email and you do not need to remember it or even enter it as that is done as default to the invitation for every meeting.

### **Step #4 - Entering the Zoom Meeting**

Once you’re in the “Waiting Room” of the meeting, the Host will click on your name and admit you into the meeting.

The first thing the people who are already in the meeting will see on their screens is your name only.

You need to **make sure your camera and your audio are turned on** so that you will fully join the meeting and the rest of the attendee’s can then see and hear you.

Please **check to make sure your camera and your audio are turned on**. Also check to make sure your name is listed correctly.

**If you do not wish to appear on screen, you can simply make sure your VIDEO is “OFF” but your “AUDIO” is ON.** This will enable us to hear but not see you.

### **Step #5 - Patience**

Everyone attending the meeting has to be **“admitted to the meeting”** from the Waiting Room. This is done by the Host. Depending on the number of people attending a meeting, it may take a few minutes to get everyone into the meeting. Please be patient. The meeting will not begin until everyone from the Waiting Room is brought into the meeting.

However, if, for some reason you are unable to get into the meeting, please do not be concerned. You can actually join the meeting even if it's already in progress by repeating Steps #2 and #3.

### **Fail Safe**

If you are having difficulty getting into the meeting, please feel free to text or call your Host. Please either let your Host know the issue you're having getting into the meeting.

### **Practice anyone?**

If you would like to practice Zoom a few days or hours before the meeting, please call me, send me a text or an email. I will send you an invitation to join a "one on one meeting" and walk you through anything you may need help with and/or have questions about.

# SAMPLE OF THE EMAIL INVITATION TO THE MEETING

mail.google.com/mail/u/0/?view=cm&fs=1&tf=1&to&su=Please+join+Zoom+meeting+in+progress&body=Join+Zoom+Meeting%0D%0Ahttps://us02web.zoom.us/j/88213322599

**Please join Zoom meeting in progress**

Recipients

Please join Zoom meeting in progress

**Join Zoom Meeting**  
<https://us02web.zoom.us/j/88213322599?pwd=M1BFUlp4TDQ0MTZPbFZieFB0dmhtUT09>

Meeting ID: 882 1332 2599  
Password: 005096  
One tap mobile  
+16465588656,,88213322599#,,#.005096# US (New York)  
+13126266799,,88213322599#,,#.005096# US (Chicago)

Dial by your location

- +1 646 558 8656 US (New York)
- +1 312 626 6799 US (Chicago)
- +1 301 715 8592 US
- +1 346 248 7799 US (Houston)
- +1 669 900 9128 US (San Jose)
- +1 253 215 8782 US

Meeting ID: 882 1332 2599  
Password: 005096  
Find your local number: <https://us02web.zoom.us/j/88213322599>

This is a sample of the type of link you will get from me on the day of the Zoom meeting. Clicking on that link will bring you into the "Waiting room" of the meeting. I will admit you into the meeting from there. The email link will appear in approximately this same area of the email that I will send you that day.