

PROBUS CLUB OF DEVIZES

How to join a Zoom Speaker Meeting

All you need to join a meeting is access to the Internet using an Internet App (for example Safari, Chrome, Internet Explorer, Firefox), a screen to view the meeting and a speaker so that you can hear the audio. In other words, a desktop, a laptop, an iPad, a tablet or a mobile phone. If you want to be more interactive you will need a microphone, again most devices have a microphone (see later for issues with microphones).

Prior to the Zoom meeting the host will send you an email invitation which will include a link for you to click to join the meeting, a Meeting ID and a Passcode. The invitation will look something like this:

(Name of Host) is inviting you to a scheduled Zoom meeting.

Topic: Probus Speaker Meeting

Time: Oct 06, 2020 10:30 London

Join Zoom Meeting

<https://us04web.zoom.us/j/78937313251?pwd=bVNVNEdvTzRRZFdxR2hBZjBNbnRFQT09>

Meeting ID: 789 3731 3251

Passcode: 3N7uE3



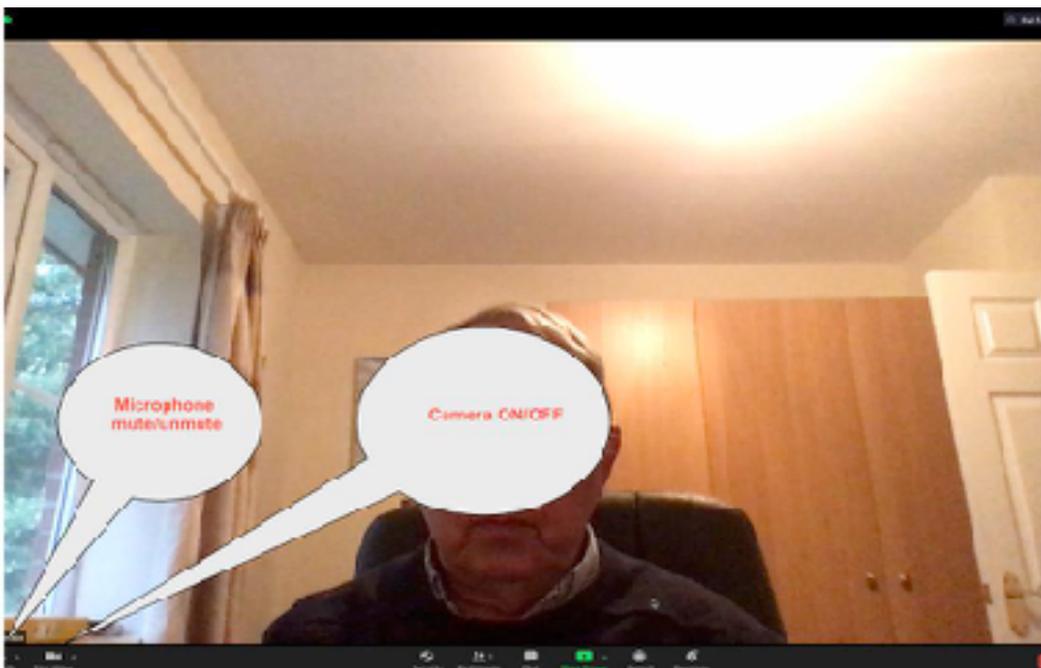
To join the meeting, just before it's scheduled to begin, you need to click the link which normally will have the Passcode securely embedded. (Note: There is no need to sign in, register or download anything.) This will open the Zoom website in your Internet App (for example Safari, Chrome, Internet Explorer, Firefox), find the Zoom website and open the meeting.

Provided the host has opened the meeting you will now join the meeting. If the host has not yet opened the meeting you will be asked to wait.



You might find that no-one can see you, this is because your camera is switched off, you can leave it switched off or decide to switch it on. In the bottom left corner of the screen is an icon for turning on the camera. See next screen image.

A similar situation may arise with the audio, again there is an icon in the bottom left corner for muting/unmuting the microphone. See next screen image.



Microphone camera on/off

If you have your microphone switched on then any sound from your device, such as the doorbell ringing, the wife bringing you a cup of tea, etc. will cause the system to switch to your screen. This means that everyone sees the output of your camera instead of watching the host. So, be careful - we might be admiring your girlfriend in a state of undress.

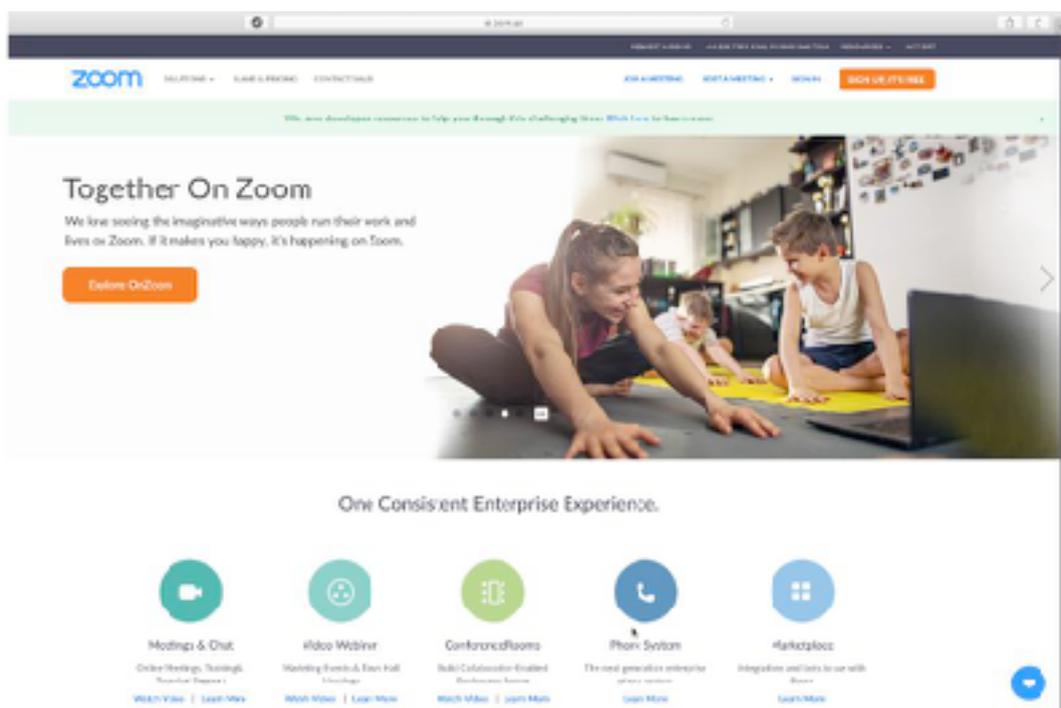
To avoid the issue with the microphone the host may ask everyone to mute their microphone - the host also has the facility to mute everybody from his/her device.

The issue with the microphone makes interrupting the host awkward, there are several ways to combat this and the host may specify how he/she wants the audience to interrupt. Meeting etiquette is for the host to decide.

IF THE LINK IN YOUR INVITATION DOESN'T OPEN THE MEETING AS DESCRIBED ABOVE, YOU MAY NEED TO FOLLOW THESE INSTRUCTIONS:

Prior to the Zoom meeting the host will send you a meeting ID and a Passcode.

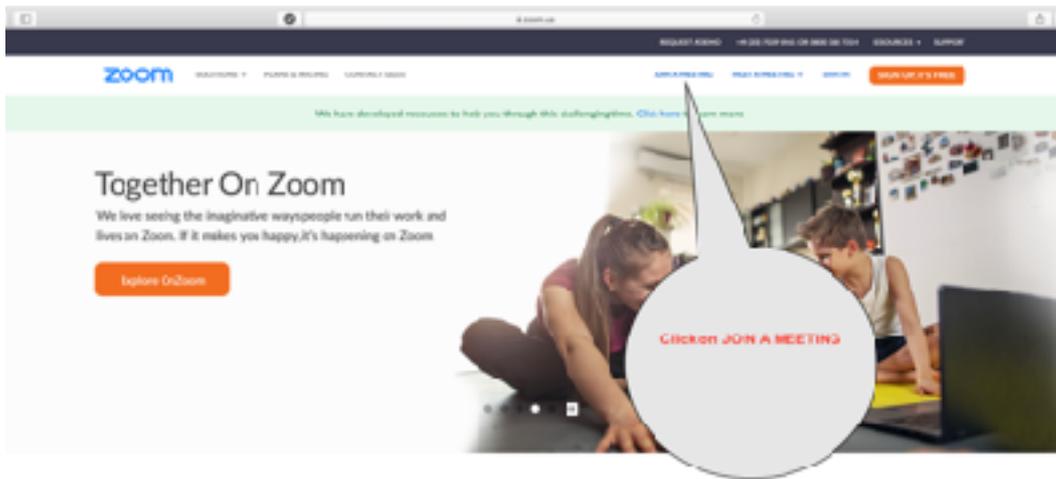
Just before the meeting start time open your Internet App (for example Safari, Chrome, Internet Explorer, Firefox) and find the Zoom website (<https://zoom.us/>), see next screen image.



Zoom main page

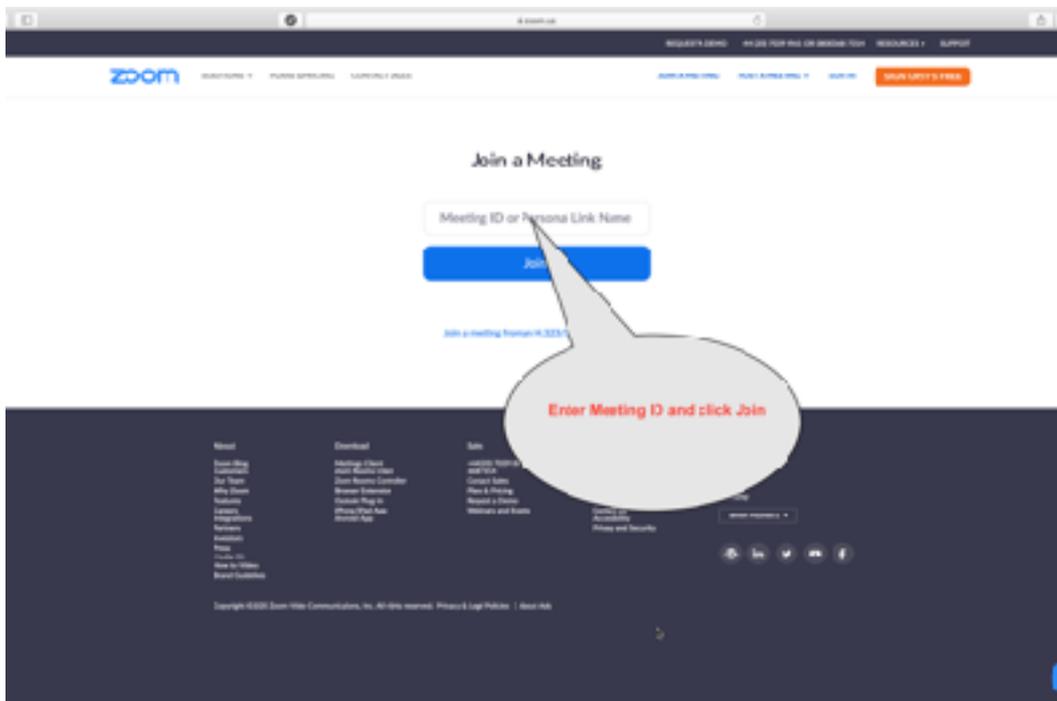
On the Zoom main page click on JOIN A MEETING, see next screen image.

Note:- There is no need to sign in, register or download anything.



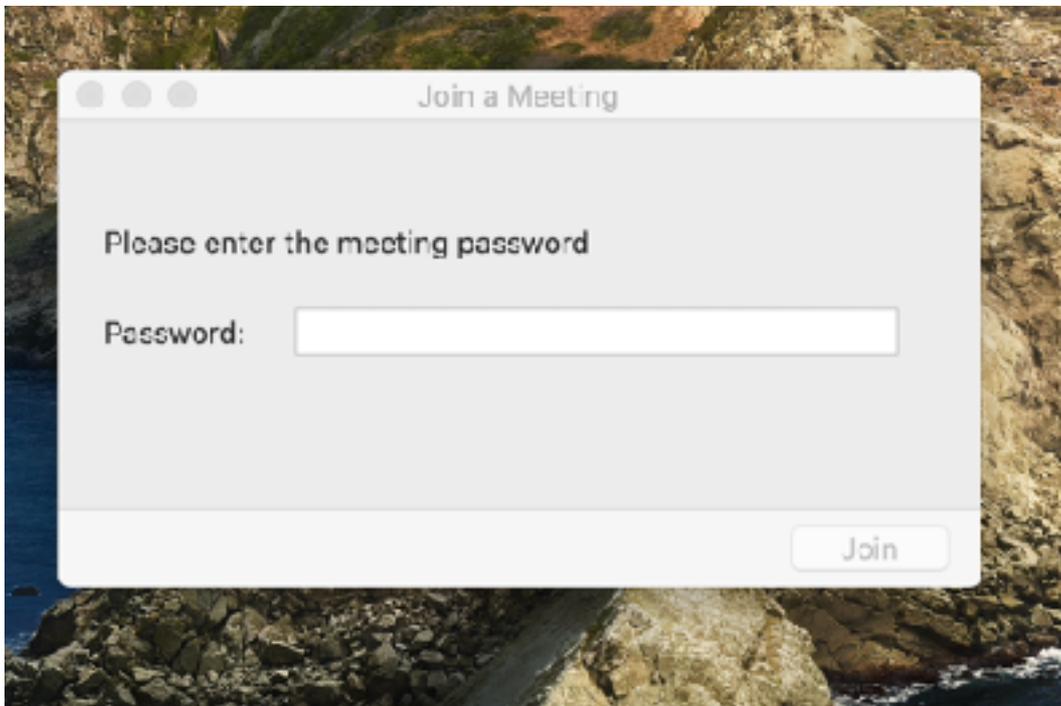
Click on JOIN A MEETING

Enter the Meeting ID and click on JOIN, see next screen image.



Enter Meeting ID

Enter the meeting password and click Join, see next screen image.



Enter meeting password and click Join

[Continue from "A" on page 1](#)