

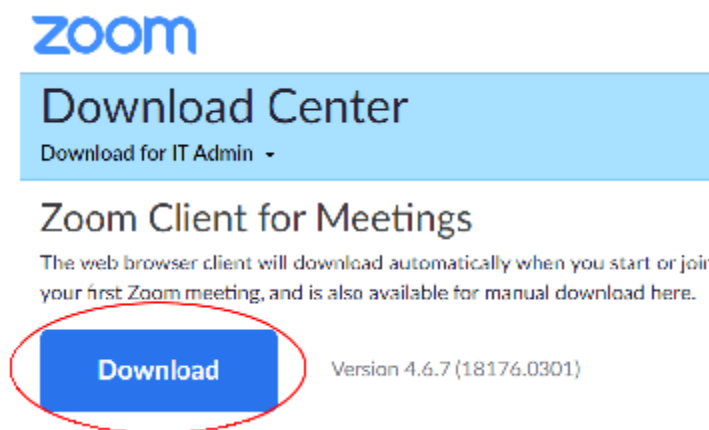
How to Participate in a Zoom Meeting (on a computer)

Follow these 3 steps to participate in a Zoom meeting

1

Download and install the [Zoom Client for Meetings](#) on your computer

(you will want to do this ahead of time—you just need to do this once)



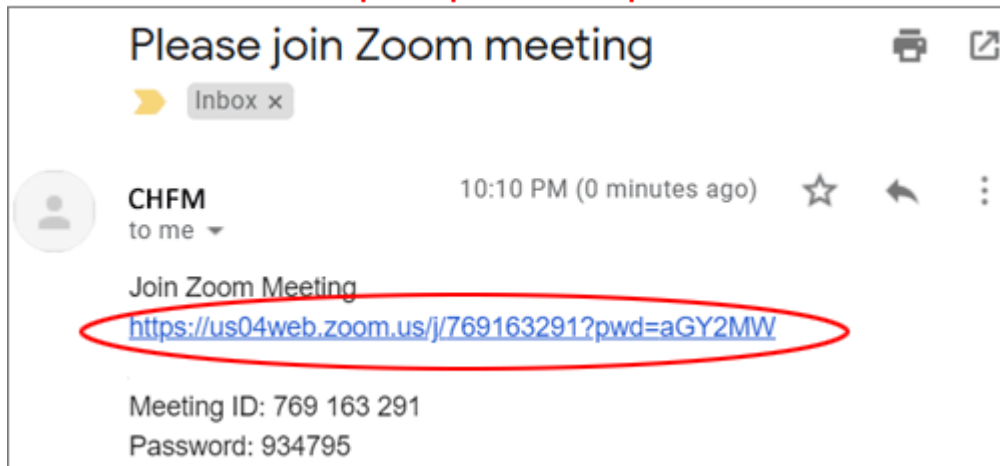
Note: If you can't install it on your computer, or your computer lacks a built in camera or microphone, there are workarounds:

1. You can do zoom on your smartphone. Install the free **Zoom Cloud Meetings** app (use WiFi if data is an issue). You will probably want to know how to [switch between Gallery View and Speaker view on a smartphone](#), and make sure you know where the mute button is on the app.
2. For other workarounds, [click here](#)!

2

When you receive an email invitation (and are ready to join the meeting) click the link

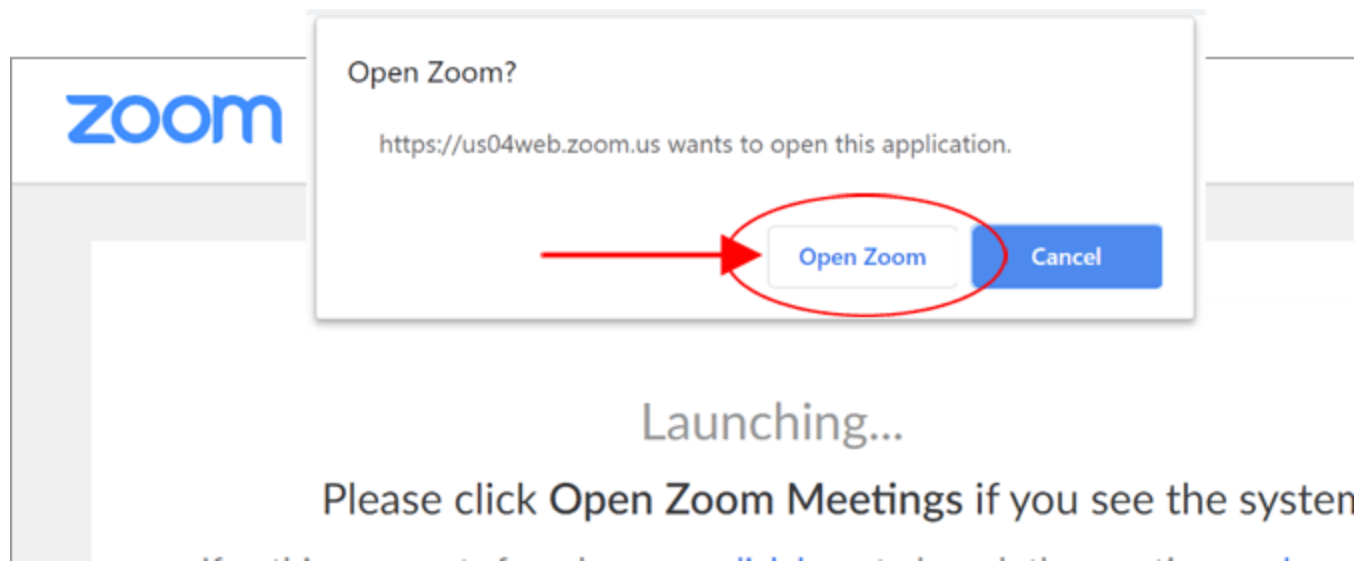
(sample email)



3

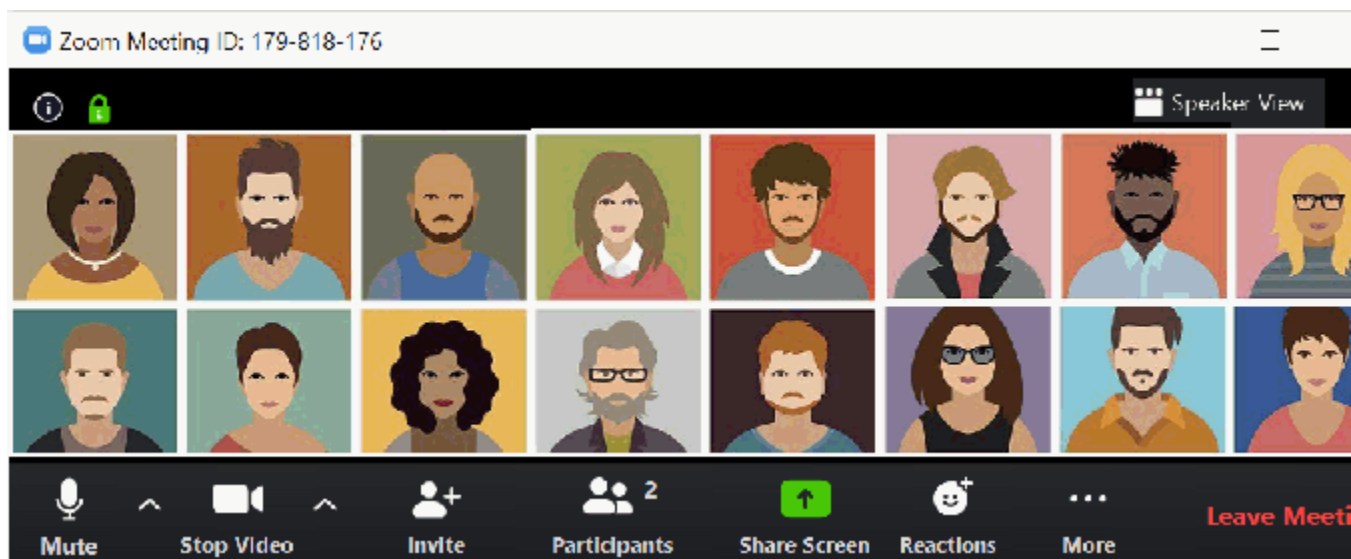
Click **Open Zoom** (on a Mac, click **Open zoom.us.app**)

Note: This assumes you have *already installed* Zoom Client for Meetings. If not, click [here](#).



4

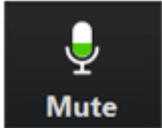
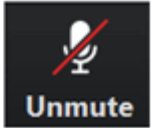
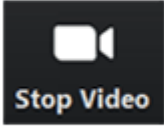

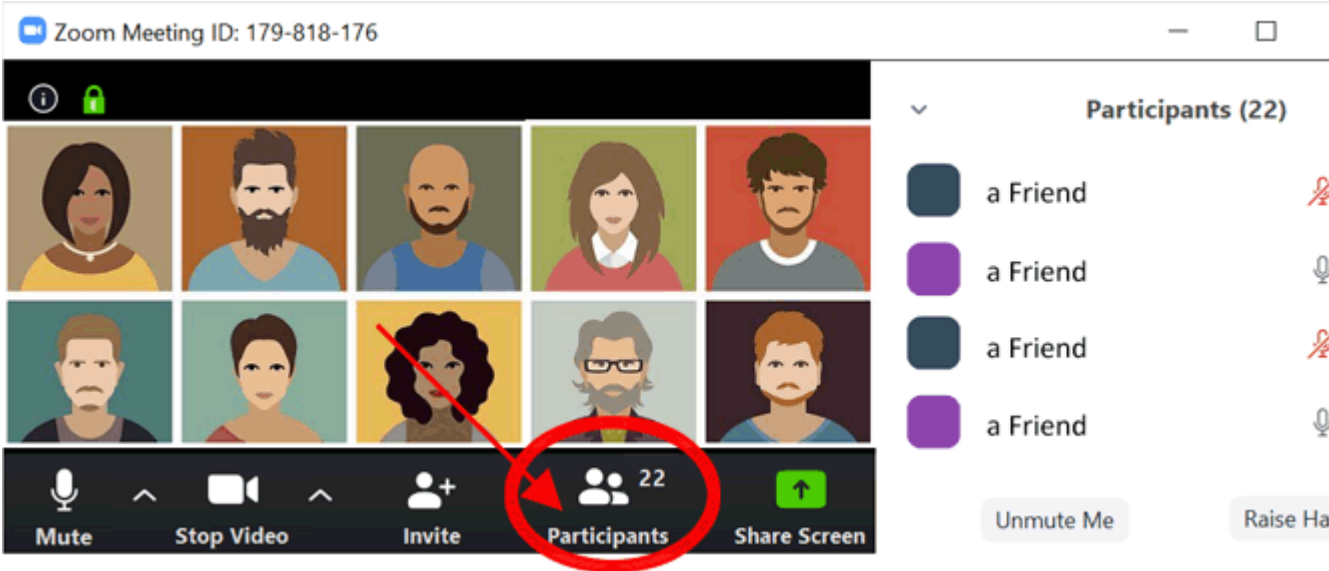
Here is what it looks like

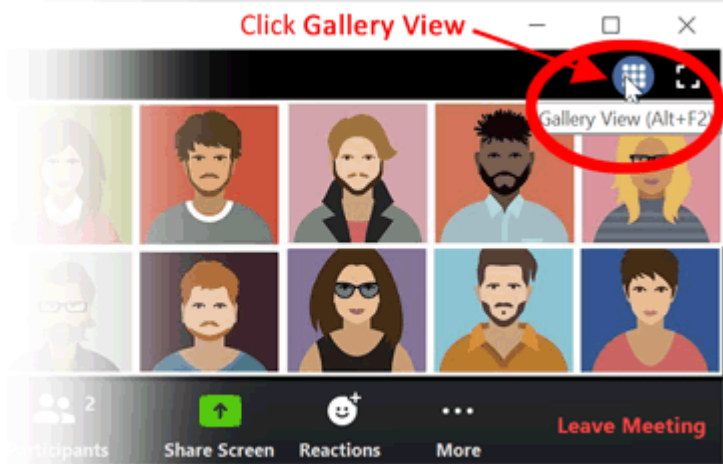
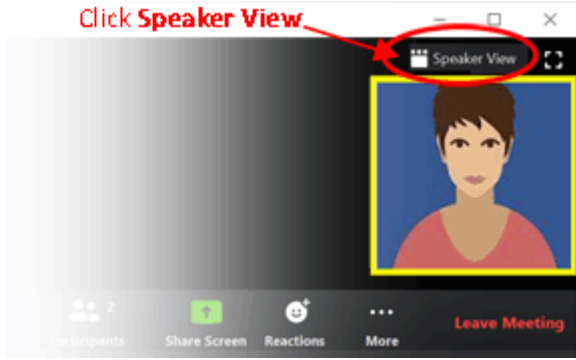



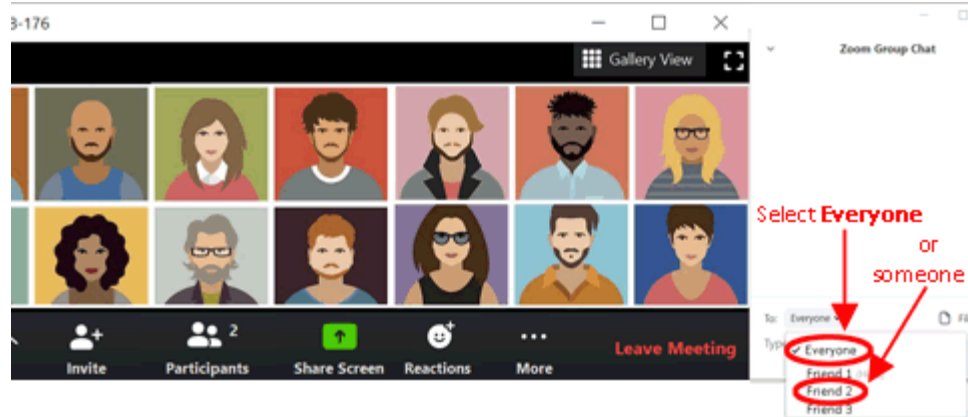
Note: Wiggle your cursor over the Zoom window to see the controls (Mute, Video, More, etc)

Note: You can [make the controls always visible](#) in Zoom Settings

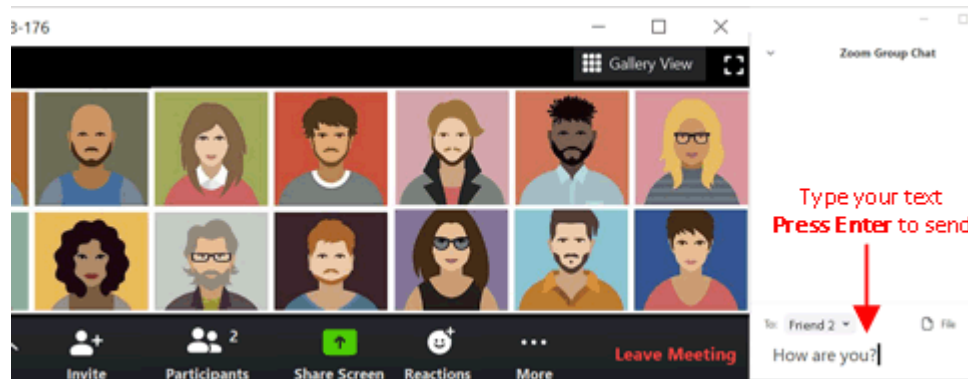
And, some things you can do in Zoom:

A	<div><div>mircophone Unmuted</div><div> Mute</div><div>click to Mute</div></div> <div><div>mircophone Muted</div><div> Unmute</div><div>click to Unmute</div></div> <p>Note: When entering Meeting for Worship, please mute your microphone until you wish to speak.</p>
B	<div><div>video On</div><div> Stop Video</div><div>click to turn off</div></div> <div><div>video Off</div><div> Start Video</div><div>click to turn on</div></div>
C	<p>Click Partipants to see who's participating</p>  <p>The screenshot shows a Zoom meeting window with the title 'Zoom Meeting ID: 179-818-176'. On the left, there's a grid of 10 participant avatars. On the right, a sidebar titled 'Participants (22)' lists several participants, each with a name starting with 'a Friend' and a status icon. At the bottom, a toolbar contains icons for Mute, Stop Video, Invite, Participants (highlighted with a red circle and arrow), and Share Screen.</p>
D	<p>Click Gallery View to see all participants</p>

	 <p>Note: Here's how you switch between Gallery View and Speaker view on a smartphone.</p>
E	<p>Click Speaker View to see just the speaker (and maybe a few others)</p> 
F	<p>Send a message to one or all participants in the meeting</p> <ol style="list-style-type: none"> 1. Click Chat (the chat window opens to the side)  <ol style="list-style-type: none"> 2. Select Everyone or someone in particular to send to



3. Type your text and **press Enter** to send



To receive a message, press **Chat** if the chat window is not already open. (The chat button changes color when you receive a message, and a number above the icon indicates how many messages you have)



G Go to the [Zoom Help Center](#)
(to see, for example, [One Minute Videos](#))