



# How to Join your first Zoom Conference

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Author: Gary Tomlin – CU3A

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## *Introduction*

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When you get your first invite to a Zoom meeting you will need to complete a few extra steps before you can join the meeting.

You do not need to create a zoom account, although when you join the meeting it is worth setting your name correctly so people know who you are.

Your computer will need to have at least a microphone and speakers or headset to use the software. A web camera is recommended but optional.

I have used Mozilla Google Chrome for these screenshots so some may not be the same if you are using a different web browser.

PLEASE NOTE: This author and the Chalfont U3A do not endorse or recommend this software. The document is to assist our members if they choose to use the Zoom software. Other Conferencing software is available. 😊

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## *Connecting to your first meeting*

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1. You will probably receive an email inviting you to a Zoom meeting. This email will include the date and time of the meeting, a URL link to the meeting, the meeting ID and a meeting password. The email will look something like this:

From: ChalfontsU3A [ChalfontsU3A@gmail.com](mailto:ChalfontsU3A@gmail.com)

To: John Smith

Chalfonts U3A is inviting you to a scheduled Zoom meeting.

Topic: CU3A AGM – 1st July 2 pm

Time: Jul 1, 2020, 14:00 London

Join Zoom Meeting

<https://us02web.zoom.us/j/85293420927?pwd=S1RpUEQ2cUtxbEFiVGJuaFlhV1FpUT>

Meeting ID: 852 9342 0927

Password: 087784

We will open the meeting thirty minutes earlier.

The above meeting is scheduled for 2pm, but the meeting will open thirty minutes earlier to allow everyone to join the meeting.

2. When you are ready to join the meeting either click the URL in the email or go to

<https://zoom.us/join>

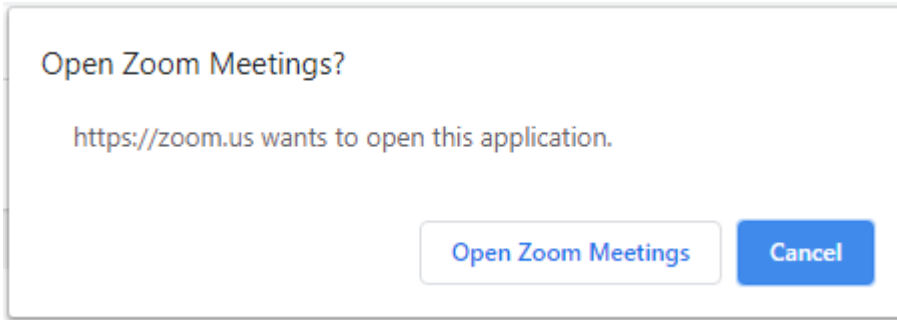
You will then be asked to enter the Meeting ID from the email and then click Join.

Join a Meeting

Meeting ID or Personal Link Name

Join

3. You will then get a web page with [Launching...](#) and a pop-up box asking if you wish to Open Zoom Meetings, click [Open Zoom Meetings](#)



If you do not see the Open Zoom Meetings pop-up click the [click here](#) text to complete a manual install.

4. If you clicked [Open Zoom Meetings](#) you will then be prompted to enter your name and the meetings password which is in the email. Then click [Join Meeting](#)

Zoom

**Enter your name and the meeting password**

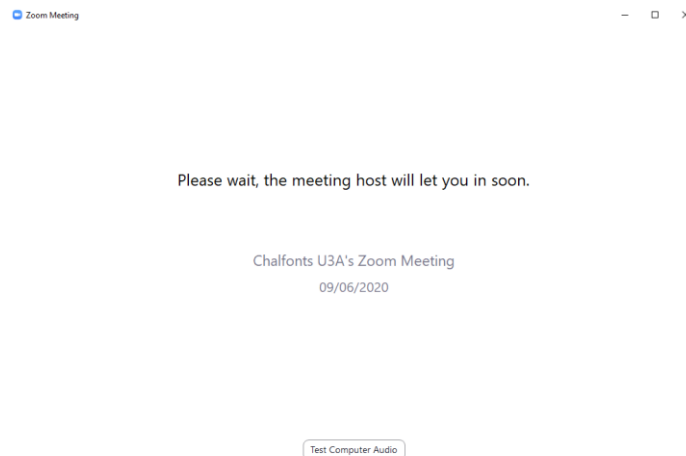
Your Name  
John Smith

Meeting password

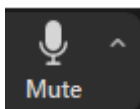
Remember my name for future meetings

Join Meeting Cancel

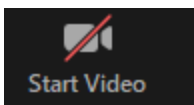
5. You will then see a message that you are waiting for the host to let you in.



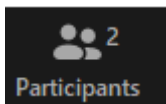
6. The host will admit you and you will then be asked if you wish to **Join with Video** or **Join without Video** this is up to you if you want to be seen on video in the Zoom meeting. If your computer does not have a camera you will see the option **Join with Computer Audio** At this point you can also Test your Audio which is worth doing the first time you use zoom.
7. After you have joined the meeting you will see the Zoom Meeting page and should see the other participants. You will be able to hear the host, but your microphone will be muted to avoid too much background noise.
8. At the bottom of the Zoom meeting page you will see the following icons



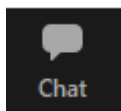
You can mute and unmute your own microphone



You can turn on and off your camera



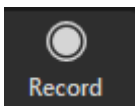
This shows the current number of participants. If you click this you can see them listed



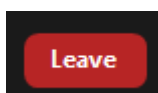
Clicking this will bring up the chat windows where you can send a message to everyone or an individual



This allows you to share your screen and is normally disabled for participants of the meeting



This allows you to record the meeting and is normally disabled for participants of the meeting



This exits you from the meeting. You can re-join at any time while the meeting is active by re-entering the meeting ID and password

9. There is a further document on the Chalfonts U3A website called [Zoom Meeting Instructions for AGM](#) which describes voting and chat.