

HOW TO USE ZOOM

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from [our Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a join link.

You can also [join a test meeting](#) to familiarize yourself with Zoom.

Prerequisites:

1. Each meeting has a unique 9-, 10-, or 11-digit number called a [meeting ID](#) that will be required to join a Zoom meeting
2. If you are joining via telephone, you will need the [teleconferencing number](#) provided in the invite.

Connecting to a meeting:

1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
 - a) Click **Join a Meeting** if you want to join without signing in.

The Zoom logo, consisting of the word "zoom" in a blue, lowercase, sans-serif font.A blue rectangular button with rounded corners containing the text "Join a Meeting" in white.A light gray rectangular button with rounded corners containing the text "Sign In" in gray.

- b) Sign in to Zoom then click **Join**.



Join

3. Enter the [meeting ID](#) number.
4. Select if you would like to connect audio and/or video and click **Join**.