

Zoom – how to join a meeting

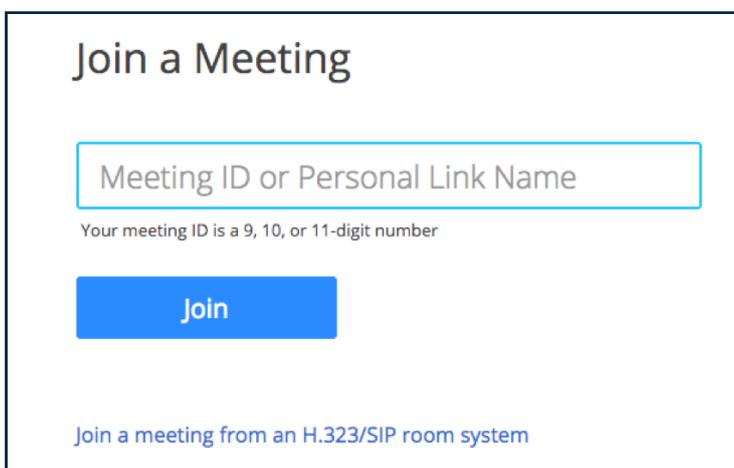
There are many ways to join a meeting, but the easiest way is to click the join link that the meeting host provided. Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting.

You do not need to have a Zoom account to attend a Zoom meeting.

Please note the information below is general instructions for Zoom. The exact messages you see may look a little different to the pictures depending on what platform (for example Chrome, Internet Explorer) you are using.

To watch a 1 minute instruction video on joining a meeting and for more information about joining via different platforms visit: **<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>**

1. Go to **join.zoom.us** or click the **meeting link** provided by the host.
2. Enter your **meeting ID** provided by the host.



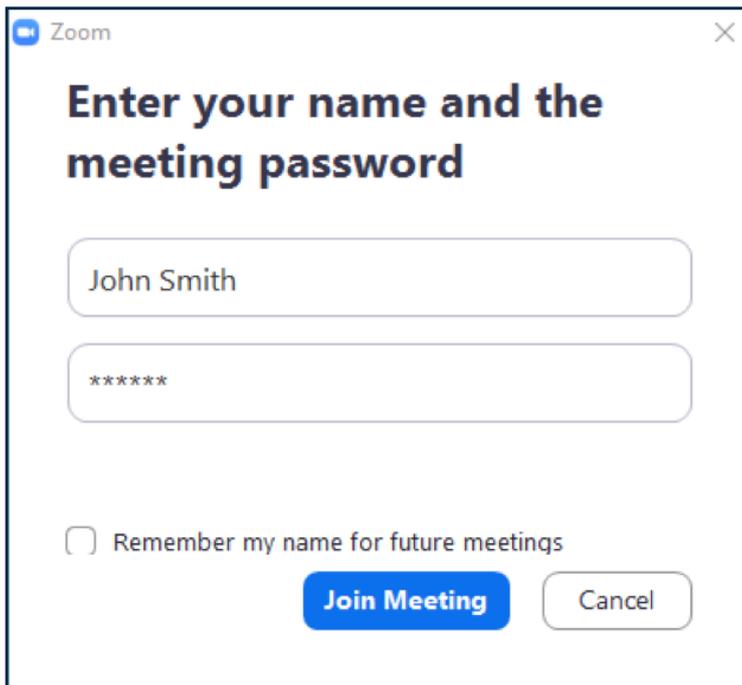
Join a Meeting

Your meeting ID is a 9, 10, or 11-digit number

Join

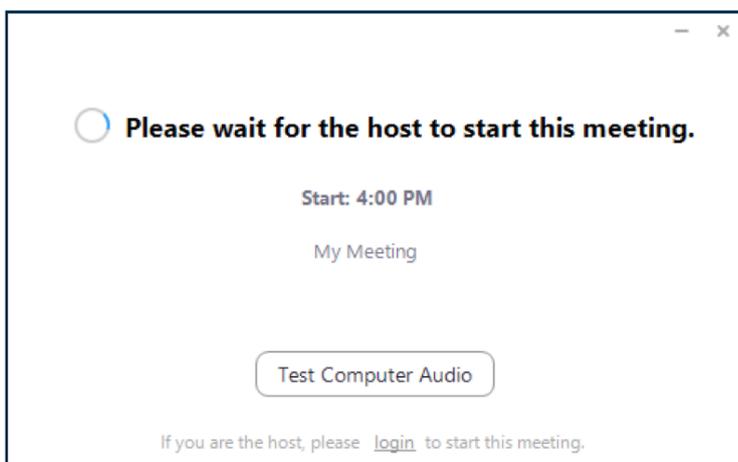
[Join a meeting from an H.323/SIP room system](#)

3. Click **Join**.
4. If this is your first time joining, you will be asked to open the Zoom client to join the meeting. Follow the prompts to open Zoom.
5. It will ask you to enter your name and the meeting password (if required). Once entered click **Join Meeting**.



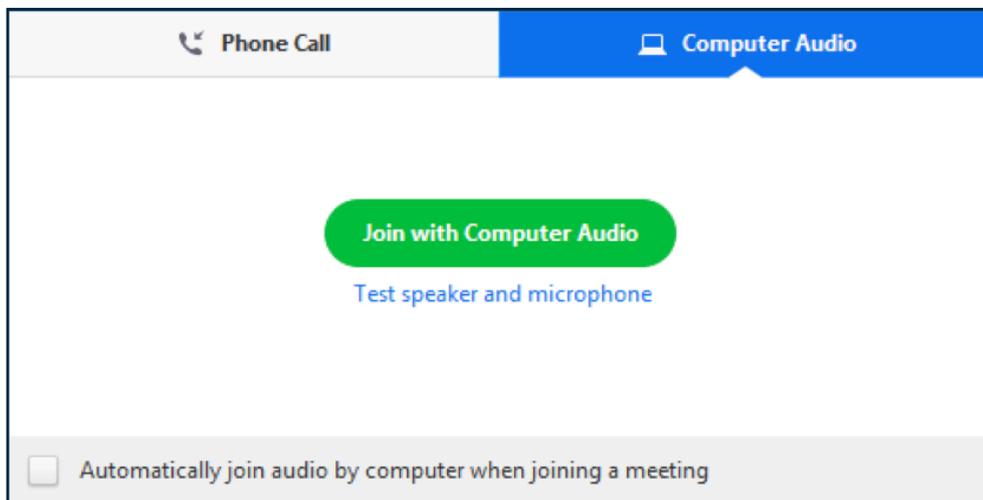
The screenshot shows a Zoom dialog box titled "Enter your name and the meeting password". It features two input fields: the first contains the name "John Smith" and the second contains a masked password "*****". Below the fields is a checkbox labeled "Remember my name for future meetings" which is currently unchecked. At the bottom, there are two buttons: a blue "Join Meeting" button and a white "Cancel" button.

6. If the host has not started the meeting, you may be placed in the waiting room. Once the host starts the meeting you will automatically connect into the meeting.

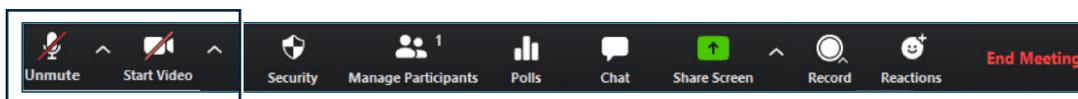


The screenshot shows a Zoom dialog box with a large circular loading indicator on the left and the text "Please wait for the host to start this meeting." in the center. Below this, it displays "Start: 4:00 PM" and "My Meeting". At the bottom, there is a button labeled "Test Computer Audio". A small note at the very bottom reads "If you are the host, please [login](#) to start this meeting."

7. Depending on your settings, a pop up might appear about your audio. Click Join with Computer Audio.



8. You should now be connected to the meeting. You can use the below buttons to mute/unmute and control your video.



These tip sheets were initiated by and developed with the Dementia Australia Advisory Committee.

We welcome any feedback or comments. To share your comments or feedback please email advocates@dementia.org.au.