

# Joining a ZOOM Meeting



zoom

**STATE**  **WIDE**

**New York StateWide Senior Action Council, Inc**

275 State Street, Albany, NY 12210 • 800-333-4374 • Fax 518-436-7642

[www.nysenior.org](http://www.nysenior.org)



# IT'S EASY TO DO

You can join a Zoom meeting by using a computer, smartphone or your home phone.





Google Play



**App Store**

If you are using a computer or smart phone you will need to download a free app (if you have not previously used Zoom).

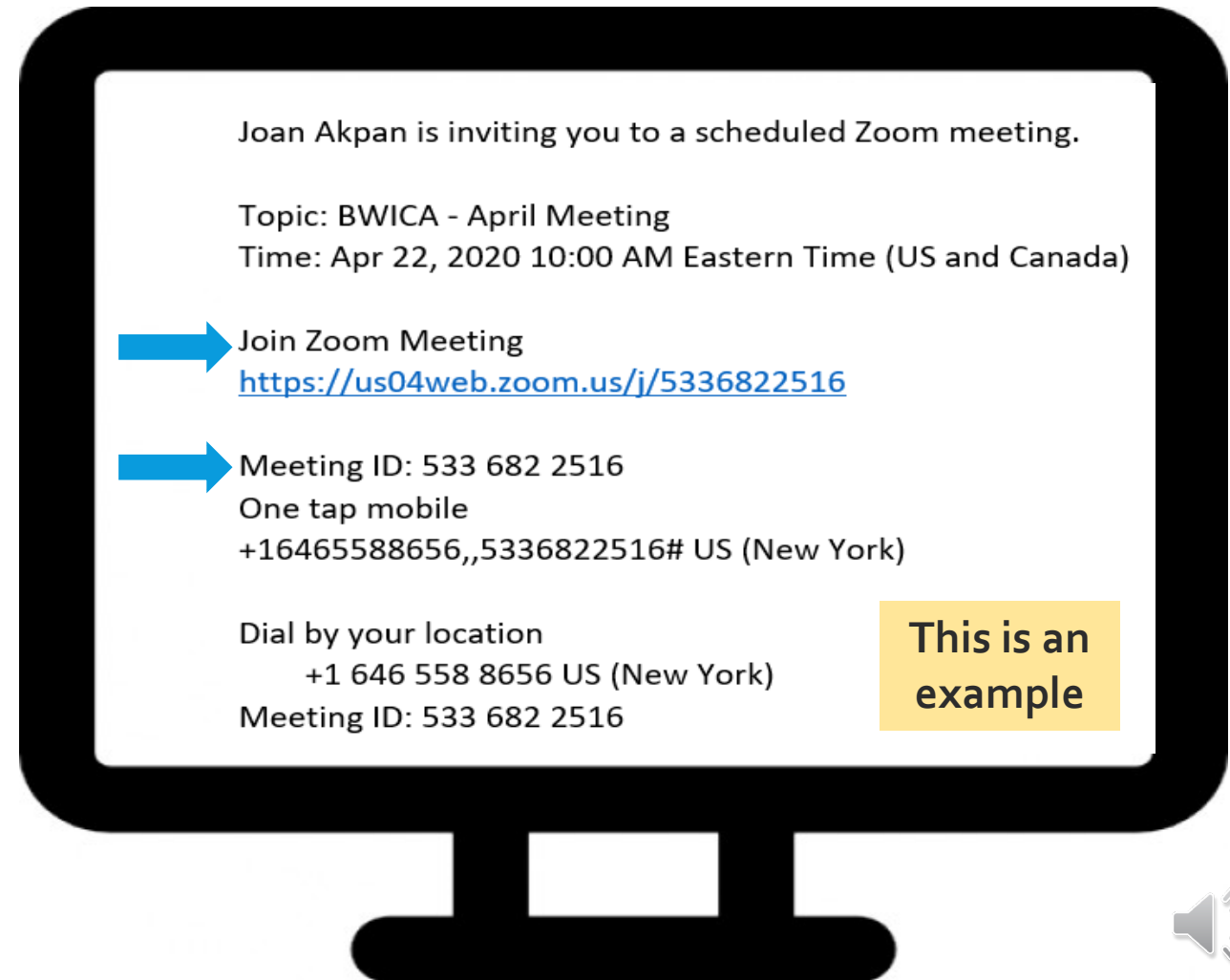
You can find the Zoom app (application) at the Google Play Store or Apple app store. You should download the app on your device prior to the scheduled meeting time, even a day in advance is fine.

No registration is needed to run the Zoom app. If in the future you wish to get an account to host your own Zoom meetings, you will need to register.



# GETTING STARTED – BY COMPUTER

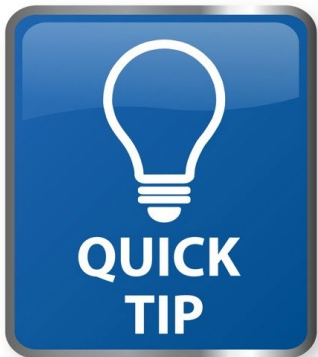
1. Open the email invitation you received.
2. Click on the link – Join Zoom Meeting.
3. Type in your Meeting ID.



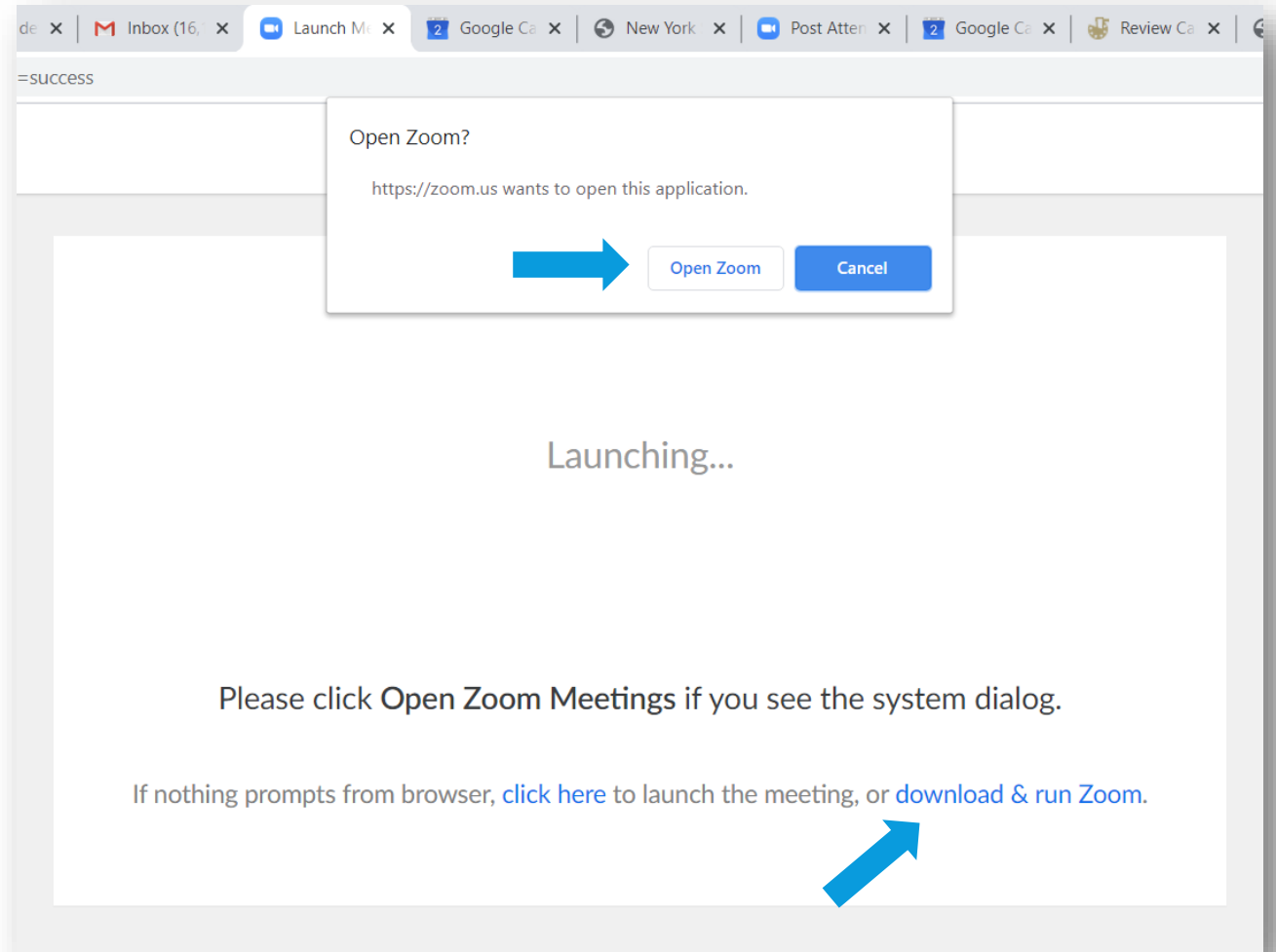
# OPEN ZOOM

Click on “[Open Zoom.](#)”

Remember, if you haven’t used Zoom before, you will need to download the app first.

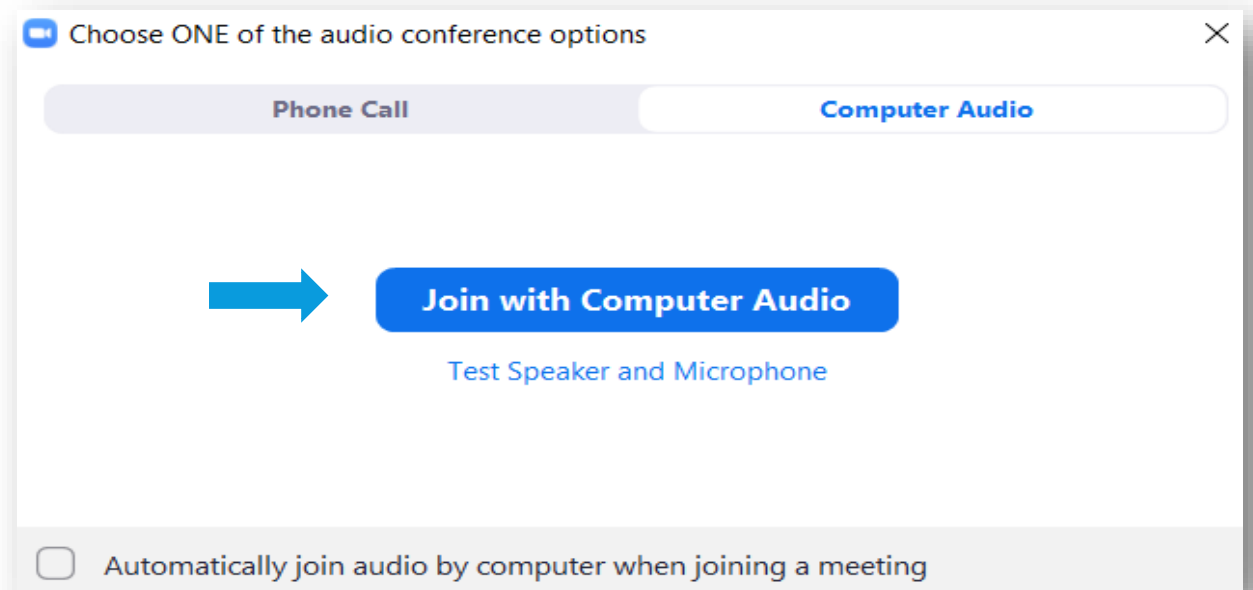


It is best to use Chrome as your web browser, but other browsers work too.



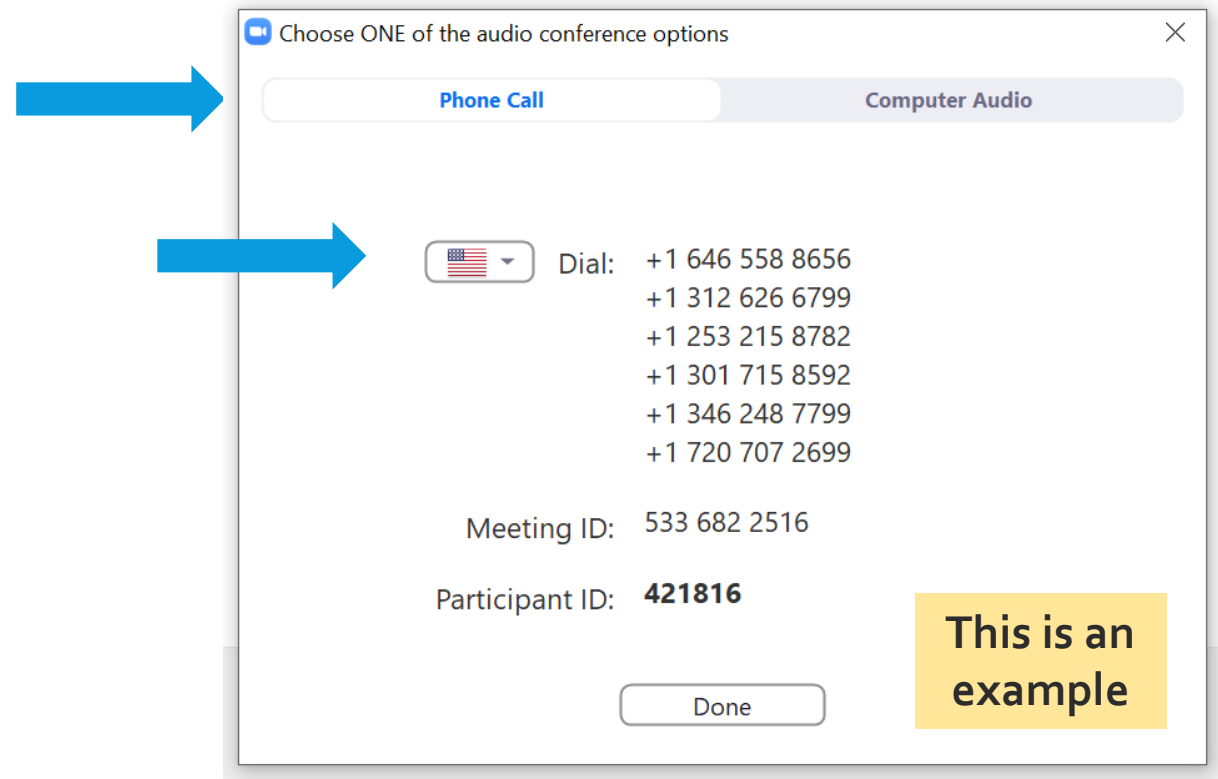
# COMPUTER AUDIO

1. When you connect to zoom,  
You can Join with Computer  
Audio. Just click on the blue  
button



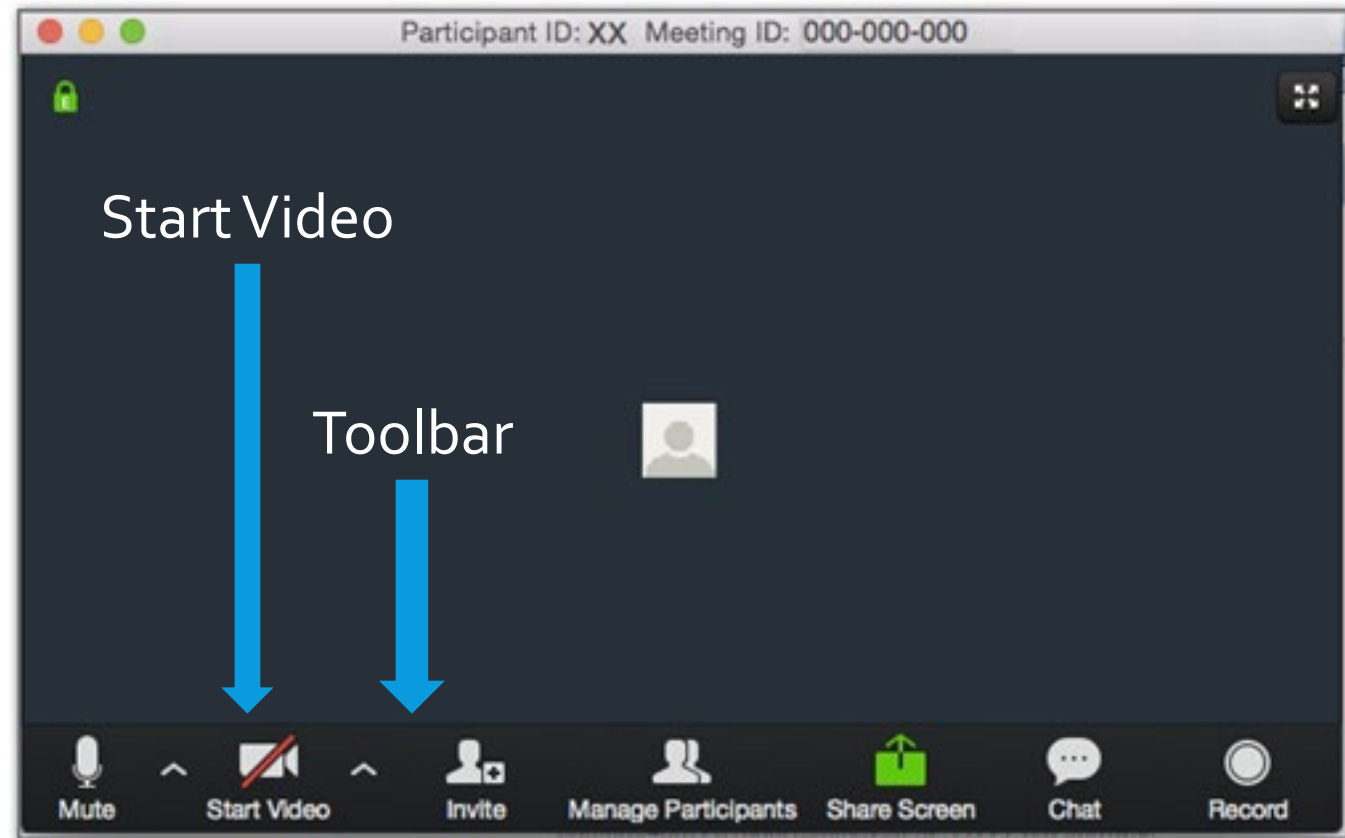
# AUDIO WITH A PHONE CALL

1. You can also choose to Join with a phone call for your audio.
2. If you click on Phone Call, this screen will show and give you a phone number to call into the meeting.



# TOOL BAR AND START VIDEO

1. Once connected via computer for video you will see a screen with a toolbar at bottom. You may need to hover your cursor at the bottom for it to appear.
2. If you have a camera on your computer or laptop, you can be seen via video. Just click on the Start Video button on your toolbar.





# ON CAMERA – WHAT WILL YOU SEE?

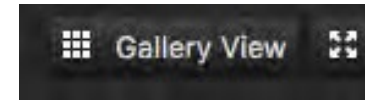
1. Your screen will also show you the video feed of other participants who also have their cameras turned on.
2. If your camera is turned off, only your name will appear on the screen.
3. If you are calling in by home phone, only your phone number will appear.



# SPEAKER VIEW VS. GALLERY VIEW



-OR-

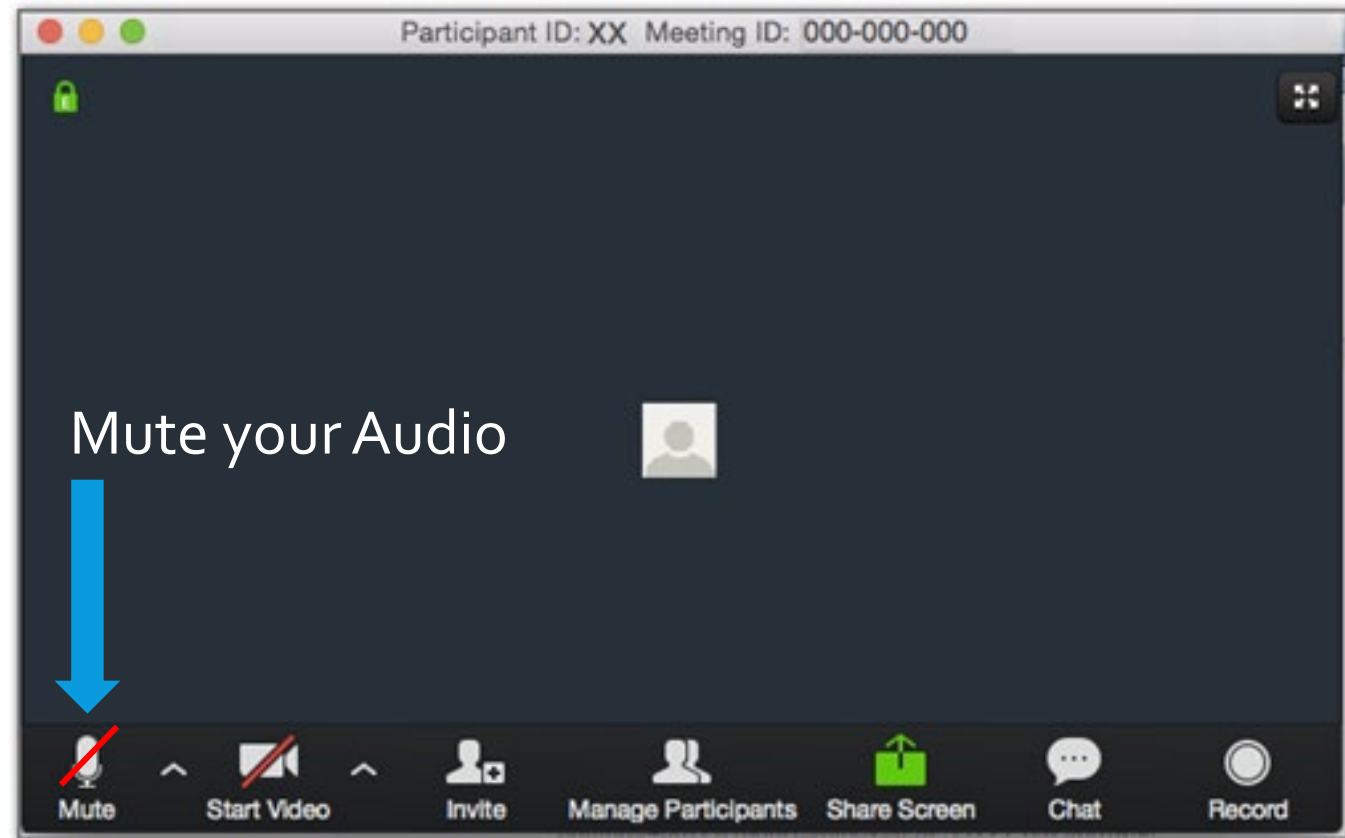


1. On the upper right hand corner of your screen, you can choose how you want to view your screen, in Speaker or Gallery View.
2. Speaker view will focus on whoever is speaking or presenting. Gallery view will show all participants in the meeting.



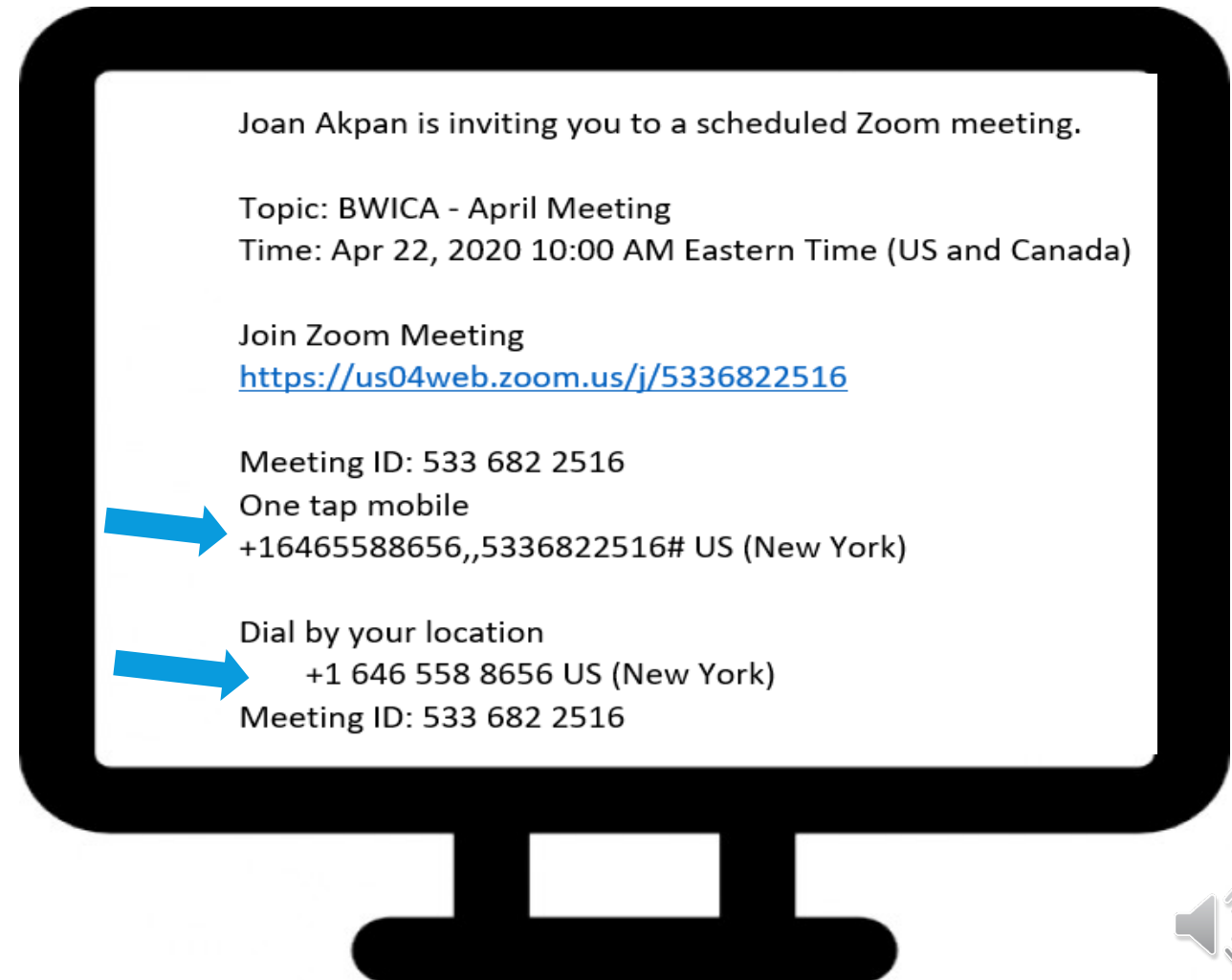
# HOW TO MUTE YOUR AUDIO

1. You can mute your audio especially if there is background noise at your home.
2. Usually participants mute and then unmute when they wish to speak – that's good etiquette to eliminate background noise.
3. You can do this by clicking on the microphone (mute) button. When you are muted, a red slash will appear over your mute button.



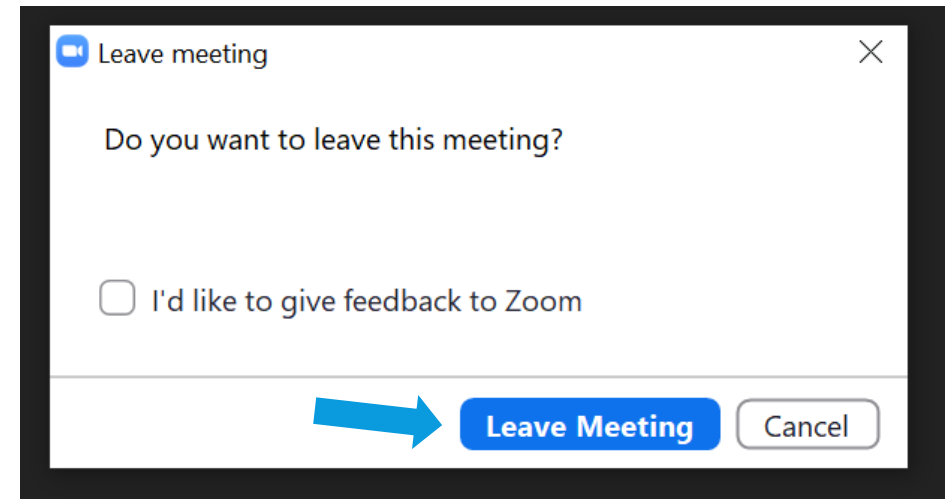
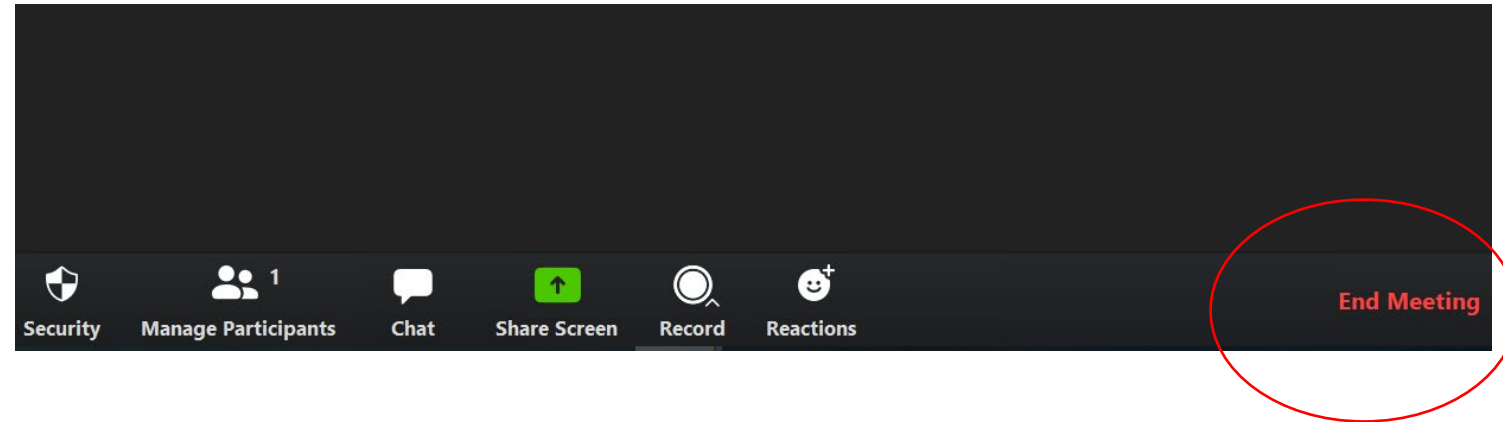
# GETTING STARTED – BY PHONE

1. Open the email you received.
2. There is a phone number to call into the meeting using your mobile or home phone.
3. You will be asked to type in a Meeting ID followed by #.
4. You will be prompted to enter your unique participant ID - Press # to skip



# HOW TO END THE MEETING

1. To end the meeting, just click on the x at the top right of your Screen, or you may see End Meeting (in red) on the bottom right of your toolbar.
2. If you leave before the end of the meeting, you will see a prompt asking if you want to leave. Click on the blue button.
3. If you stay on until the end, you will see a notice that the host has ended the meeting.



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