

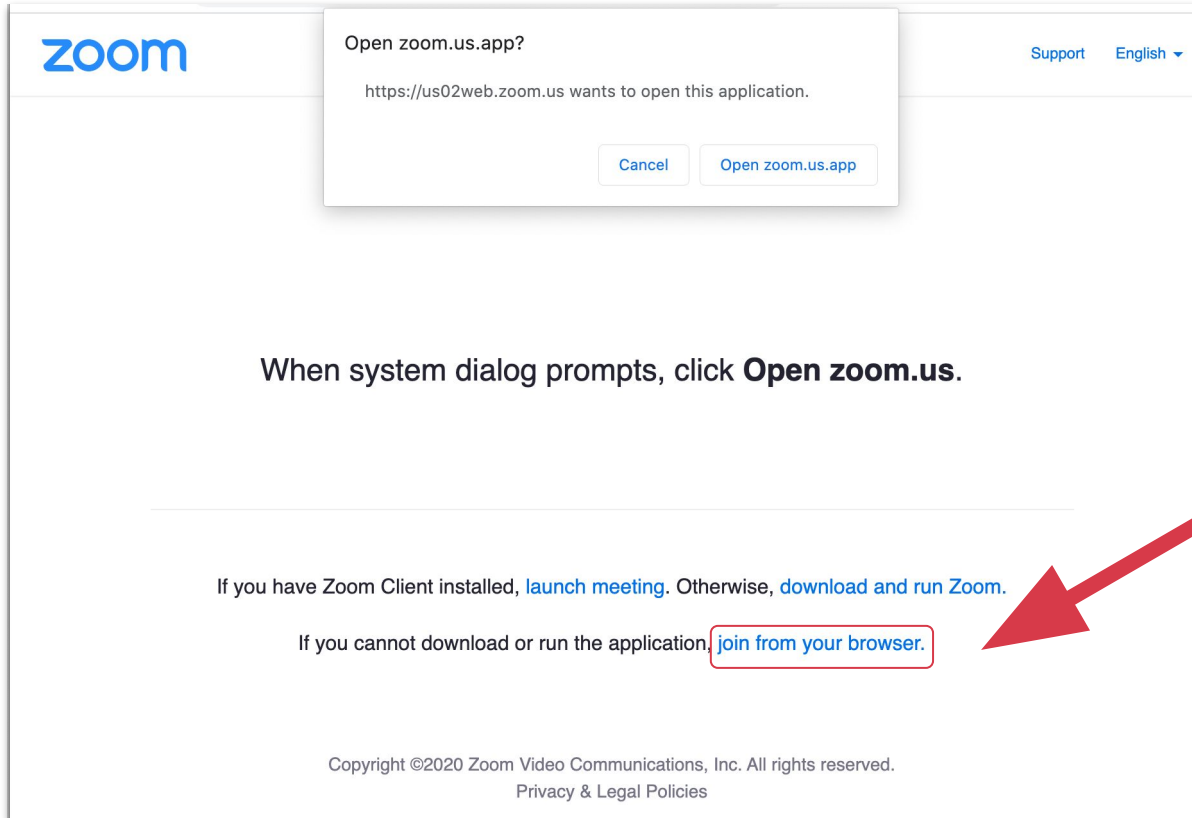
**Join Zoom on a laptop**

Follow the invitation link you received

It will look like this one:

<https://us02web.zoom.us/>

# You should be able to join from your browser



The screenshot shows the Zoom website interface. At the top left is the Zoom logo. At the top right are links for 'Support' and 'English' with a dropdown arrow. A system dialog box is open in the center, asking 'Open zoom.us.app?' and stating 'https://us02web.zoom.us wants to open this application.' It has two buttons: 'Cancel' and 'Open zoom.us.app'. Below the dialog, the text reads: 'When system dialog prompts, click **Open zoom.us.**' A horizontal line separates this from the next section. The next section says: 'If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).' Below this, it says: 'If you cannot download or run the application, [join from your browser](#).' A red arrow points from the right towards the 'join from your browser' link. At the bottom, the footer text reads: 'Copyright ©2020 Zoom Video Communications, Inc. All rights reserved. Privacy & Legal Policies'.

zoom

Support English ▾

Open zoom.us.app?

https://us02web.zoom.us wants to open this application.

Cancel Open zoom.us.app

When system dialog prompts, click **Open zoom.us.**

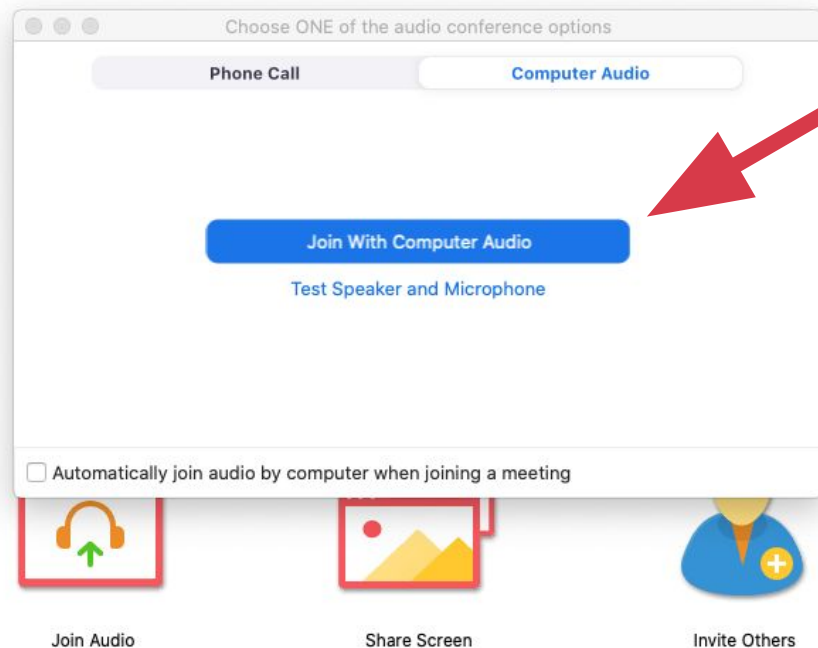
If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

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Privacy & Legal Policies

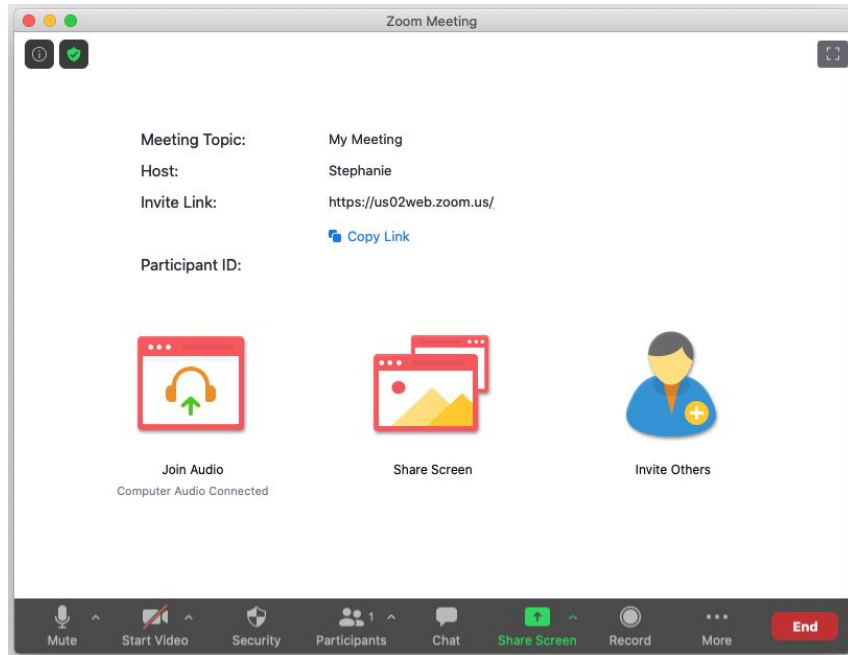
# Join with your computer audio

Zoom Meeting

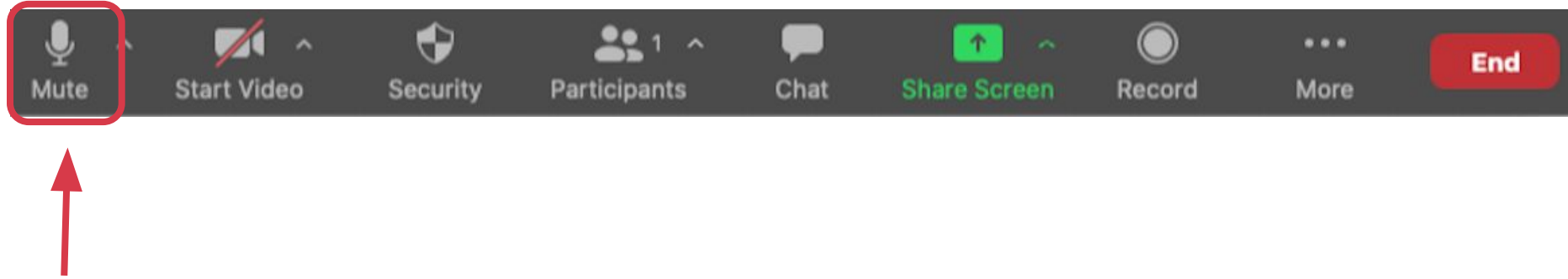


**You are in the call**

# You will see all the Zoom functions at the bottom of your screen

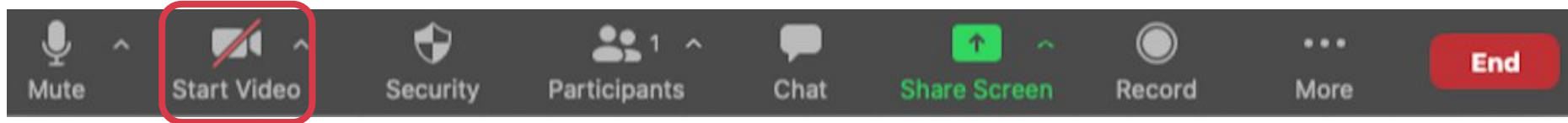


# Zoom functions:



Join Audio, mute or unmute yourself

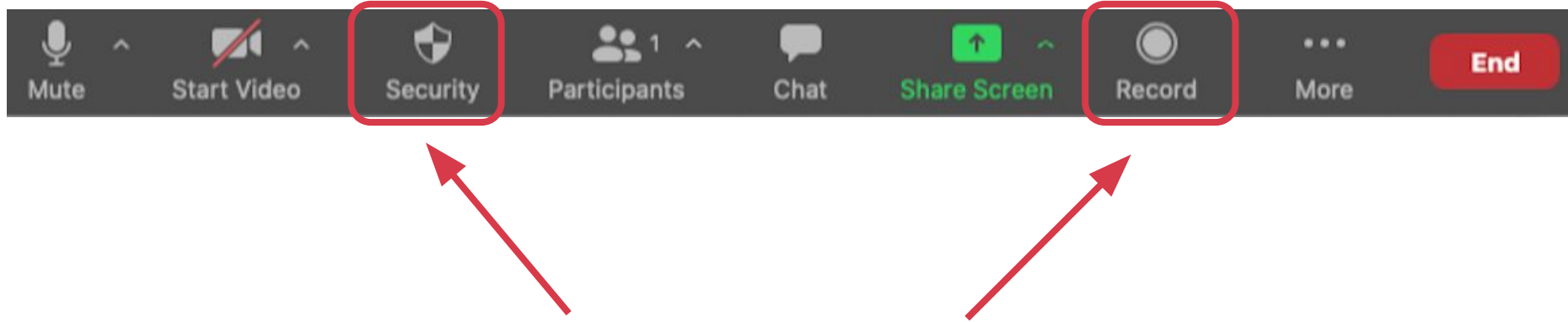
# Zoom functions:



Appear on video or stop the video

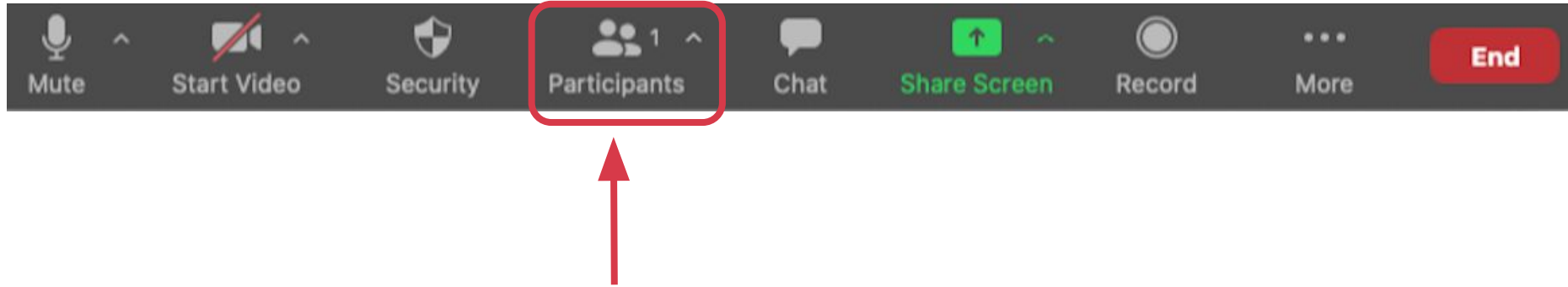


# Zoom functions:



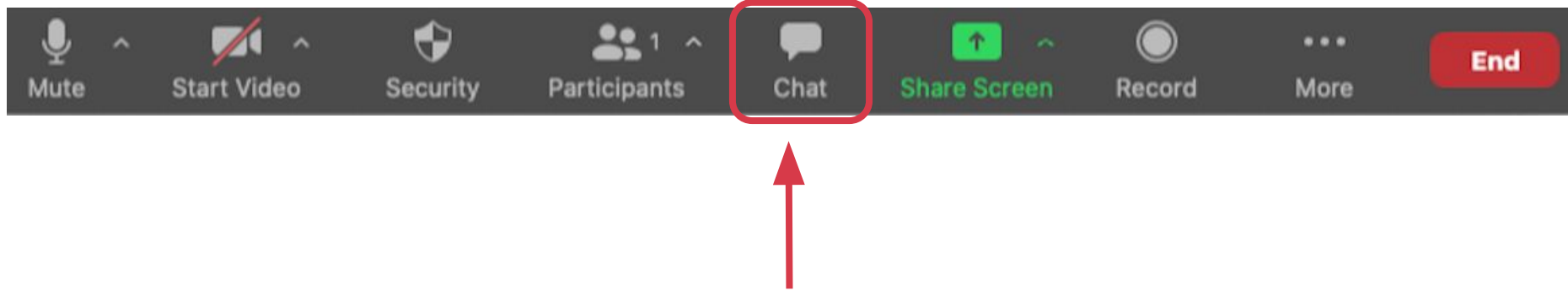
You might not have these 2 in your menu

# Zoom functions:



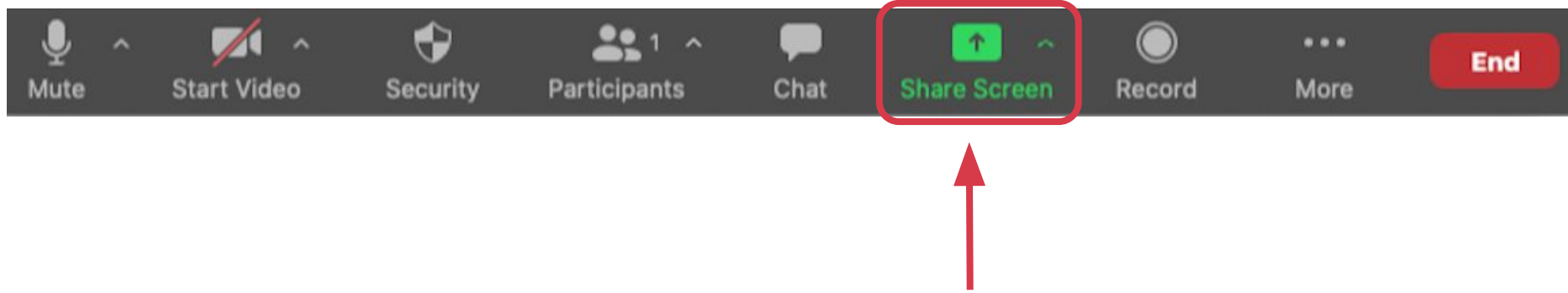
See the participants or change your name

# Zoom functions:



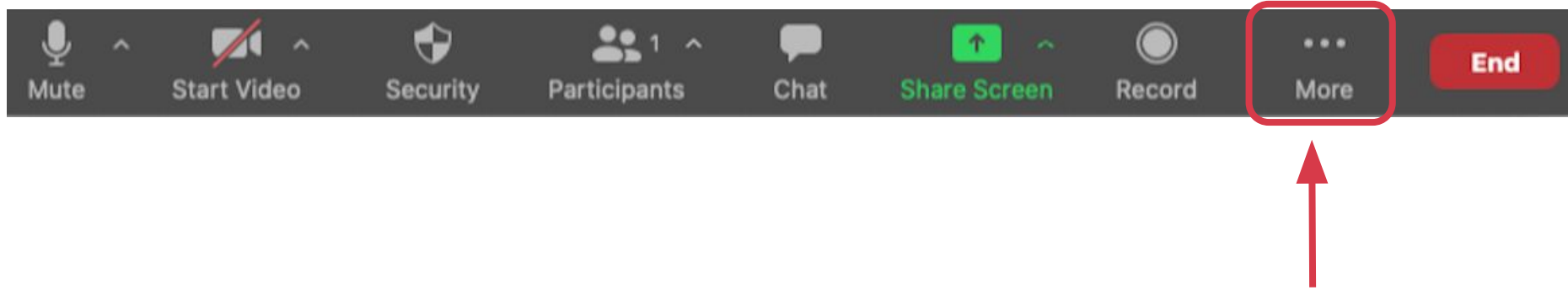
Open the chat window, so you can type your messages and read others

# Zoom functions:



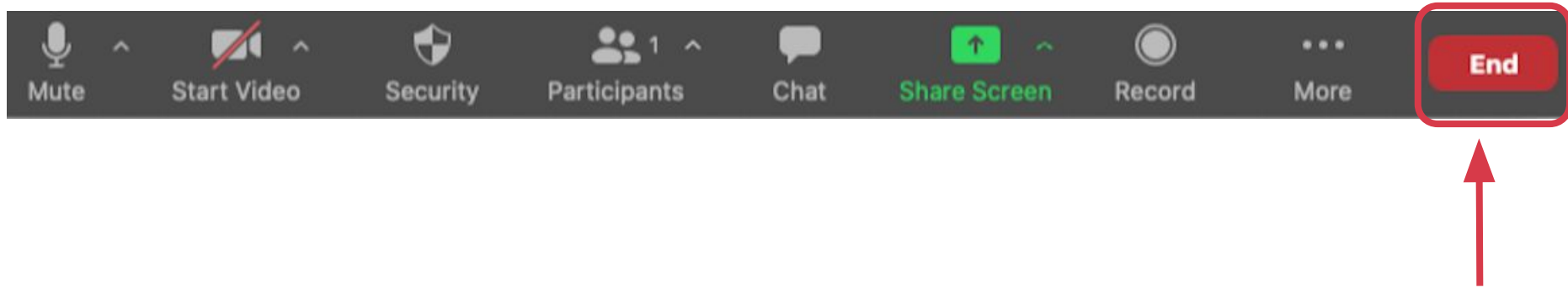
Share your screen with the others

# Zoom functions:



More functions, you might not need

# Zoom functions:



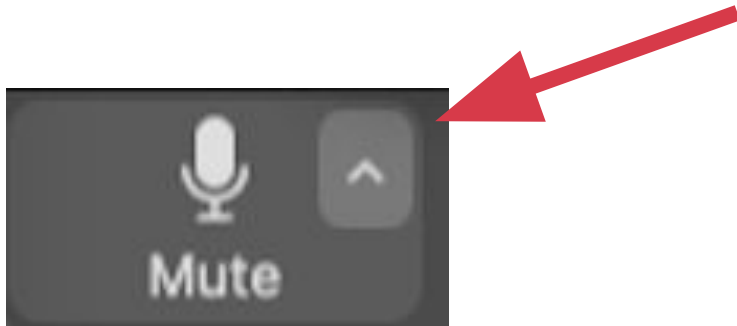
If you want to leave the call

**The audio**

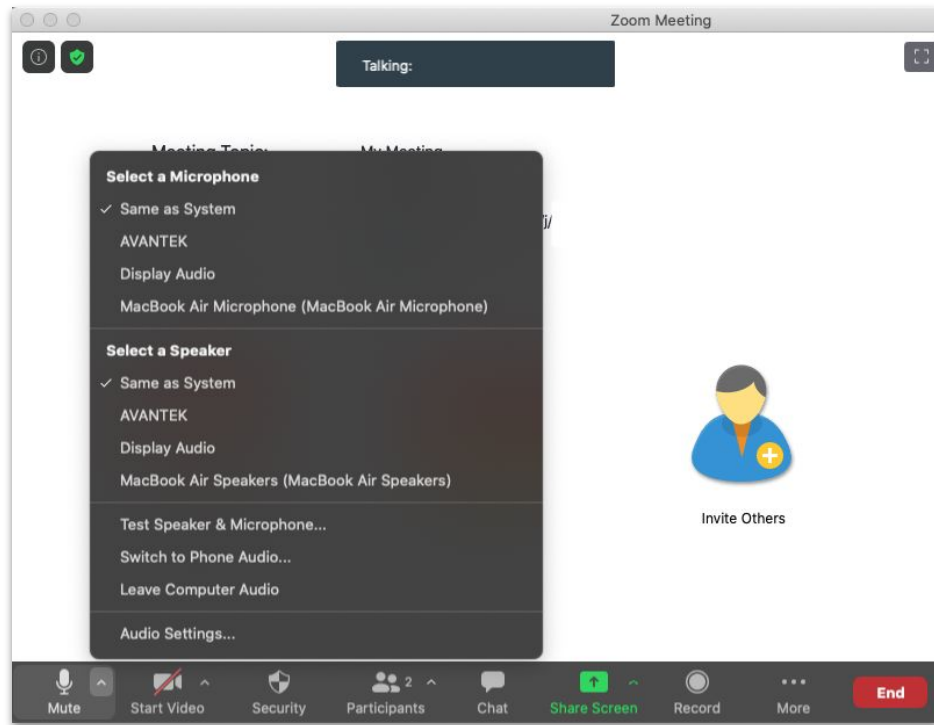
If people can't hear you

Open the menu of options for the audio

Click on the little ^

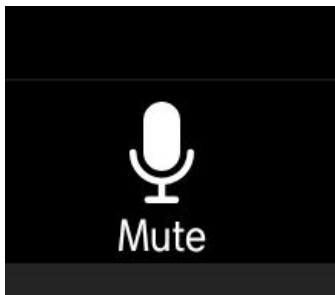




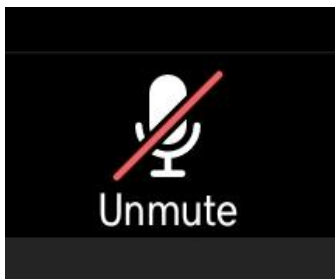


There are a lot of options for the sound to choose from

Try different ones and ask others if they hear you



People hear you



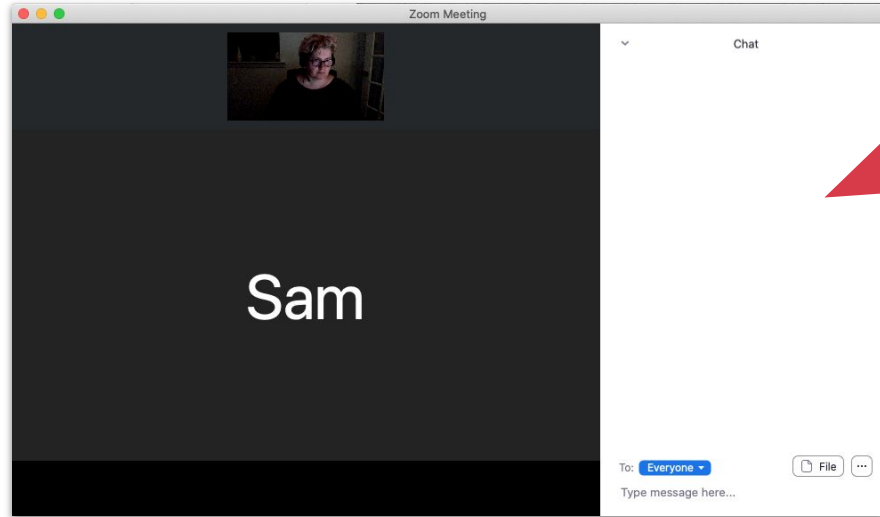
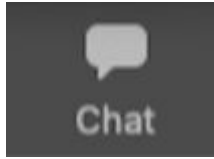
People can not hear you

If you are not speaking, it's best to select Mute

**To use the Chat**

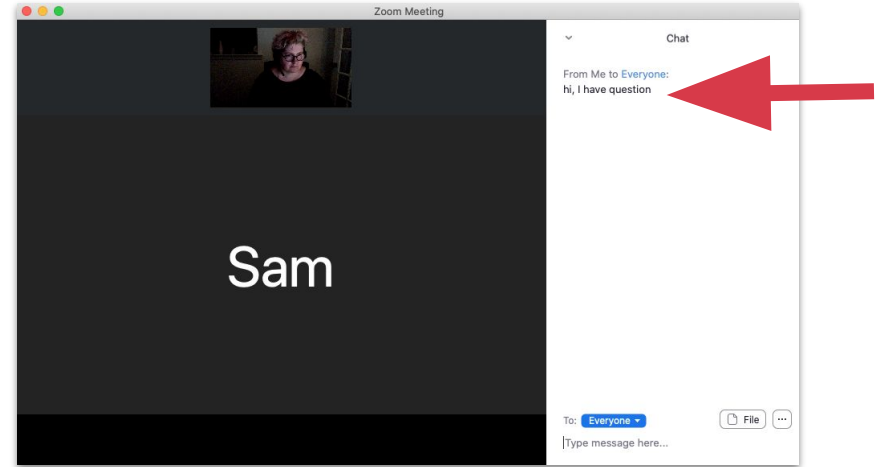
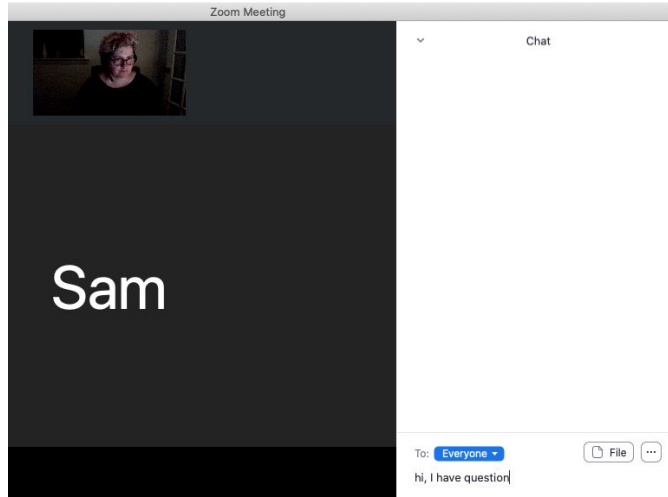
# To use the Chat

## Select the Chat icon, a new window will open



Start typing, then enter 

Your message is displayed, everyone can read it



**The video**

You will need to click on: Start Video

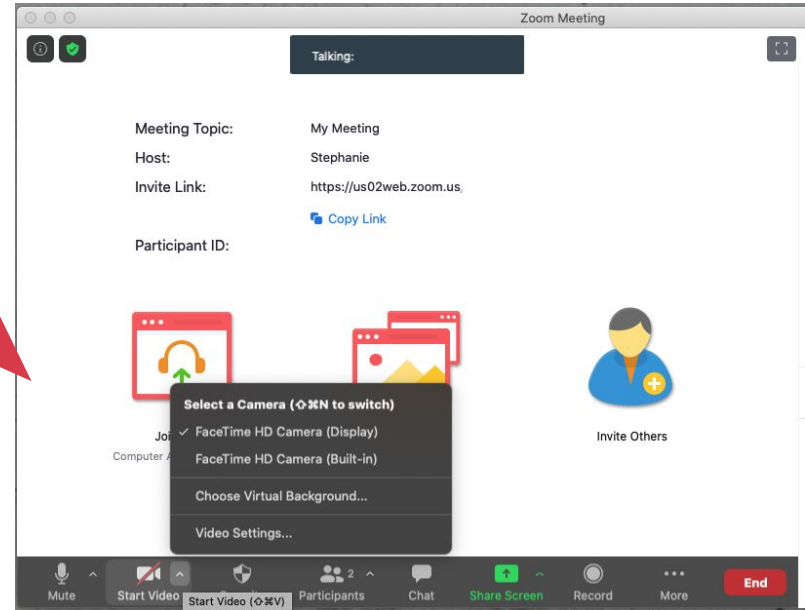
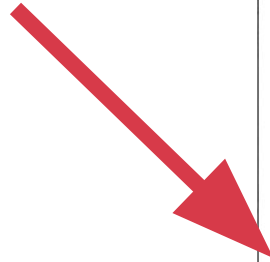


If this doesn't work, open the video options, next to it: ^





If this doesn't work, open the video options, next to it: ^

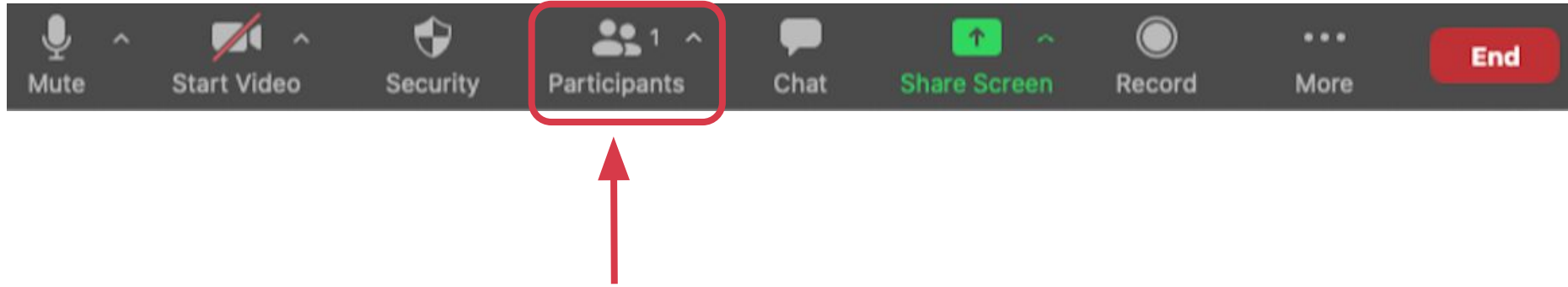


Try different options

Ask others if they can see you

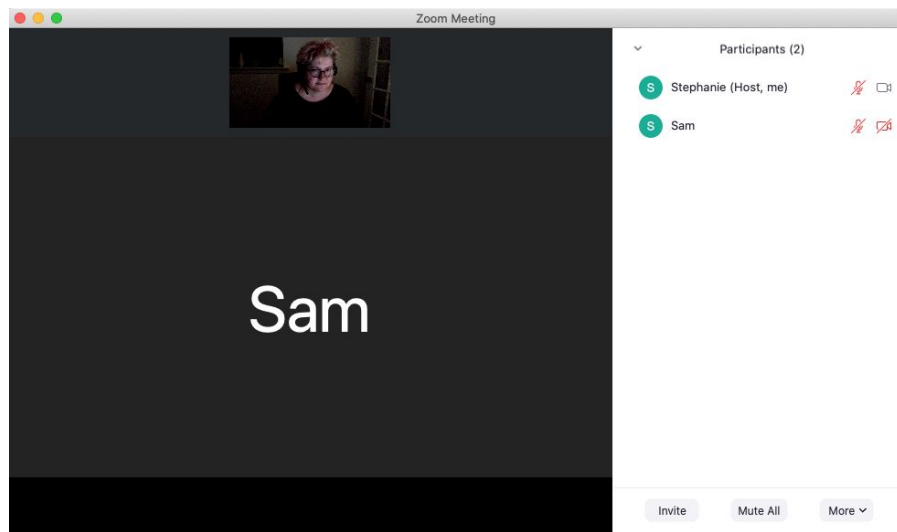
**You can rename yourself**

# Select Participants

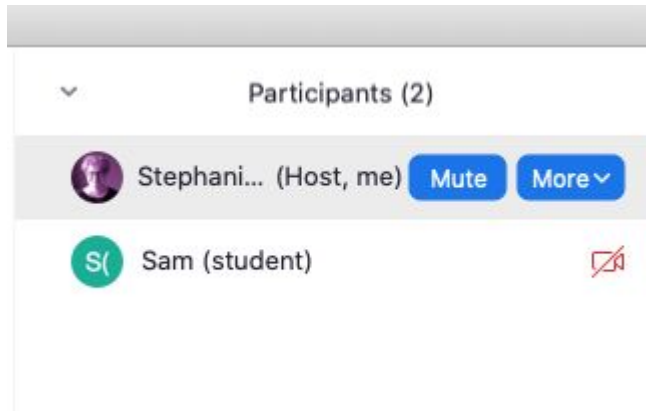


See the participants or change your name

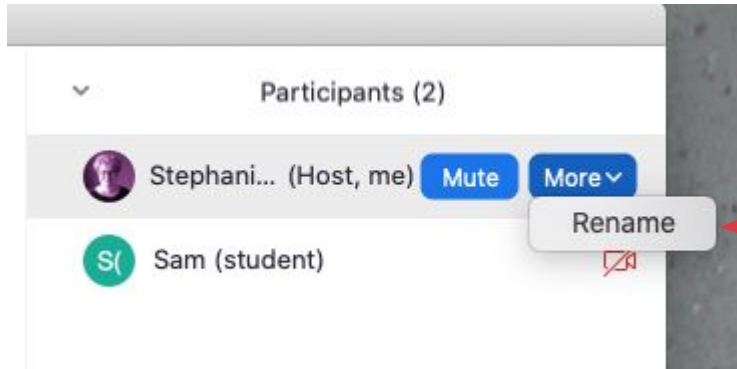
You will see all the participants in the call  
in a new window



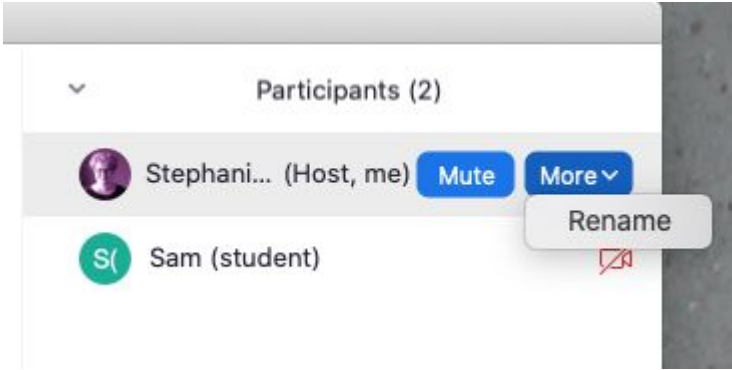
Select yourself  
in the list



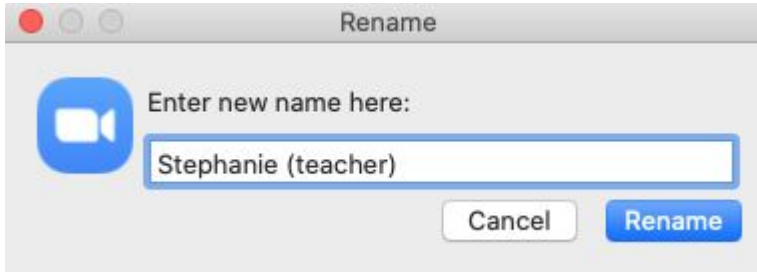
Select More



You will see Rename



Once selected, a new window will open



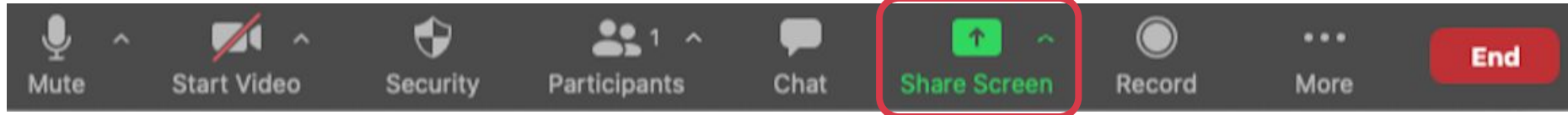
Type your name, then  
select Rename



**To share your screen**

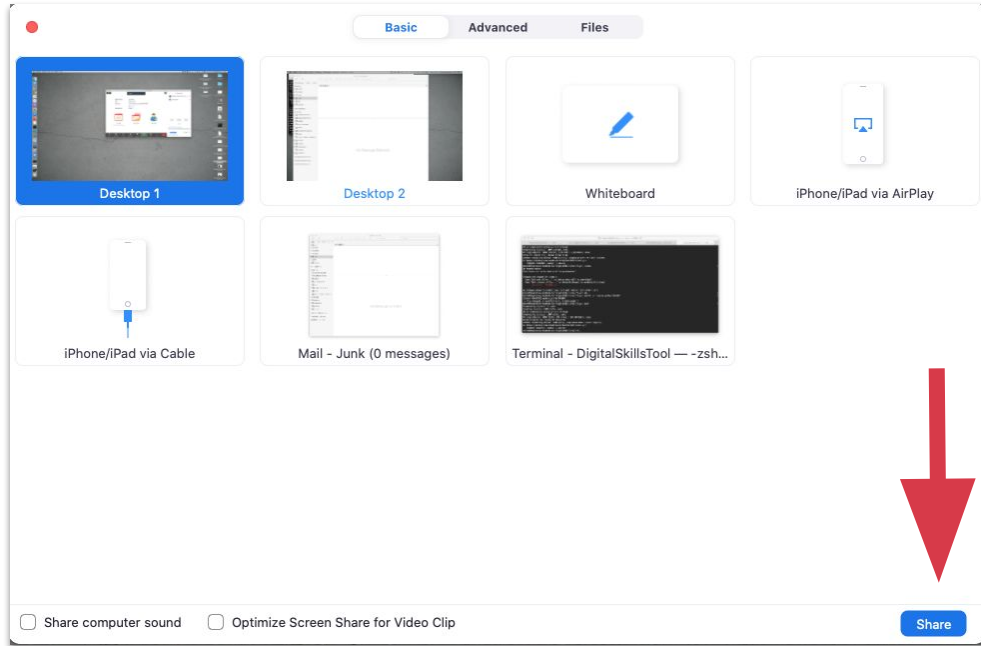


# Click on **Share Screen**



Share your screen with the others

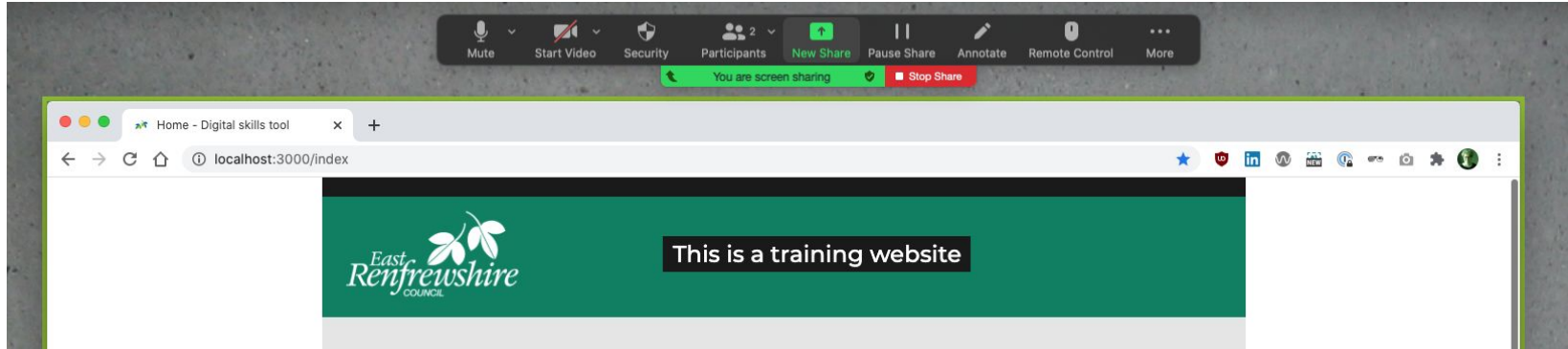
# A window will open with all the things you can share



Select the screen  
you want to share

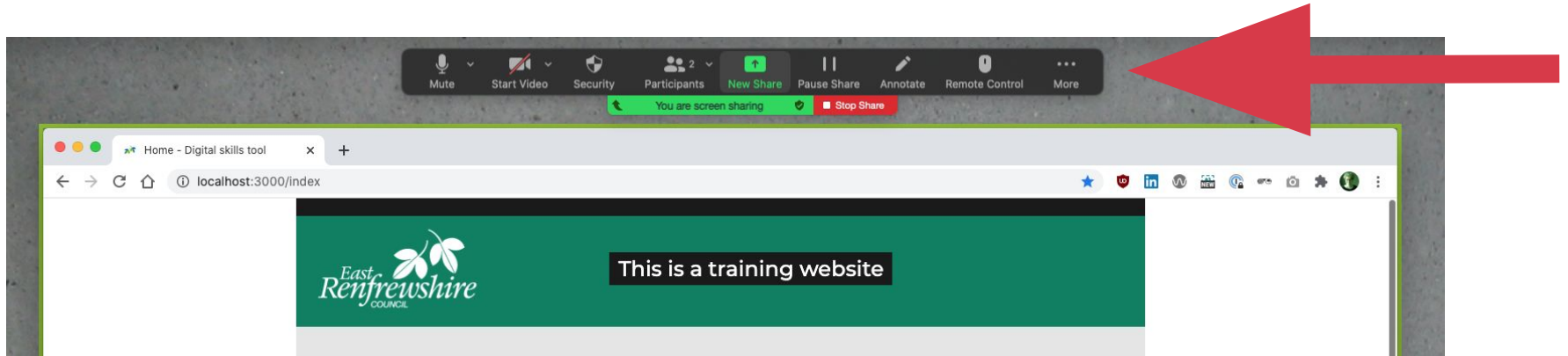
Click on **Share**

# The screen you are sharing will have a green of orange border

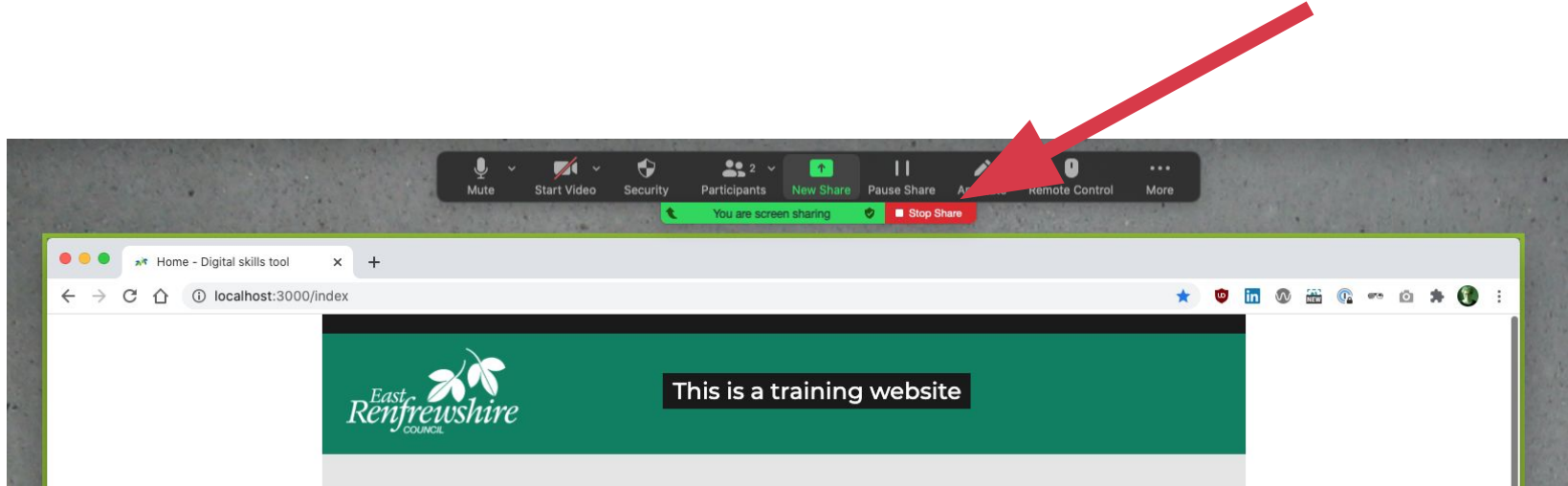


## Everyone in the call can see it

# The menu with all the functions might be on a different place on your screen



# To stop sharing, click on **Stop Share**



**To leave the call**

# Click on the **End** button

