

How to join and take part in a Zoom meeting

Step 1: your invitation by email

Before the workshop, we'll send you an email with the information below:

- **A hyperlink** -
this is a line of text which will begin with the letters `https://`
- **A meeting password** -
you'll be asked to enter this after you click the hyperlink above.

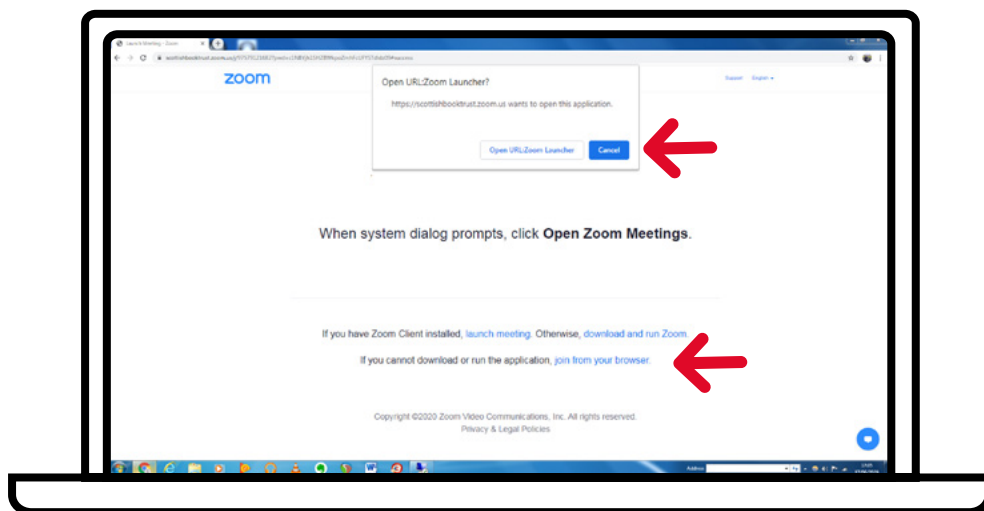


How to join and take part in a Zoom meeting

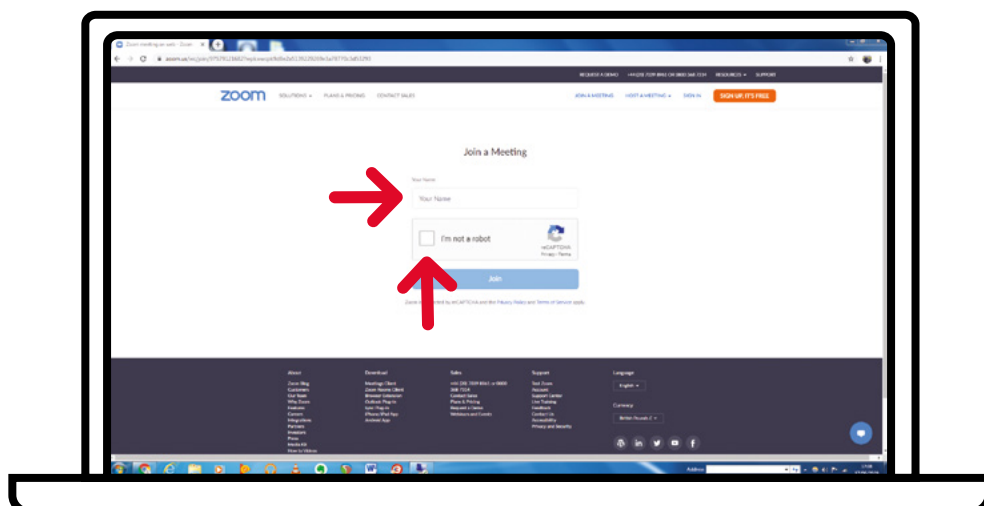
Step 2: joining the meeting from your internet browser

1.  <https://> Click on the hyperlink in your email.

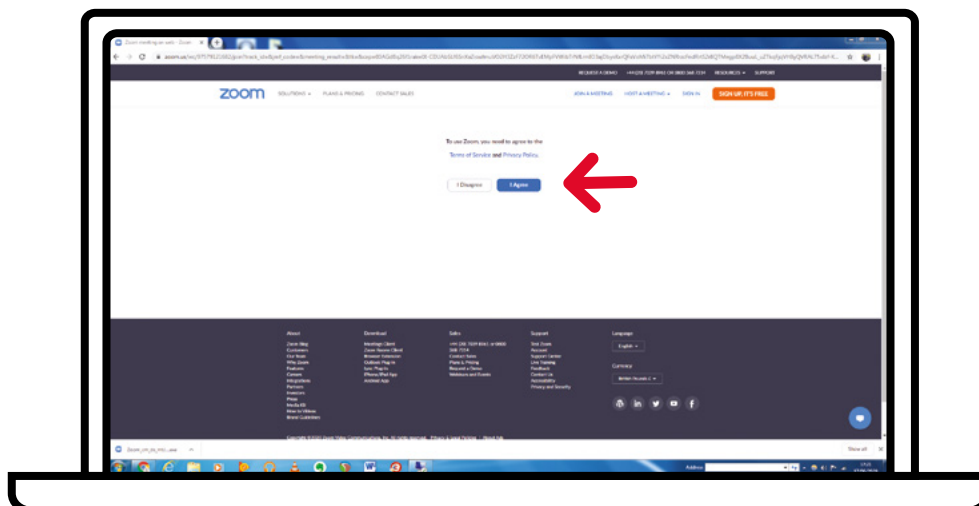
2. On a PC, laptop or Mac, you'll see this box appear. Click 'Cancel' in this box. Click on the words 'join from your browser' as shown.



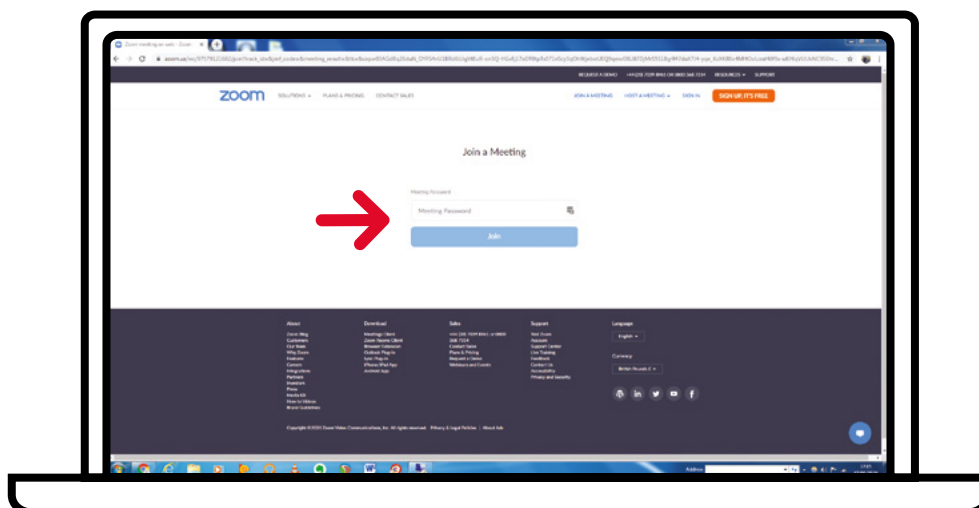
3. Next type your name or however you'd like to be identified in the meeting, then click on the box 'I'm not a robot'.



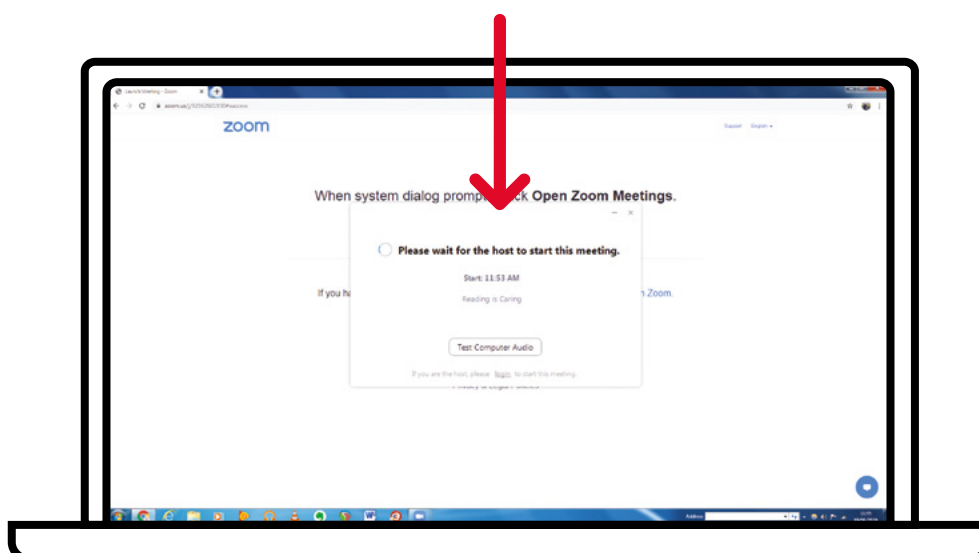
4. If you're happy with the terms of service and privacy policy, click 'I agree'.



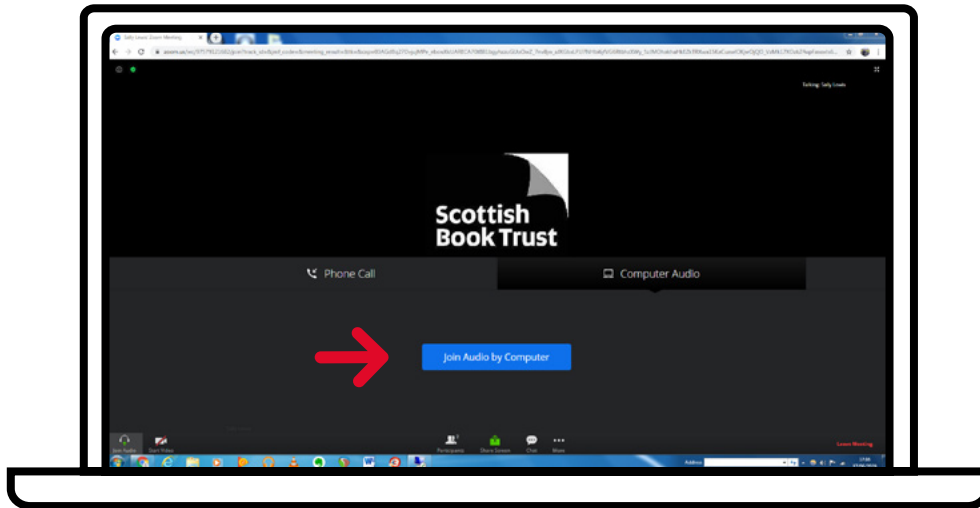
5. You'll be asked to enter the meeting password - you'll find this in the joining email.



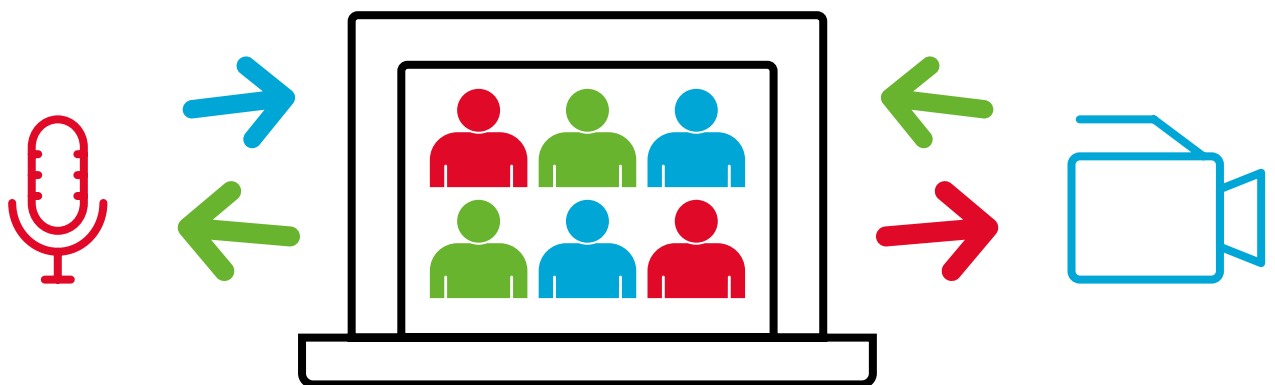
6. You won't be able to join until the host has started the meeting. If the host hasn't started, a screen will pop up saying this, and you'll need to wait until the host starts the meeting and admits you.



7. You'll see these options next. Click on 'Join audio by computer'.



Step 3: how to unmute your microphone and start your video



When the Zoom meeting opens, you'll see these two buttons at the bottom left:



By default, your microphone is muted when you enter a meeting. Also, your camera is switched off. Click on each of the buttons to turn your microphone and your camera on and off.