2. How to Join and Participate in a Zoom Meeting — *But if your computer does not have built-in microphone & speaker, Go To #6 for Phone-In instructions to get Audio*

A. **You will receive an email containing a "Meeting Invitation" automatically generated for the Host who set up your meeting. Click on the bolded web location *(hyperlink)* in the Meeting Invitation** *(see example below)*.

B. **At that website, you will be asked if you want to open the Zoom app** *(calling it "zoom.us" or "zoom.us.app" depending on your web browser and type of computer or hand-held device).*

- If the Zoom app is not yet installed on the device you're using, Zoom will prompt you to start downloading/installing the Zoom app on that device.

- Click to allow that, and the Zoom app will open the meeting window with you in the meeting and in "**Speaker View**" showing the Host and thumbnail images of other participants. If asked to allow Zoom to use your camera and/or microphone, click "Allow".

C. Troubleshooting:

- *If you do not see yourself in the Zoom app's window, click "Start Video" (near lower left of Zoom window on computers — and be sure your computer/device's camera is not blocked).*

- *If "Unmute" shows at lower left, click it. Be sure "Mute" & "Stop Video" then show at lower left because that means you are now unmuted and you can be seen by other meeting participants.*

- *Not seeing everyone: Your Zoom window will show a larger view of whoever is speaking plus thumbnails of some of the other participants. At upper right on computer screens, you can toggle between that "Speaker View" and "Gallery View" where thumbnails of all participants fill your window.*
  - **On smart phones or tablets**, instead of Gallery View, try swiping left/right to see all thumbnails. Also, click in dark area to see other Zoom controls. *(Other controls may also be located differently than on computers.)* Turning hand-held device 90 degrees counter-clockwise (to horizontal) may show more controls.

Example Meeting Invitation:

Underlined link is what you click on in Step #1
(password is encrypted and embedded in the link so you never need to enter it)

> TCM SDG is inviting you to a scheduled Zoom meeting.
>
> Topic: TCM class.
> Time: May 8, 2020 01:30 PM
>   Description: First TCM class session
>
> Please download and import the following iCalendar (.ics) files to your calendar system.
> Weekly: https://zoom.us/meeting/uZUpd-quqjwqDVf8Udyjwzov6kWnmxUuwg
> /ics?icsToken=98tyKu2pqjspHNCSsFztZ7YtW534b_H2k1V4rPtomAbvFDpcdFX9AexPKodqB9-B
>
> Join Zoom Meeting
> https://zoom.us/j/414036470?pwd=WEtudndUTFVTdmo2WmhOUkhENEhTZz09
>
> Meeting ID: 414 036 470
> Password: TCMsdg
>
> Dial by your location
>   US (408)638-0968
>
>   Meeting ID: 414 036 470
>   Password: TCMsdg