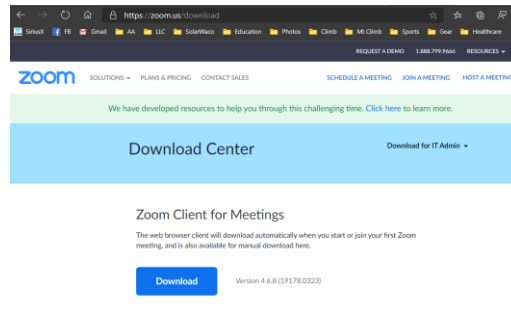


Joining a Zoom Meeting with Windows or Mac

First Download the Zoom Client for Meetings app from <https://zoom.us/download>:



Next Open the Start Zoom app and join meeting:



In step 4 below, do not check the boxes so you can use video and microphone, the meeting ID is the number given to you for the meeting.

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

Do not connect to audio

Turn off my video

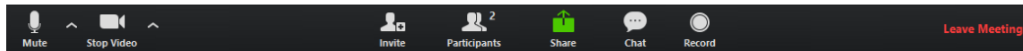
4. Select if you would like to connect audio and/or video and click **Join**.

Joining a Zoom Meeting with Windows or Mac

Below you may have to move the mouse to make the controls appear. They disappear after a few seconds.



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**

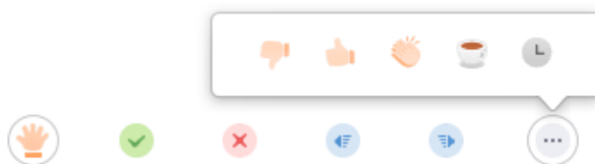
Start Video / Stop Video: Turns your camera on or off.

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.



Joining a Zoom Meeting with Windows or Mac

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.](#)

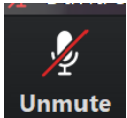
Chat: Access the chat window to chat with the participants. [Learn more.](#)

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](#).

During a meeting it is best to keep your microphone Muted unless you are the one sharing. This keeps background noises from distracting the person speaking or other participants.



The red / indicates you have your microphone muted click on it to toggle between mute/unmute. When it is your turn to talk either you or the meeting host will need to Unmute your microphone before others can hear you speak. If the host unmutes you, you will be prompted to allow your microphone to unmute.

Typically, the host will ask people to raise hands (using the Participants button and Raise hand button.) And then they will call on you to share when it's your turn.