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Candoo How to Join a Zoom Meeting

To print this guide, go to “File” and click “Print”.

Step 1 To open a new browser window (Chrome, Safari, Firefox, or Edge), go to one of these images on your computer and hit enter.



Chrome

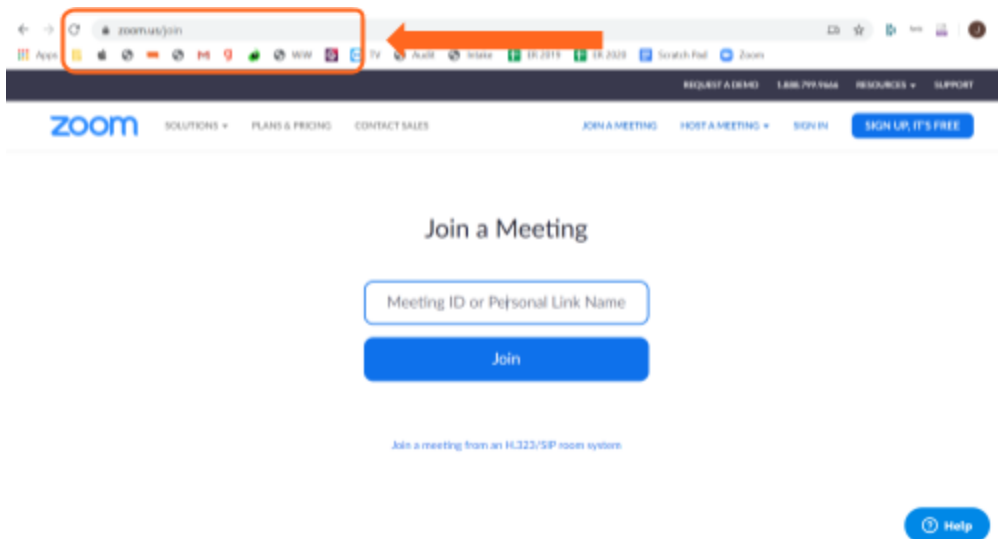


Safari



Firefox

Step 2 Type in or click on this link: <https://zoom.us/join>



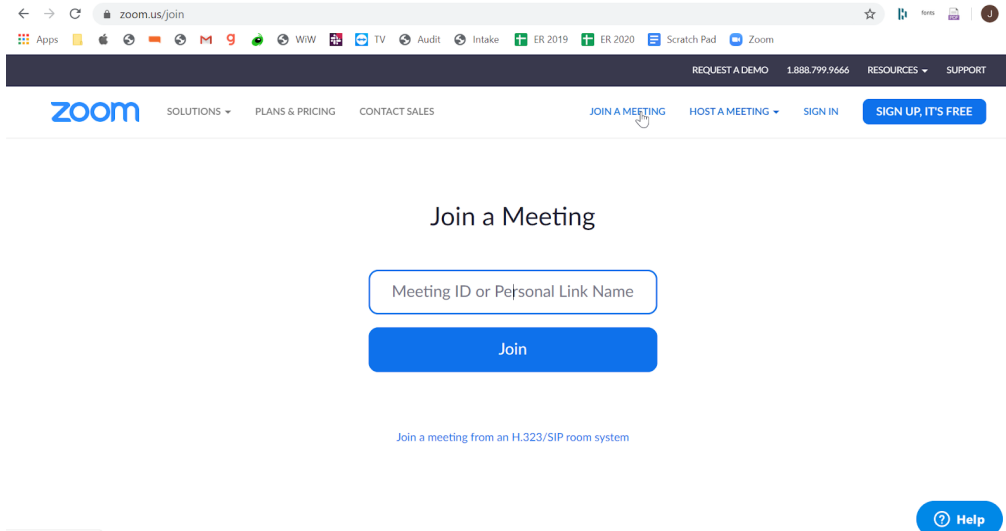
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Zoom will open on your computer and you will see this. If you already have a meeting ID enter it and click “join meeting”



Or, you may have received an invitation to join a Zoom meeting which includes a link that looks like this: *Join Zoom Meeting*
<https://zoom.us/j/999243062?pwd=ODNOdVJVNINLYlpDS0g1Q1g0N1J4Zz09>

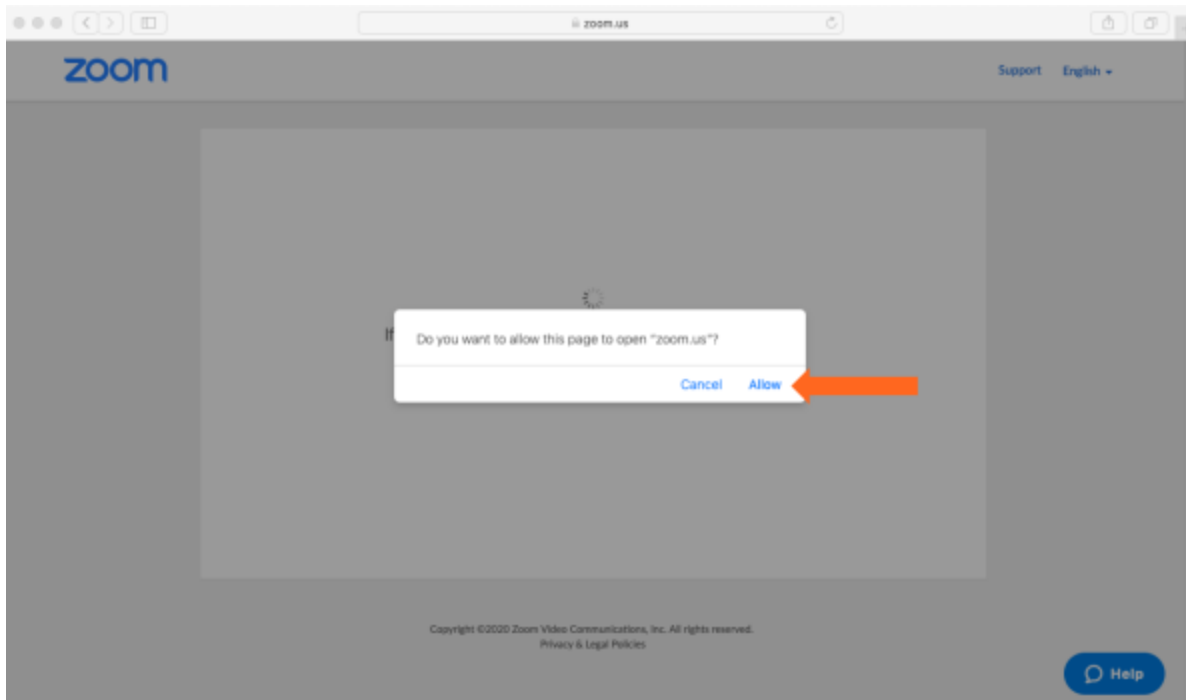
Meeting ID: 999 243 456

Password: 023374

If so, click on the link.

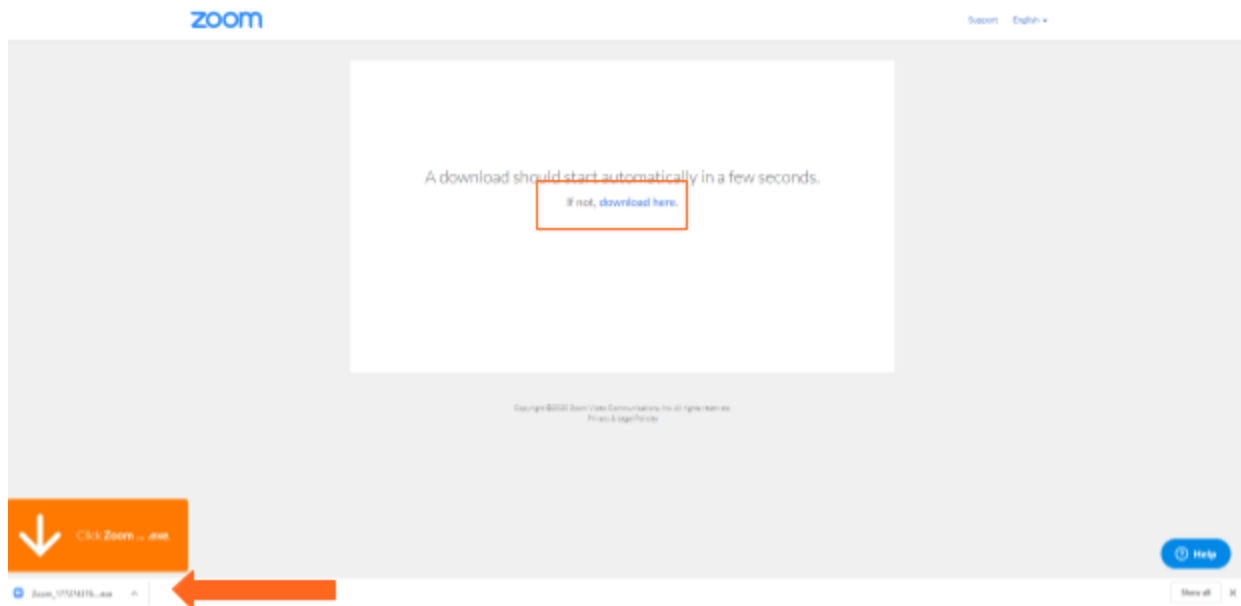


Step 3 When you click on the link, or enter the meeting ID, you will see this:

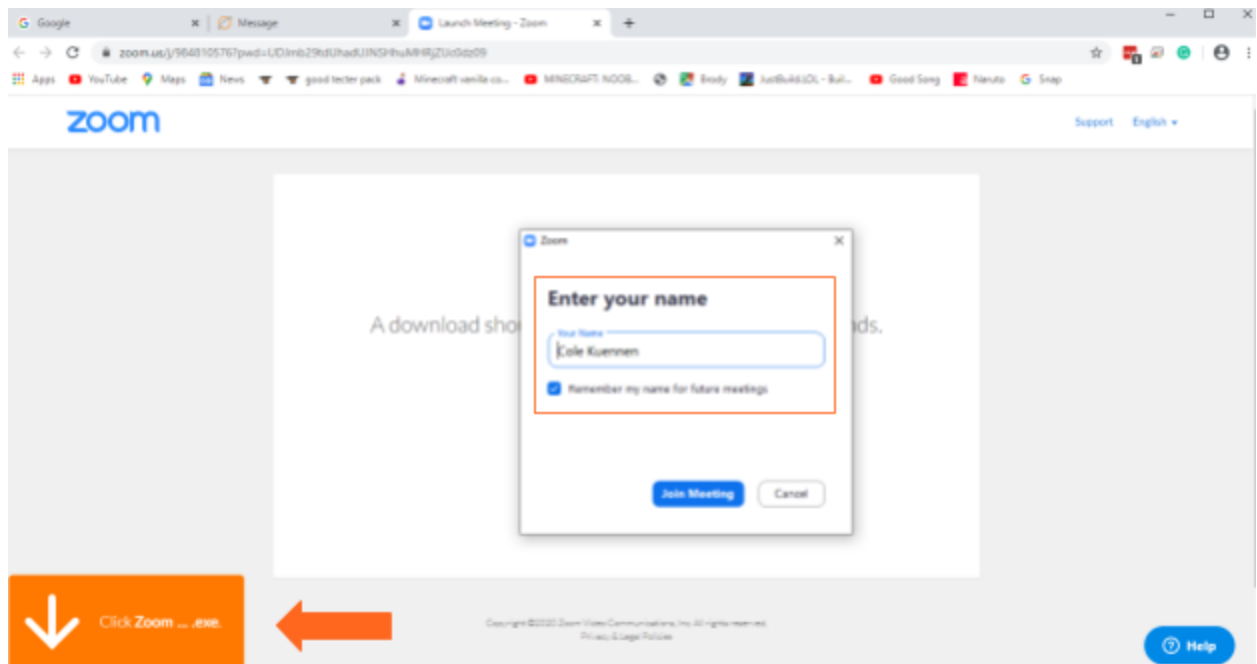


Click on “Allow”

If the Zoom application is not already installed on your computer you will see this:

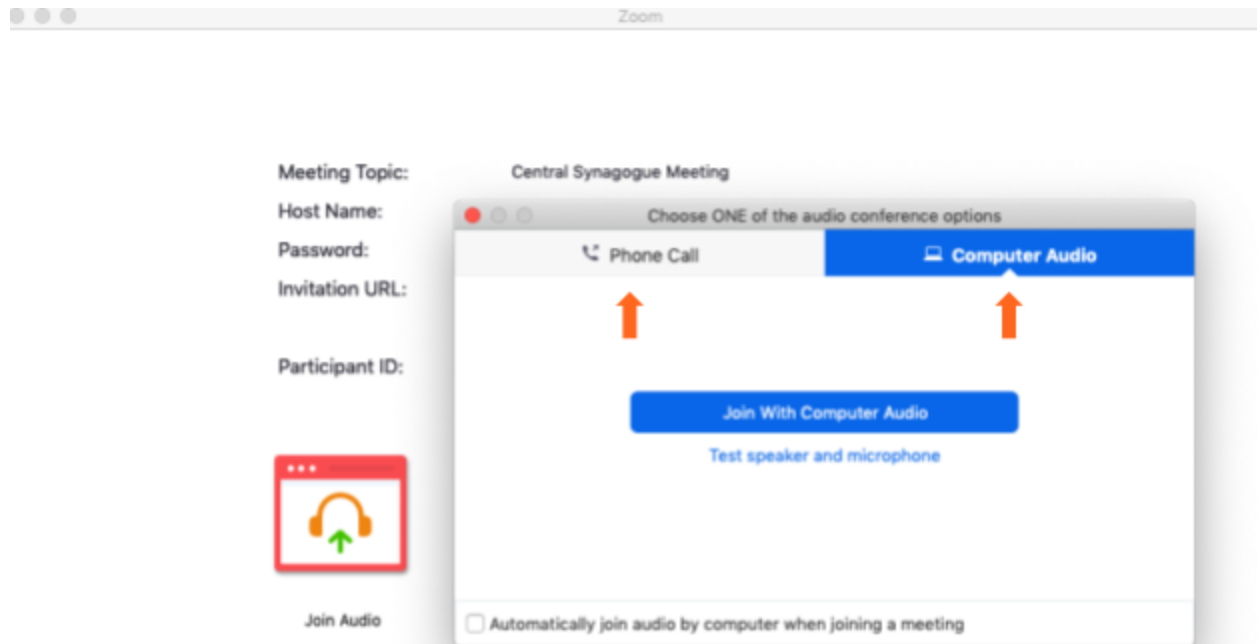


Clicking on the Zoom download will install and open the application. You should then see a prompt to enter your name and join the meeting.



Step 3 You will see two windows. You can choose to join by

phone or by computer audio. Select either phone or computer. Here, you would click on “Join with Computer Audio.”



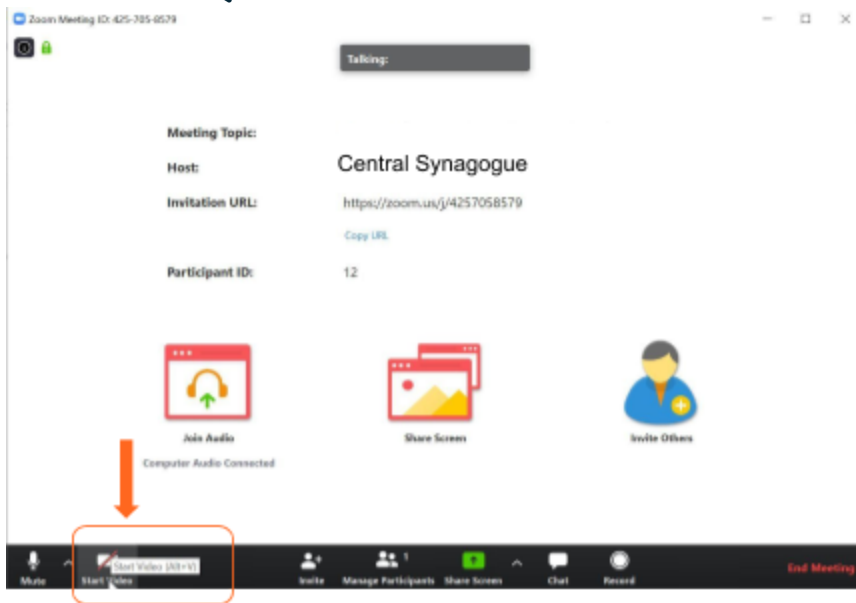
Step 4 If this is a meeting with video (and your computer is equipped with a camera) also click start video.

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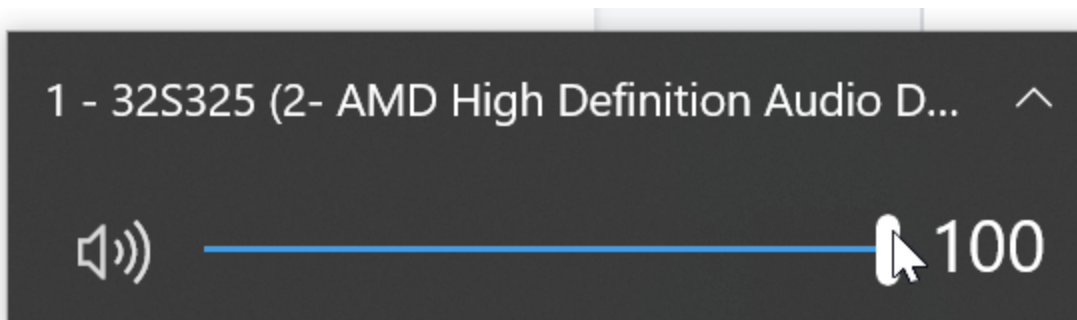
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Step 5 If there is no sound make sure speaker volume is turned up.



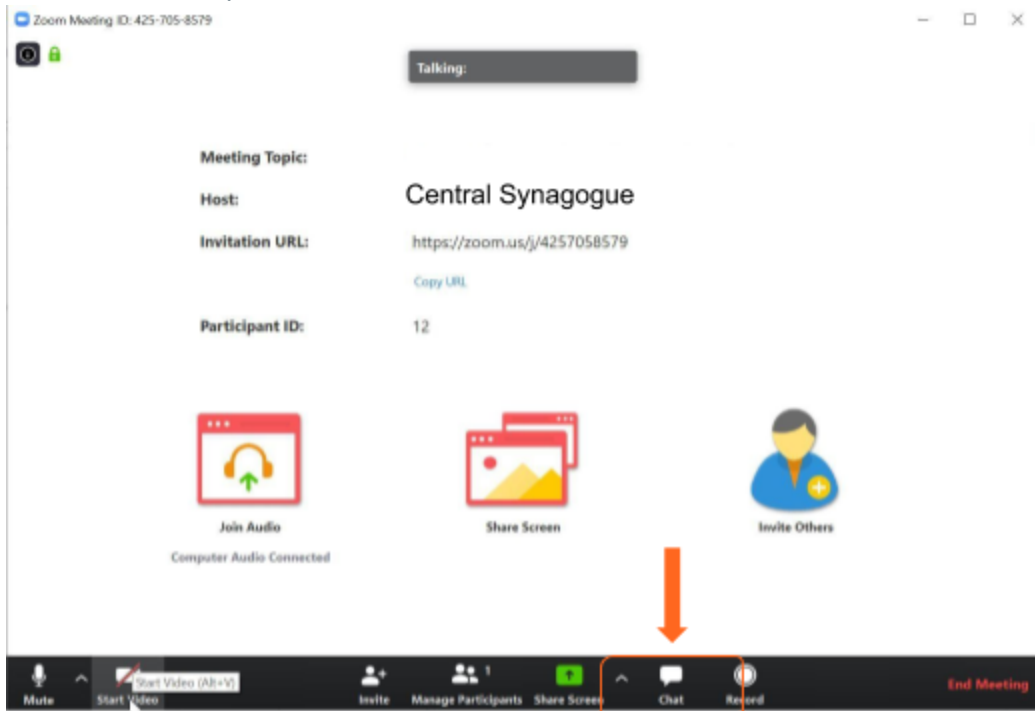
Step 6 If you have questions/comments, you can use the Chat box to chat with the presenter

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Enjoy your meeting!

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