

ZOOM TIP SHEET – PC or Mac

Before joining a Zoom meeting on a computer you can download the Zoom app from our Download Centre. Otherwise, you will be prompted to download and install Zoom when you click a join link.

General steps to follow to join a Zoom meeting (PC/Mac)

1. To join the Zoom meeting, click the link provided in the calendar invite (example to the right). If you are joining by phone, dial the teleconferencing number & enter the meeting ID when prompted.

Join the Zoom Meeting

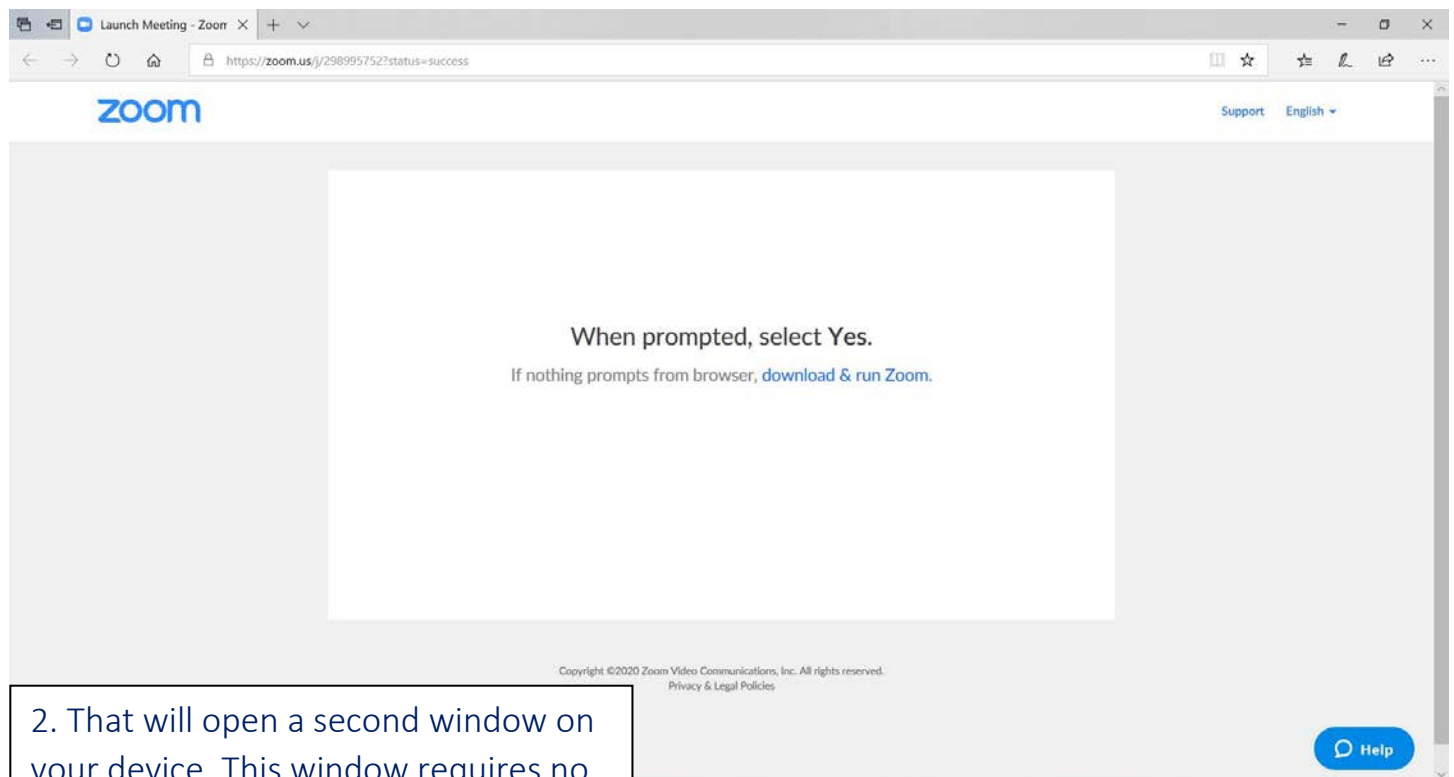
<https://zoom.us/j/298995752>



Meeting ID: 298 995 752

Teleconferencing number:

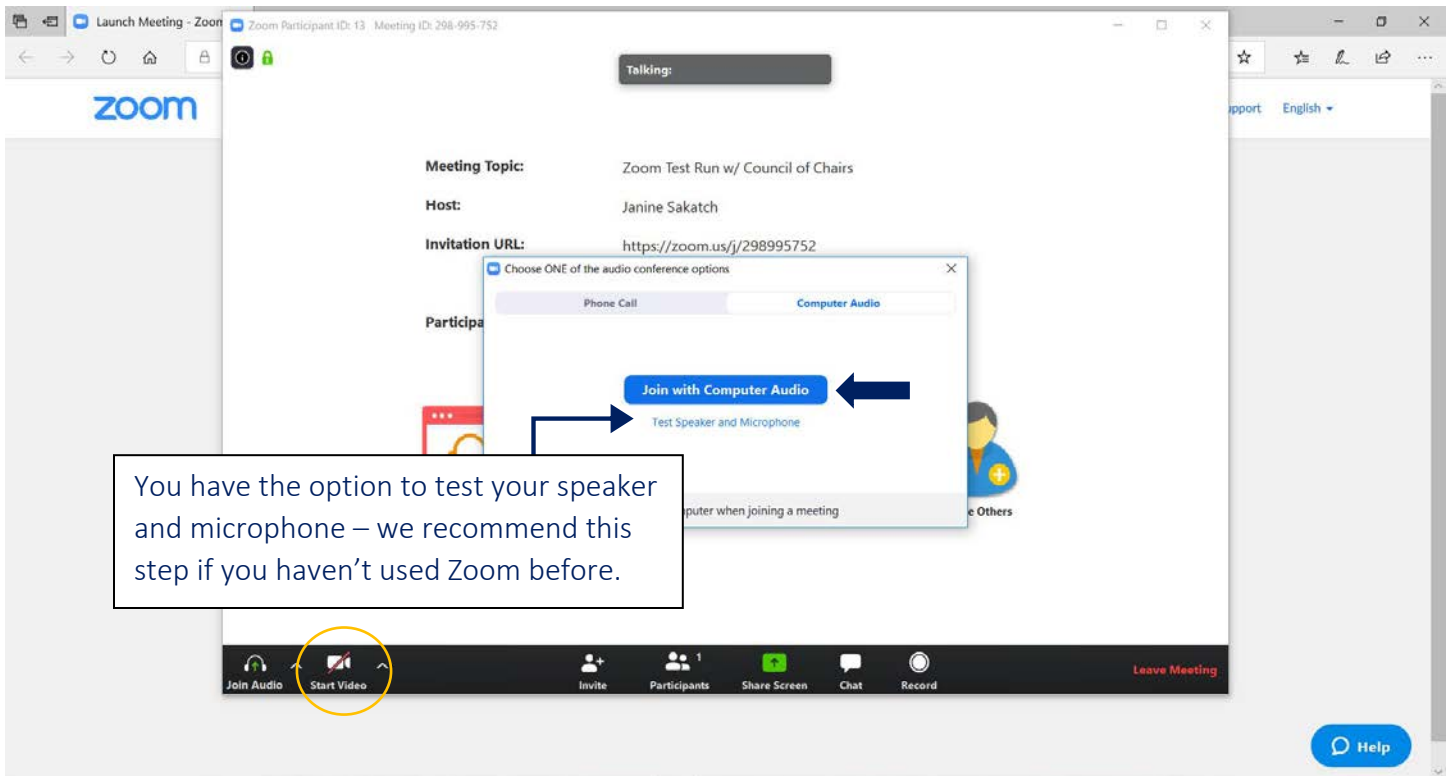
Canada: +1 647 558 0588



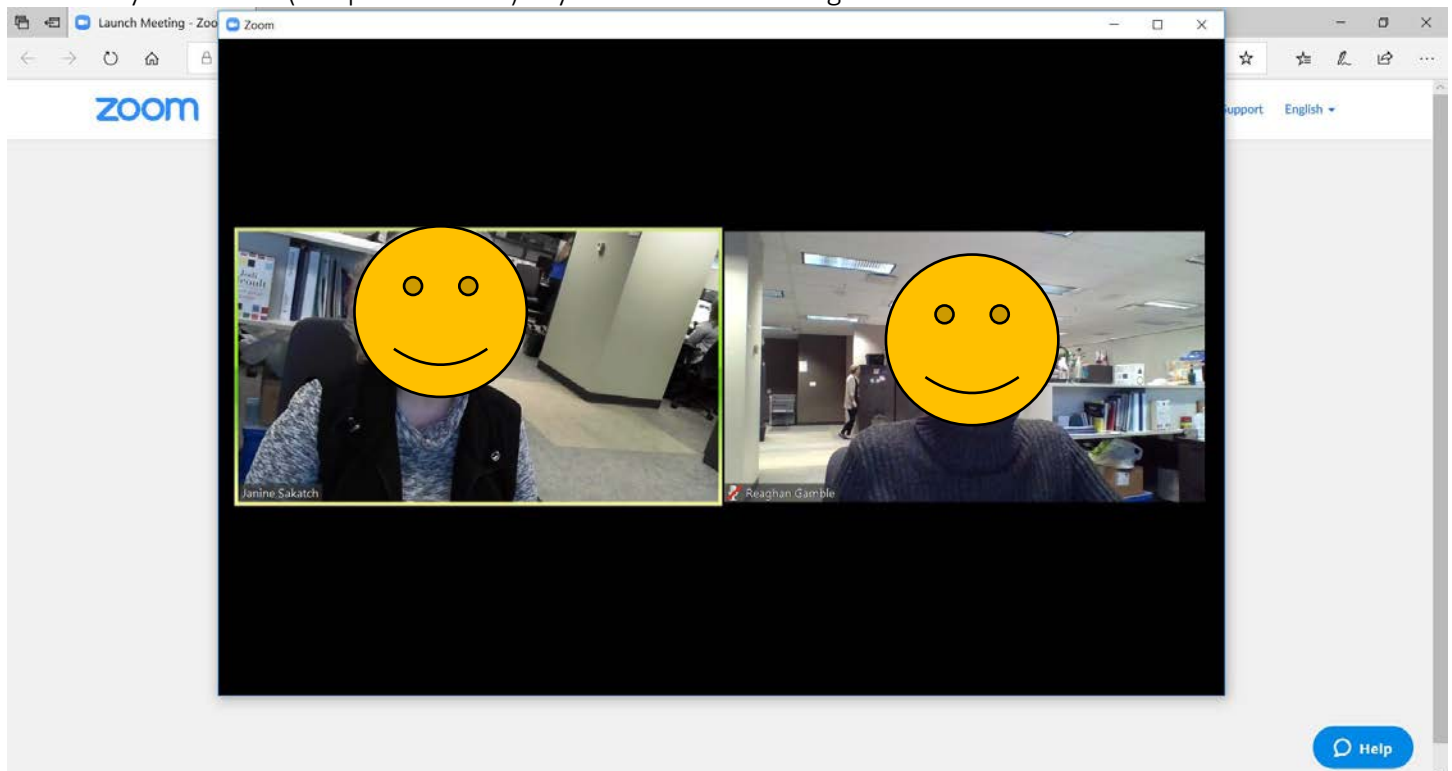
2. That will open a second window on your device. This window requires no action, unless you need to download Zoom.

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2. After about 2-10 seconds, another window will automatically open. Click “Join with Computer Audio”. You may be prompted to edit your name before joining.

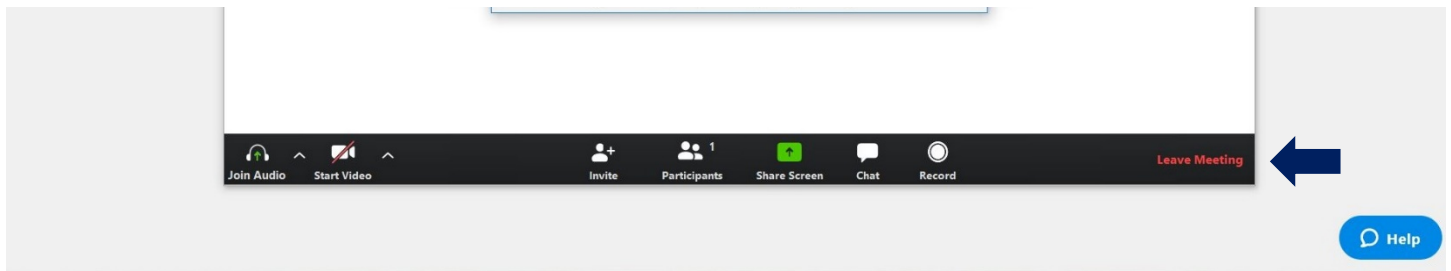


3. You will now be able to hear other attendees in the meeting. Click on “Start Video” at the bottom left of your screen (see photo above) & your screen will change to look like the one below.



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- Once the meeting is adjourned, you can click “**Leave Meeting**” at the bottom right of your screen.



Tips

- Keep your microphone muted if you are not speaking.
- The use of headphones is recommended (if available).
- You can also join a test meeting to familiarize yourself with Zoom. To do so, click [here](#).