

How to Join a Zoom Meeting with PC – the Meads U3A Guide

Setting it up with your Zoom Mentor (acting as the Meeting Host)

1. Wait by your computer at the agreed time and open your email.
2. You will soon see an invite from the host inviting you to attend a meeting. It will look similar to the one below.
3. Click on the link which starts with *https*
4. *At this stage, you will be prompted to download the Zoom app. Do not worry, your mentor will take you through the stages to do this.*
5. You are ready to join the meeting but
 - a. You may be asked if you want to join with Computer Audio - Say OK.
 - b. You **may** be asked if you want to use video – say OK
6. And that is it! But be patient. In a real meeting, you will not be the only person joining. You should now see your host's face. There will also be a little picture in a corner. This is the image which the host sees of you. Make sure your face appears in it. You may need to move your head about a bit.
7. From now on, to join a meeting you do all the above except No. 4 which never has to be done again.



Just one thing.

When you are in the meeting, you will see an option at the top right hand side to switch between Gallery View and Speaker View. If it is on Speaker View, click it to change to Gallery View. This is much better as you can see all the people in the meeting