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Before joining a Zoom meeting on a computer or mobile device, you will be prompted to download and install Zoom when you click a join link. You can always download the Zoom app from your Apps or Download Center.

Open the email invite and click on the meeting link.

Joining by phone? You will need the teleconferencing number provided in the invite.

1. Audio conferencing participant will need to call: (415) 762-9988 or (646) 568-7788.
Follow the verbal instructions.
2. Enter the meeting ID you wish to join followed by the # key.
3. You will be asked to enter your participant ID. If you do not know your participant ID, just press the # key.

The screenshot shows an Outlook email interface. At the top, there are tabs for 'Attendee Meeting' and 'Format Text'. Below the tabs is a toolbar with icons for 'Delete', 'Appointment', 'Scheduling', 'Join Online', 'Accept', 'Tentative', 'Decline', 'Propose New Time', 'Reply', 'Reply All', and 'Forward'. The email content includes:

- Subject:** Sr. Staff Check-in
- Location:** Zoom (see details below)
- Organizer:** Anderson, <da@uab.edu>
- Duration:** 1 Hour (selected), All day event (unchecked)
- Starts:** 4/16/2020, 9:00 AM
- Ends:** 4/16/2020, 10:00 AM

A yellow warning banner states: "This appointment occurs in the past." Below this, a blue bar indicates: "Accepted on 4/14/20, 1:38 PM." The main body of the email contains the following text:

Anderson is inviting you to a scheduled Zoom meeting.

Topic: Sr. Staff Check In
Time: Apr 16, 2020 09:00 AM Central Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/97266996065?pwd=d0hQdGt0R1VUaW1pQVN5cEZvUUIHdz09>

Meeting ID: 972 6699 6065
Password: 4vvSKQ

Joining from email invite:

1. Open the email invite and click on the meeting link.
2. Open the Zoom app.
3. **Join a meeting using one of these methods:**
Click Join a Meeting if you want to join without signing in.
Sign in to Zoom then click JOIN.
4. Enter the meeting ID number and your name. You may also be asked to enter a password for the meeting. That password will be provided in the invite.
 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.



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

Once in the meeting you can use the tool bar at the bottom of the screen to:

- Mute yourself
- Stop/start your video
- Start a chat with other members (private or public)
- Share you screen
- Record the meeting

Once the meeting is over, you can click “leave meeting” or close the app

