

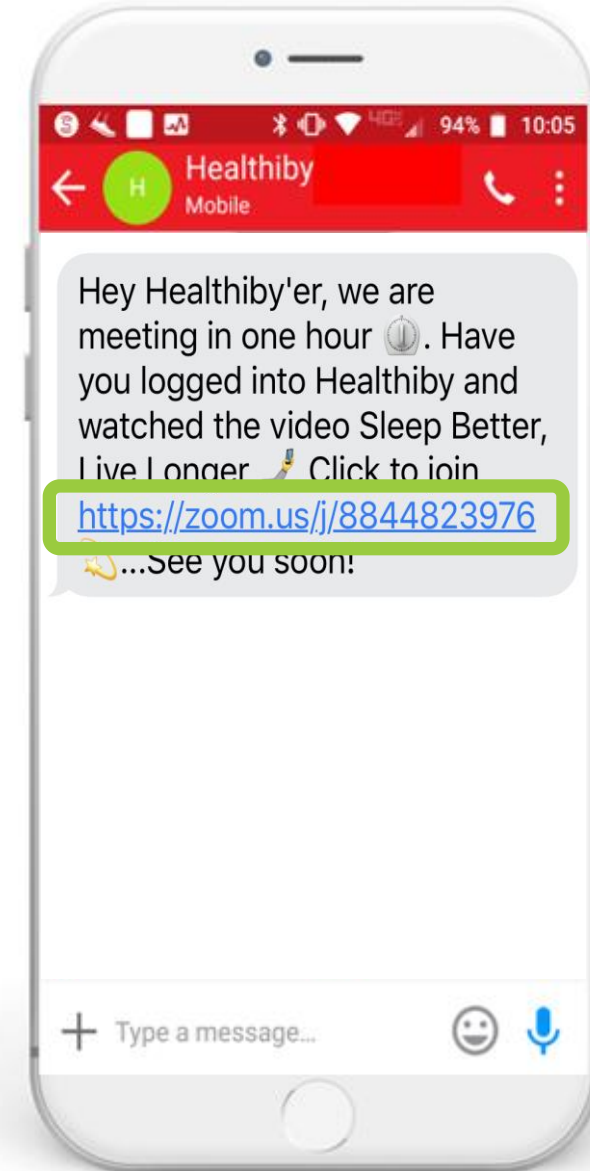
# How to Join a Zoom Meeting on MacOS

A Step-by-Step Guide



# Refer to the link in your text message

This contains the Meeting ID that you can use to join the meeting



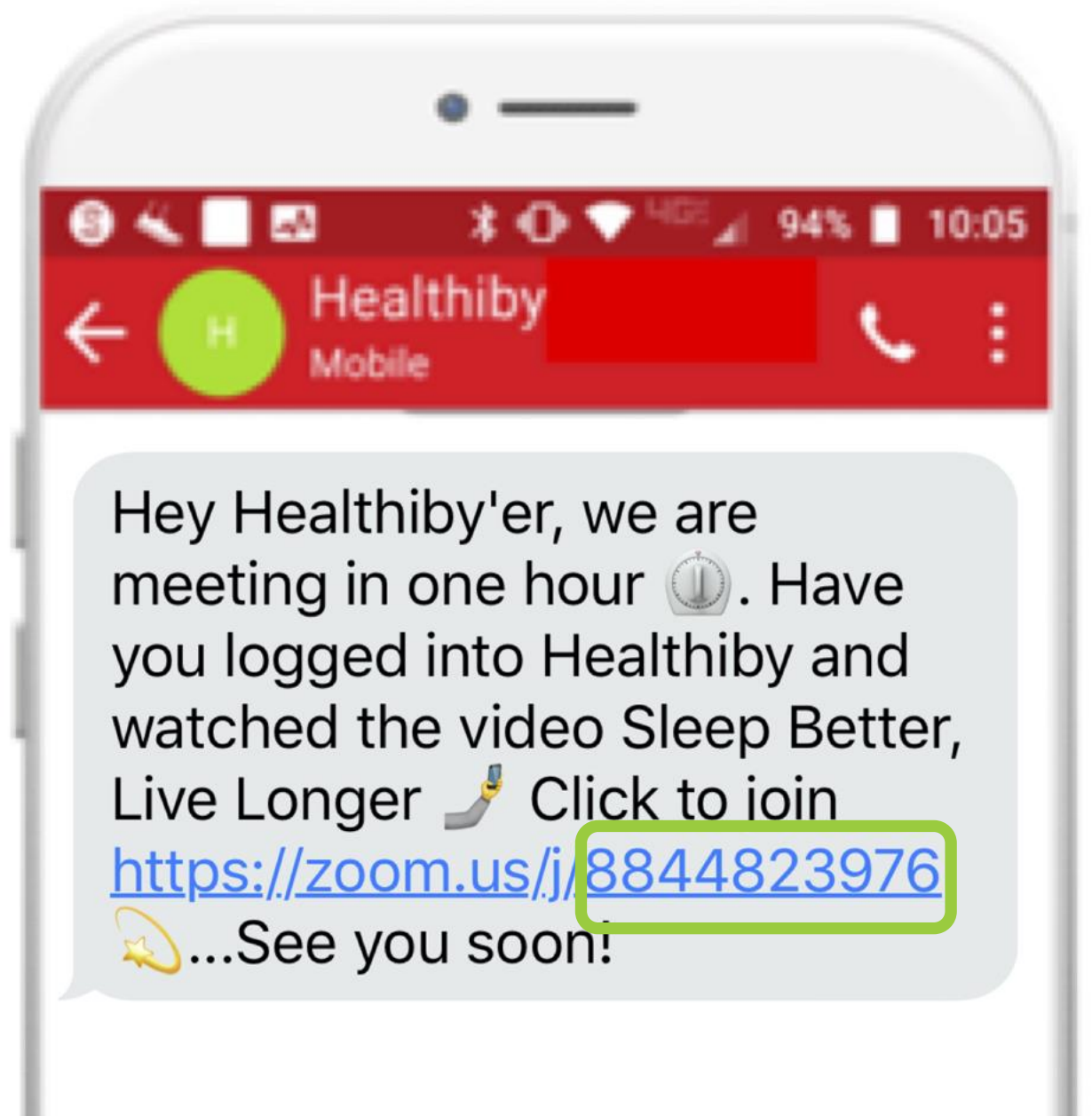
# What is a Meeting ID?

A Meeting ID is the numbers found at the end of the Zoom meeting URL or link you received via text message or email.

You can use this ID to join the meeting.

**An example of a Zoom meeting URL/link is:**  
<https://zoom.us/j/8844823976>


**On that link, the meeting ID is:**  
8844823976

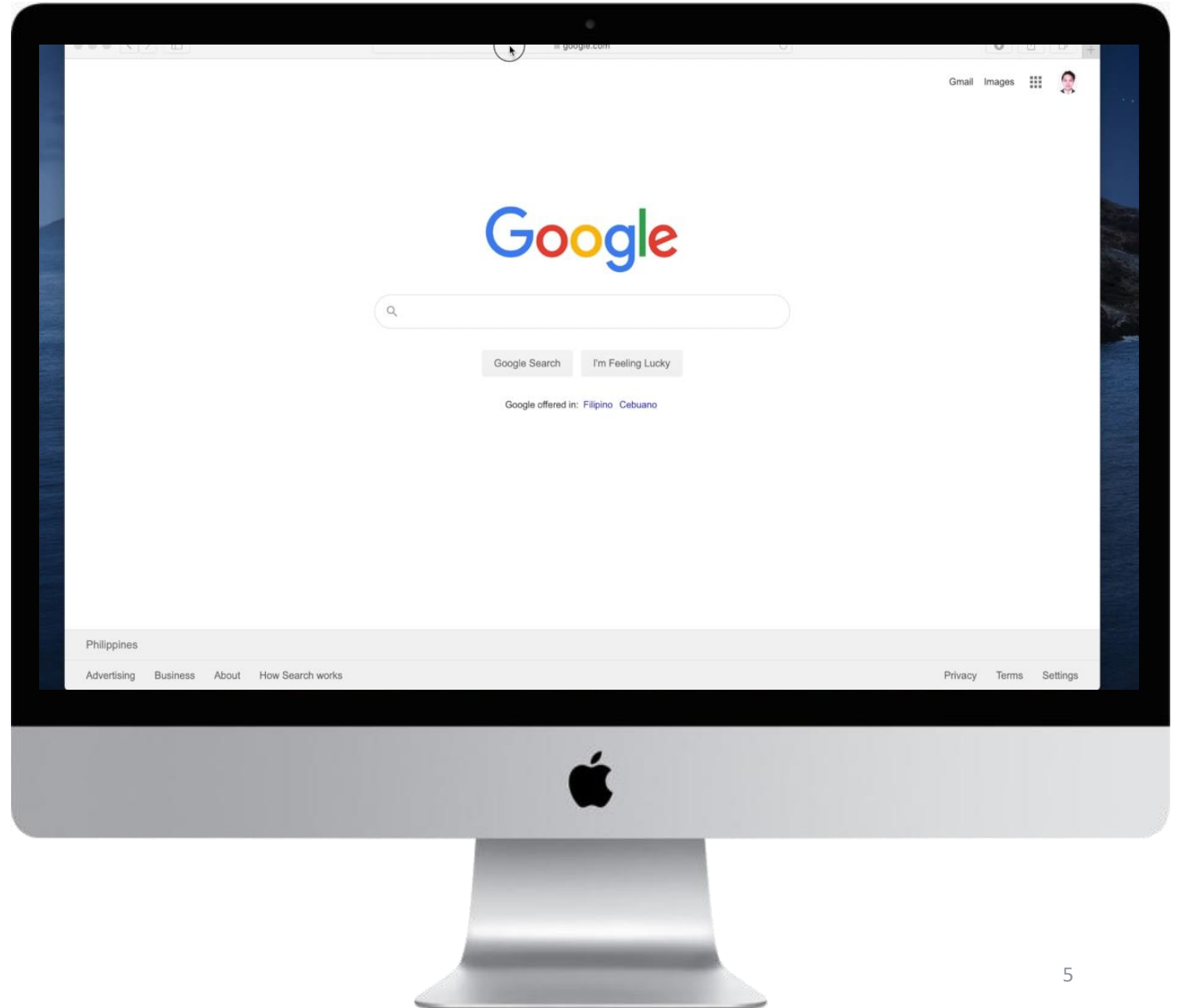


# FIRST TIME USING ZOOM

# Install Zoom

## For MacOS:

1. Open your browser and on the address bar, type in:  
**<http://zoom.us/download>**  
*(This will open the Zoom's Download Center)*
2. On Zoom Client for Meetings, click on "Download"
3. After downloading Zoom, click  at the upper right corner, and double click Zoom.pkg to install Zoom.  
*(Note: you can also find and open Zoom.pkg in the Download's folder.)*
4. On the Zoom installer, click on "Continue," then "Install"
5. You'll be prompted to enter your Mac's password, then click on "Install Software," and select "Close"

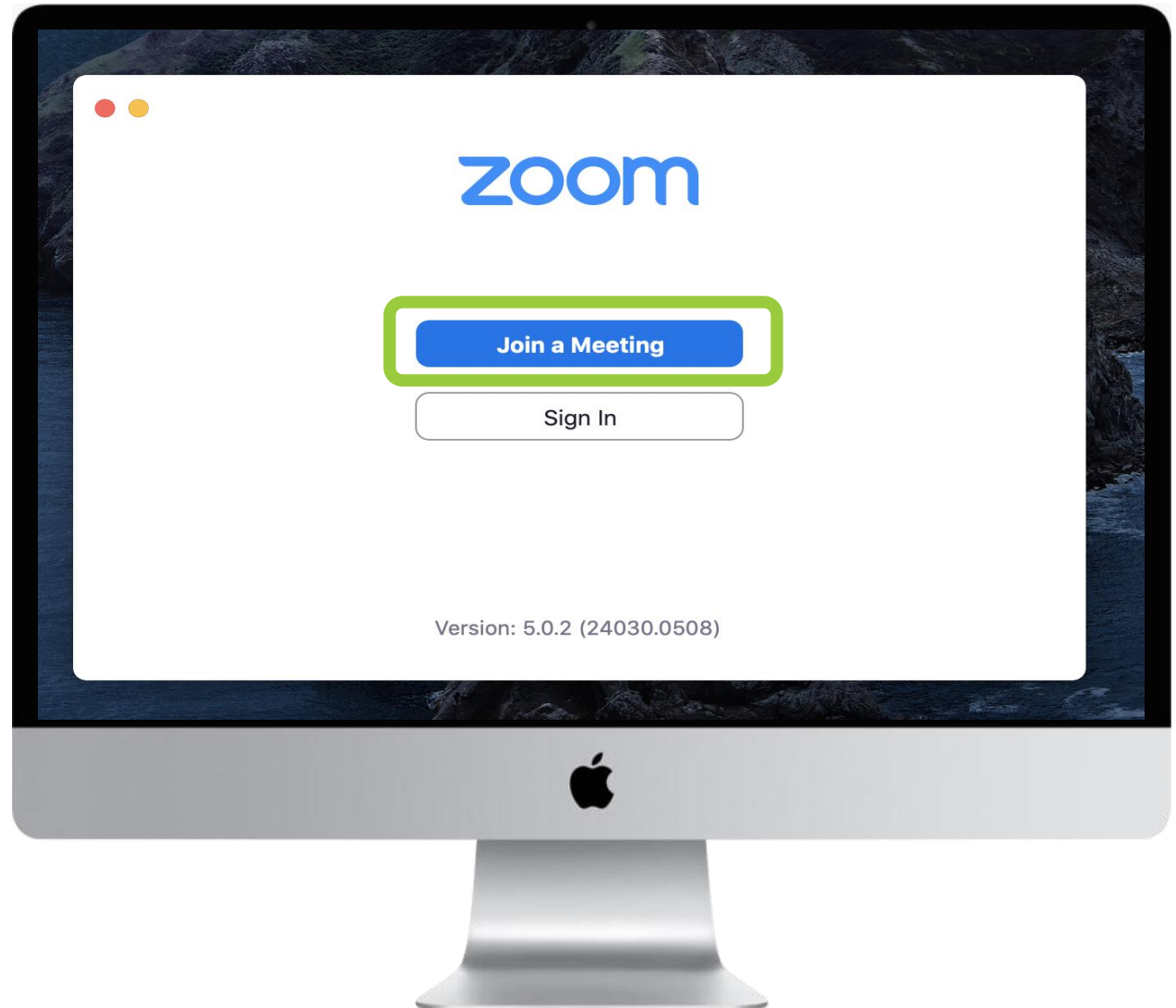


JOIN THE  
MEETING

# On the Zoom app

(1)

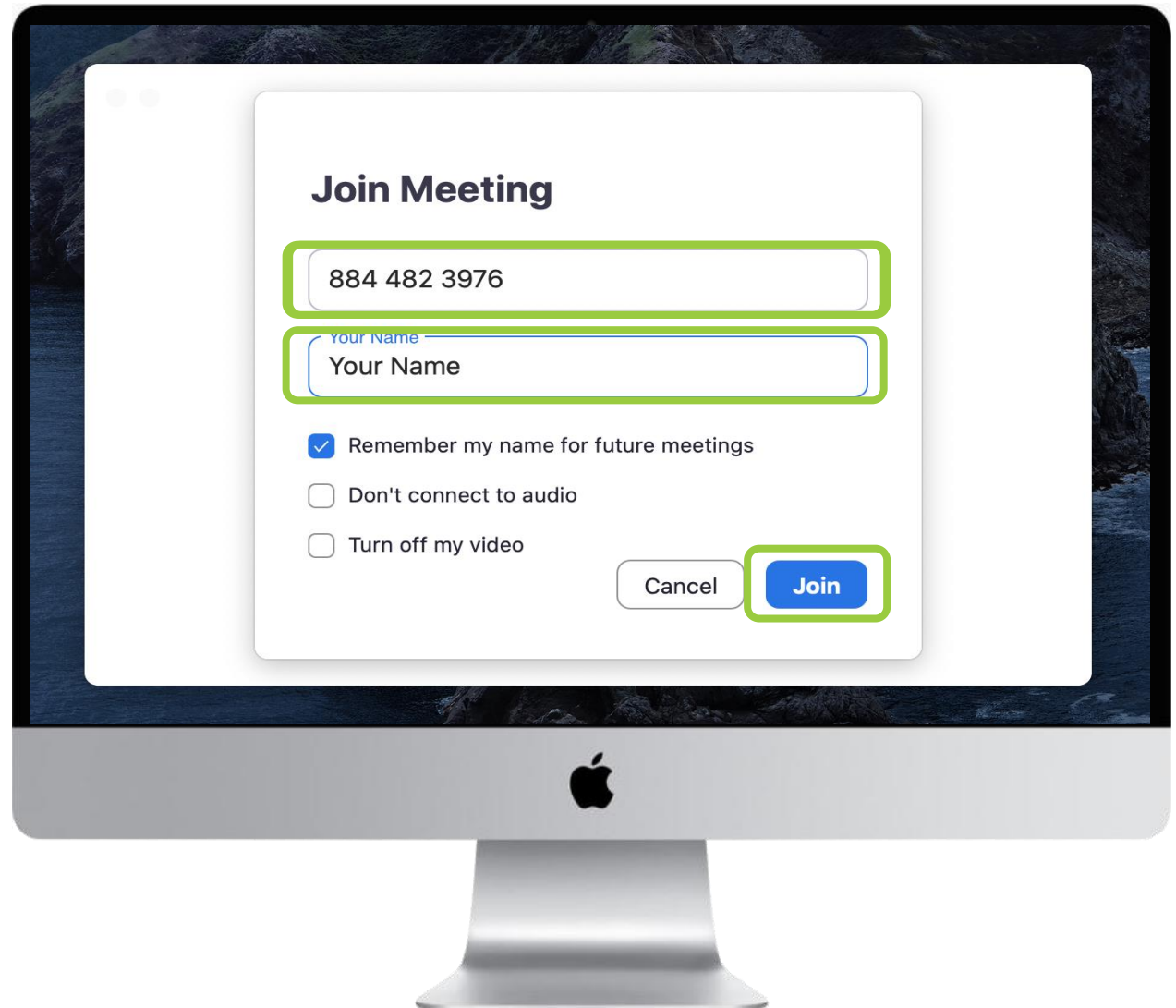
- Open the Zoom app
- Click on “Join a Meeting”



# On the Zoom app

(2)

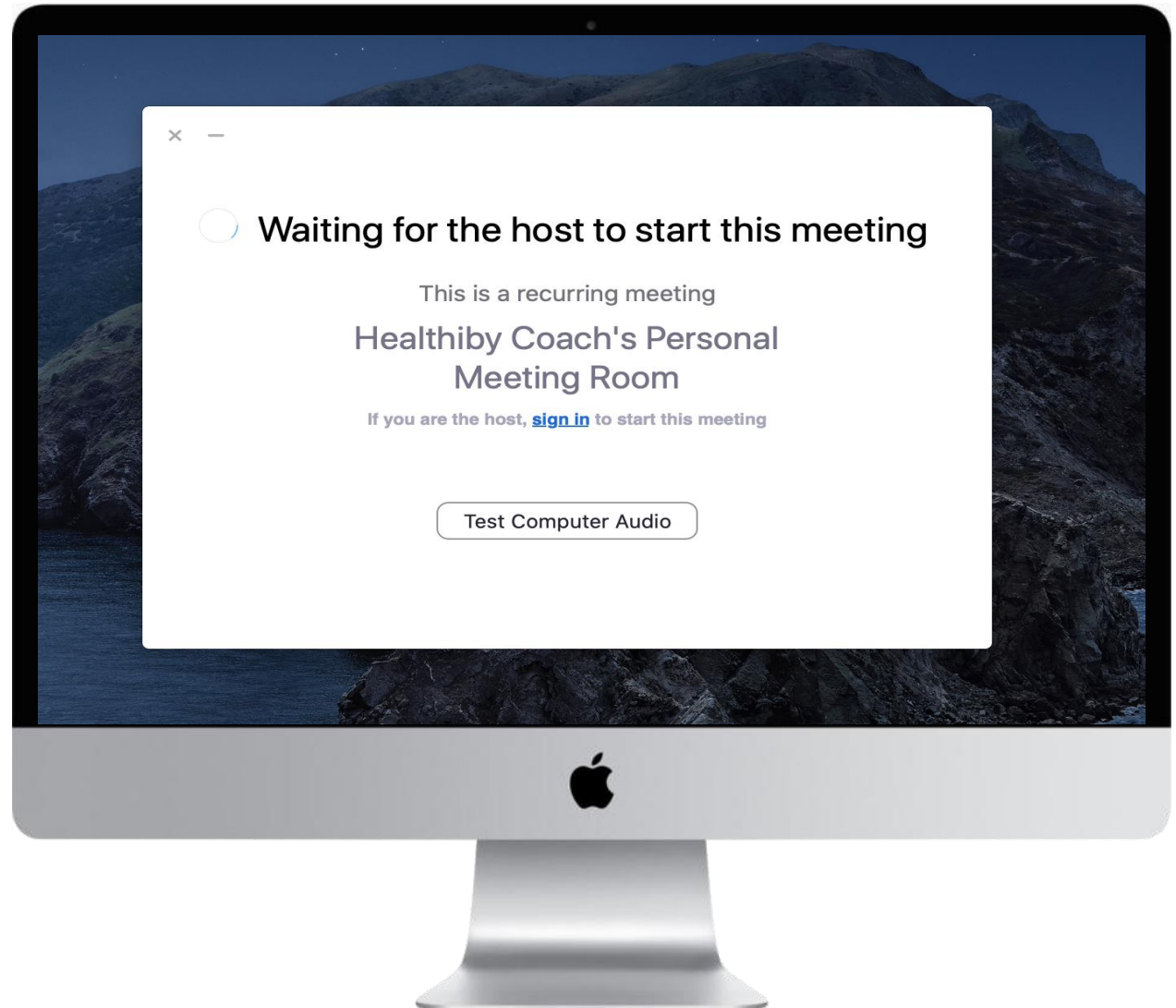
- Enter the “Meeting ID” and your Name
- Tap “Join Meeting”





# On the Zoom app

(3) This will launch  
Healthiby's Meeting Room



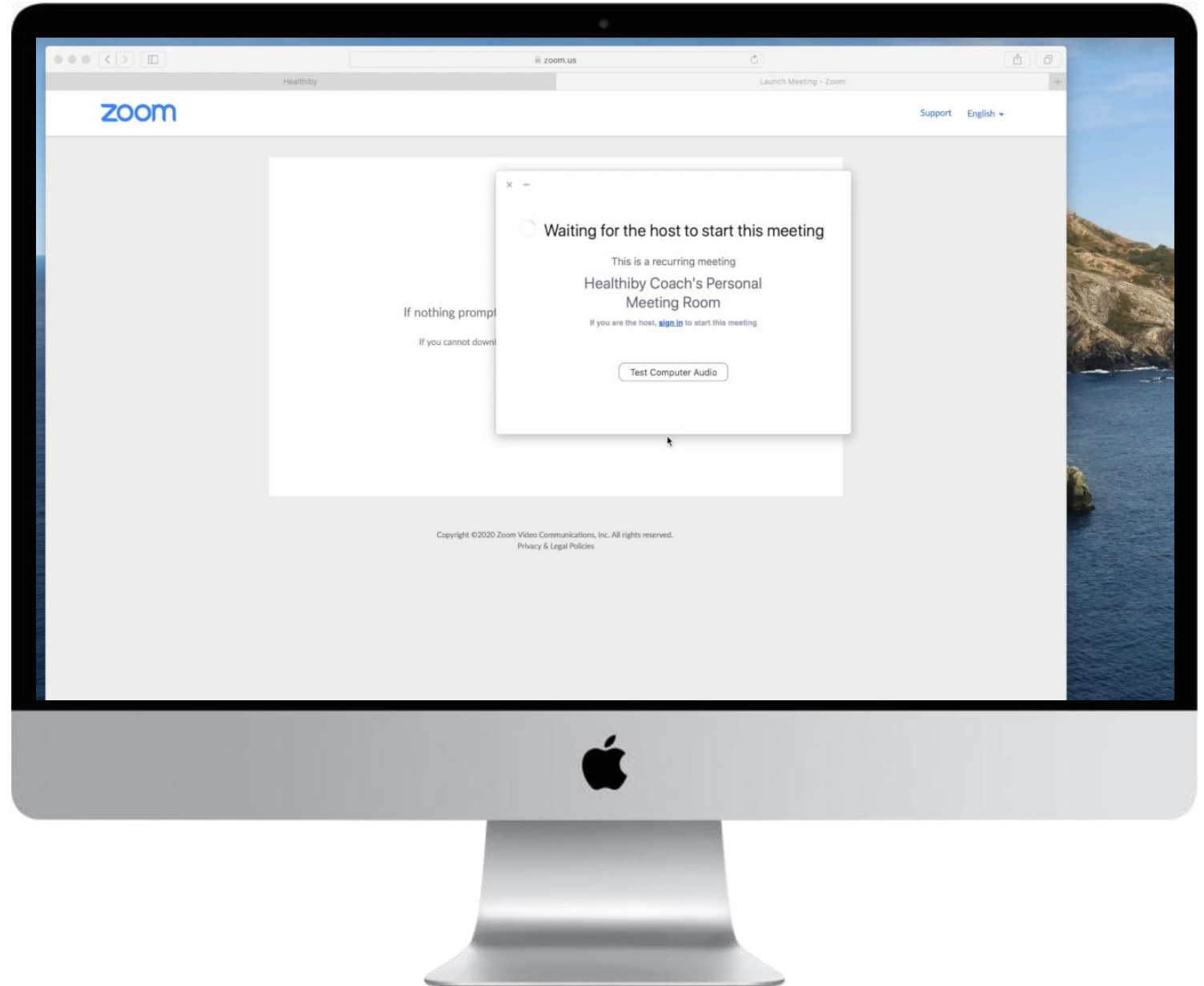
# SET AUDIO AND VIDEO SETTINGS

# Set Up Audio and Video on Zoom

On the Meeting's Waiting Room, click on "Test Computer Audio."

- To enable video, click on "Video" on the left side menu then on the "Camera," make sure that the built-in camera is selected. You should be able to see yourself to know that it's working.\*
- To enable audio, click on "Audio." Make sure that both built-in devices are selected. You can click on "Test Speaker" or "Test Mic" and you'll know that it's working if the Input and Output level bars are moving.\*

*\*If you have issues with either the camera or audio, scroll below for options to fix it.*

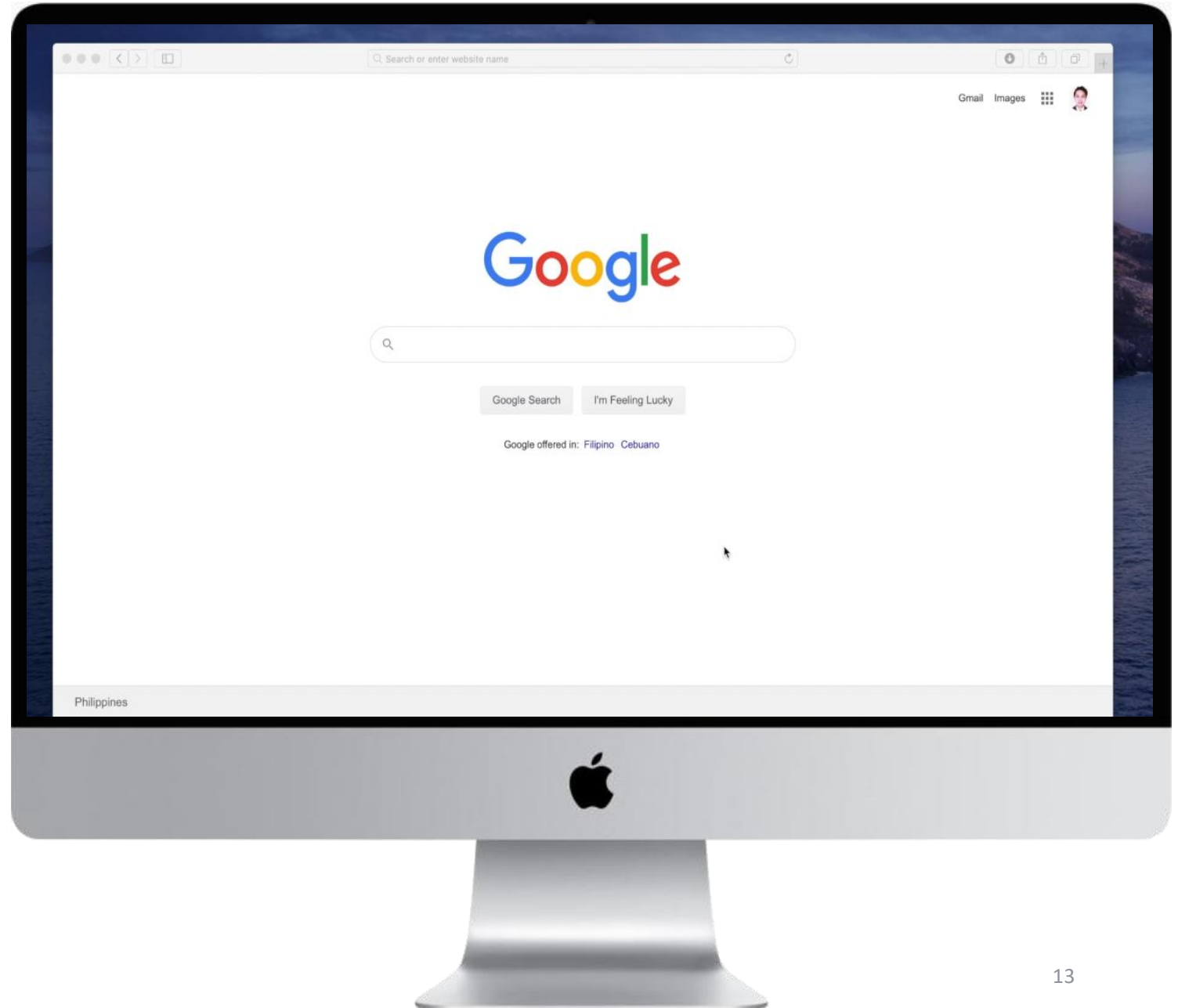


JOIN USING THE  
WEB BROWSER

# On the Browser

*(works best with Google Chrome and Firefox)*

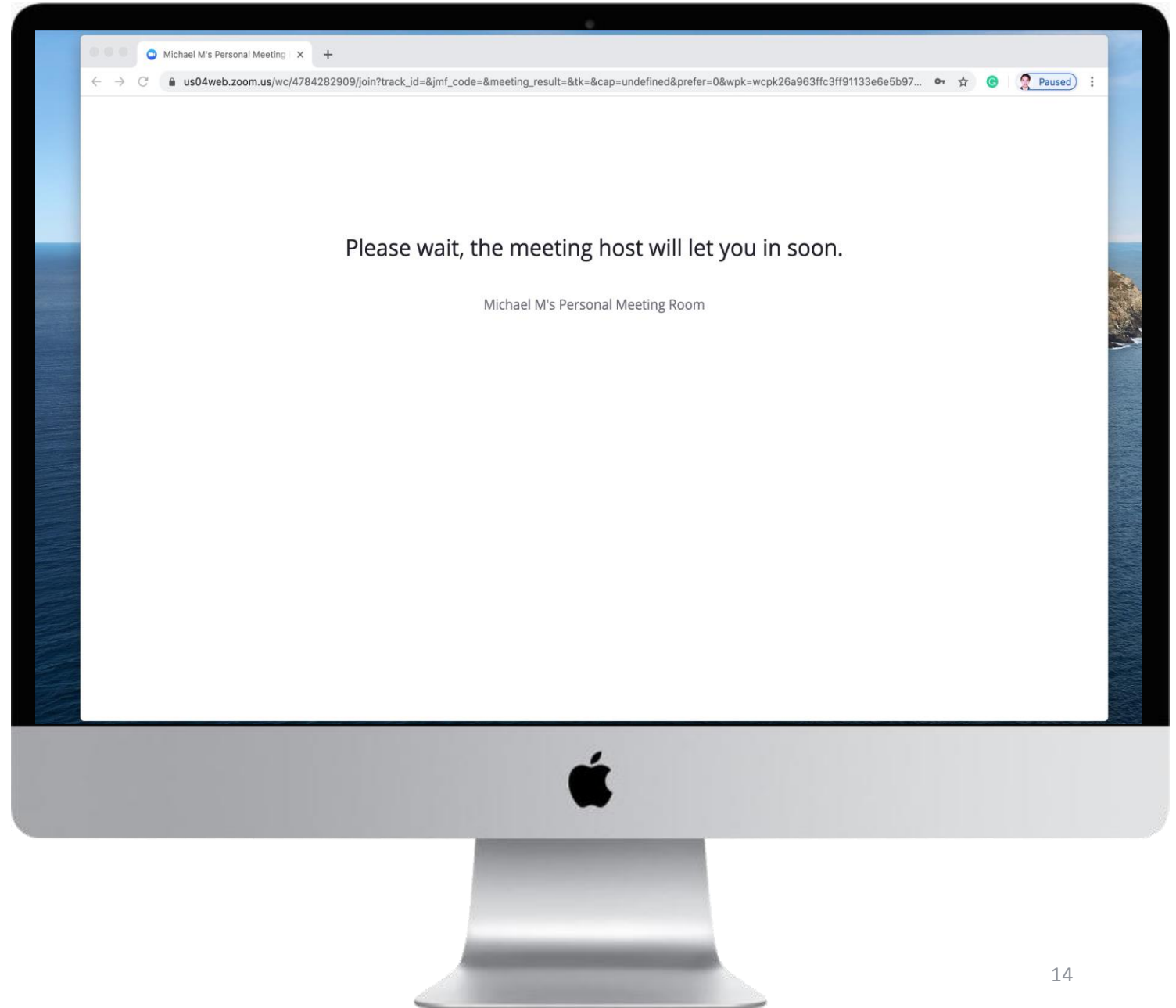
1. Open your browser and on the address bar, type in:  
**join.zoom.us**
2. On the Zoom website, type in the “Meeting ID” and click on “Join”
3. You’ll be directed to a new page and on the popup, select “Cancel” so it’ll not direct you to install/open the Zoom app.
4. Wait for few seconds and click on the link “join from your browser.”  
If you can’t see the option, click “Download & run Zoom” but select “Cancel”
5. On the “Join a Meeting” page, enter your name and then check the box to confirm you’re not a robot then click on “Join.”



# On the Browser

*(works best with Google Chrome and Firefox)*

5. Once the host admits you to the meeting, click on “Join by Computer Audio”
6. Then click on the microphone and camera icons at the bottom to enable audio and video then select “Allow” on the pop-ups.
7. If you’re using Mac, click on “Open Preferences” on the prompt to open “System Preferences.” Go to the “Microphone” and “Camera” options on the left side menu and put a check on the browser, e.g. “Google Chrome” or “Firefox”
8. If you’re using Windows, enable the privacy settings for “Microphone” and “Camera” on your browser’s settings.



# ENABLE CAMERA AND MICROPHONE ON YOUR MacOS

# Enable Camera and Microphone on your Mac

## For MacOS:

1. Open “System Preferences”
2. Click on “Security & Privacy”
3. Select “Camera” and put a check on zoom.us
4. Select “Microphone” and put a check on “zoom.us”





# Enable Camera and Microphone on your Mac

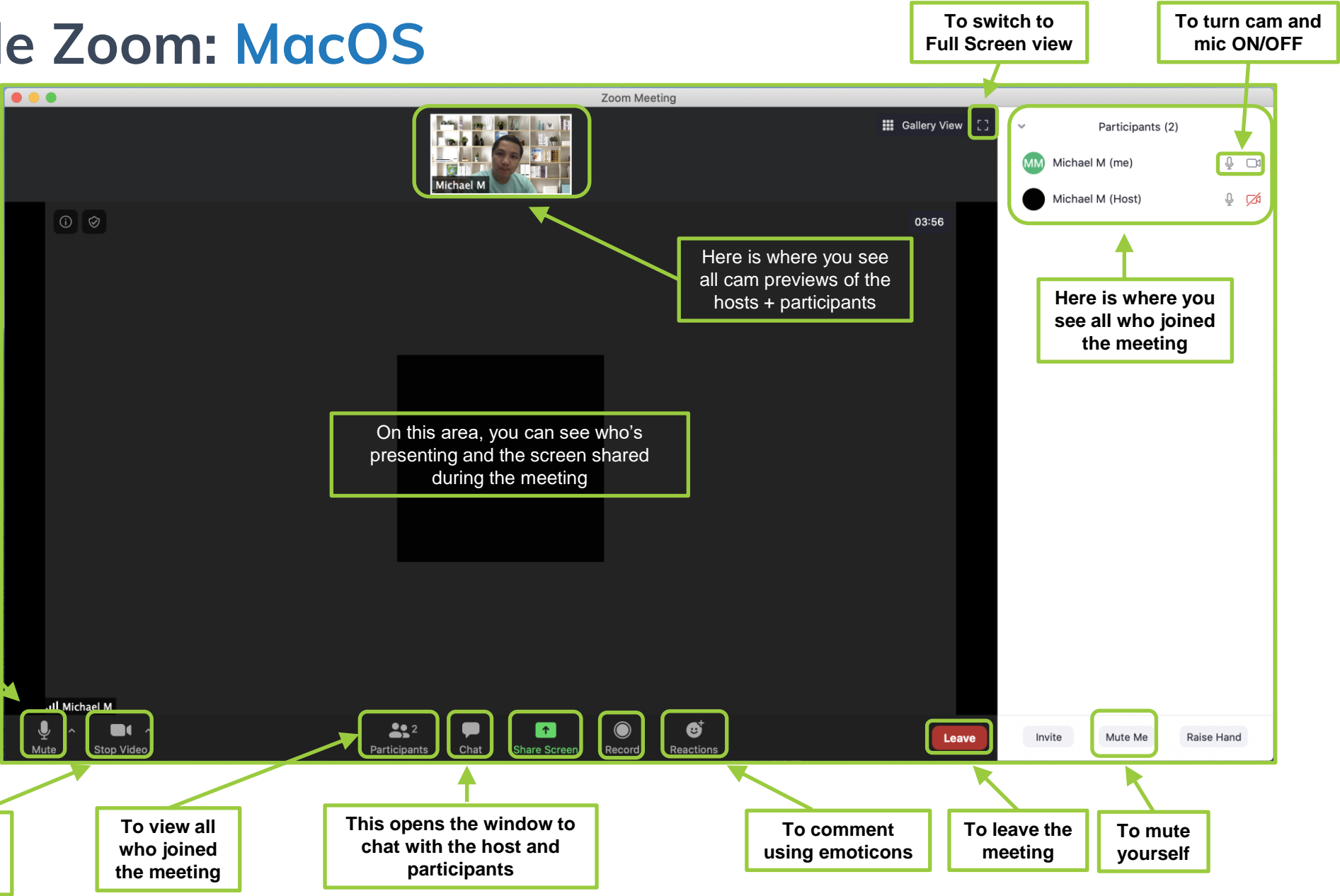
## For MacOS' Web Browsers:

1. Open "System Preferences"
2. Select "Security & Privacy"
3. Go to "Camera" and put a check on "Google Chrome" or "Firefox"
4. Go to "Microphone" and put a check on "Google Chrome" or "Firefox"



# WHAT'S INSIDE ZOOM?

# Inside Zoom: MacOS



# Inside Zoom: other buttons

The image shows a Zoom meeting window with several callouts explaining the functions of different buttons and areas:

- To view the meeting's information:** Points to the top-left corner of the meeting window.
- To open Zoom's Settings:** Points to the top-left corner of the meeting window.
- To switch from Gallery to Speaker view:** Points to the 'Gallery View' button in the top-right corner.
- Here is where you see the chat conversations:** Points to the 'Zoom Group Chat' window on the right side.
- To record, you'd need to have an access from the host:** Points to the 'Record' button in the bottom toolbar.
- If you want to be noticed or say something, you can use this:** Points to the 'Raise Hand' button in the bottom toolbar.
- To save chat or merge the chat window:** Points to the 'File' button in the bottom-right corner of the chat window.
- To share files from your computer:** Points to the 'File' button in the bottom-right corner of the chat window.
- To type in your chat message:** Points to the 'Type message here...' text input field in the chat window.
- To invite someone to the meeting:** Points to the 'Invite' button in the bottom toolbar.
- When you're asked to share your screen, you can use this button here:** Points to the 'Share Screen' button in the bottom toolbar.

# If the App isn't working

## Phone-Dial-In Option

If you do not have an internet connection or are having issues with the Zoom app, you can call-in and use the Meeting ID.

Toll-free Number:

**+1 833 302 1536**

International Number:

**+1 650 724 9799**

Once connected over the phone:

- **Enter the Meeting ID** followed by the # key.
- If the meeting has not already started, press # to wait for the host.