

How to Join a Zoom Meeting on Windows

A Step-by-Step Guide



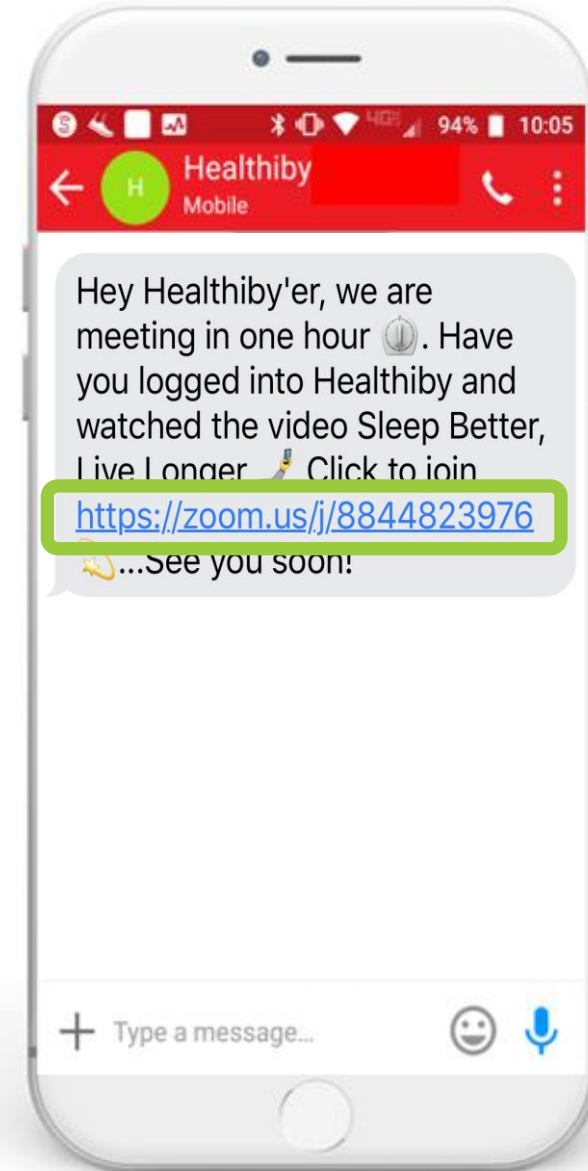
HEALTHIBY®

Rewarding Wellness.

¹
Together.

Zoom room link is in a text message

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



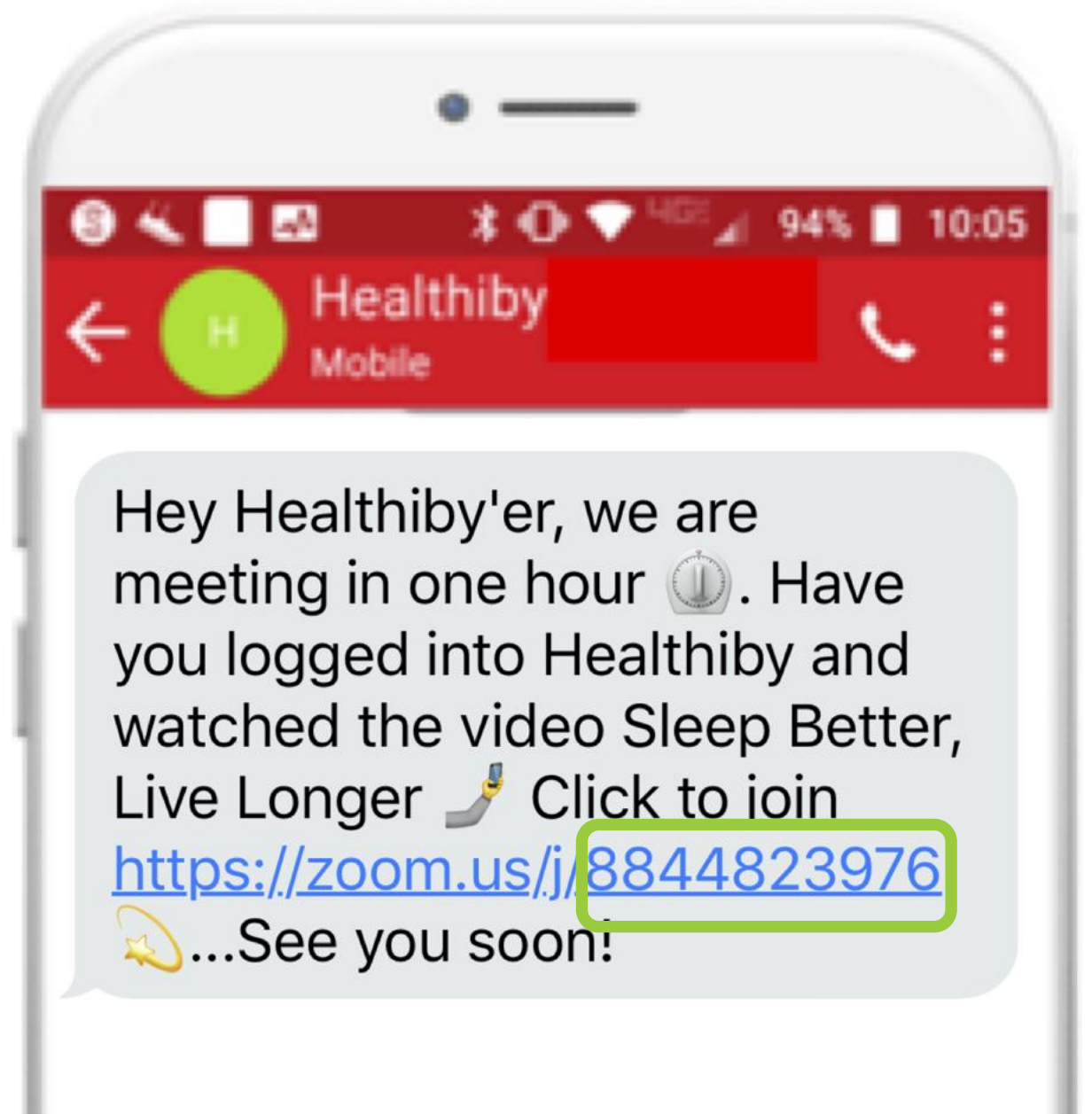
What is a Meeting ID?

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

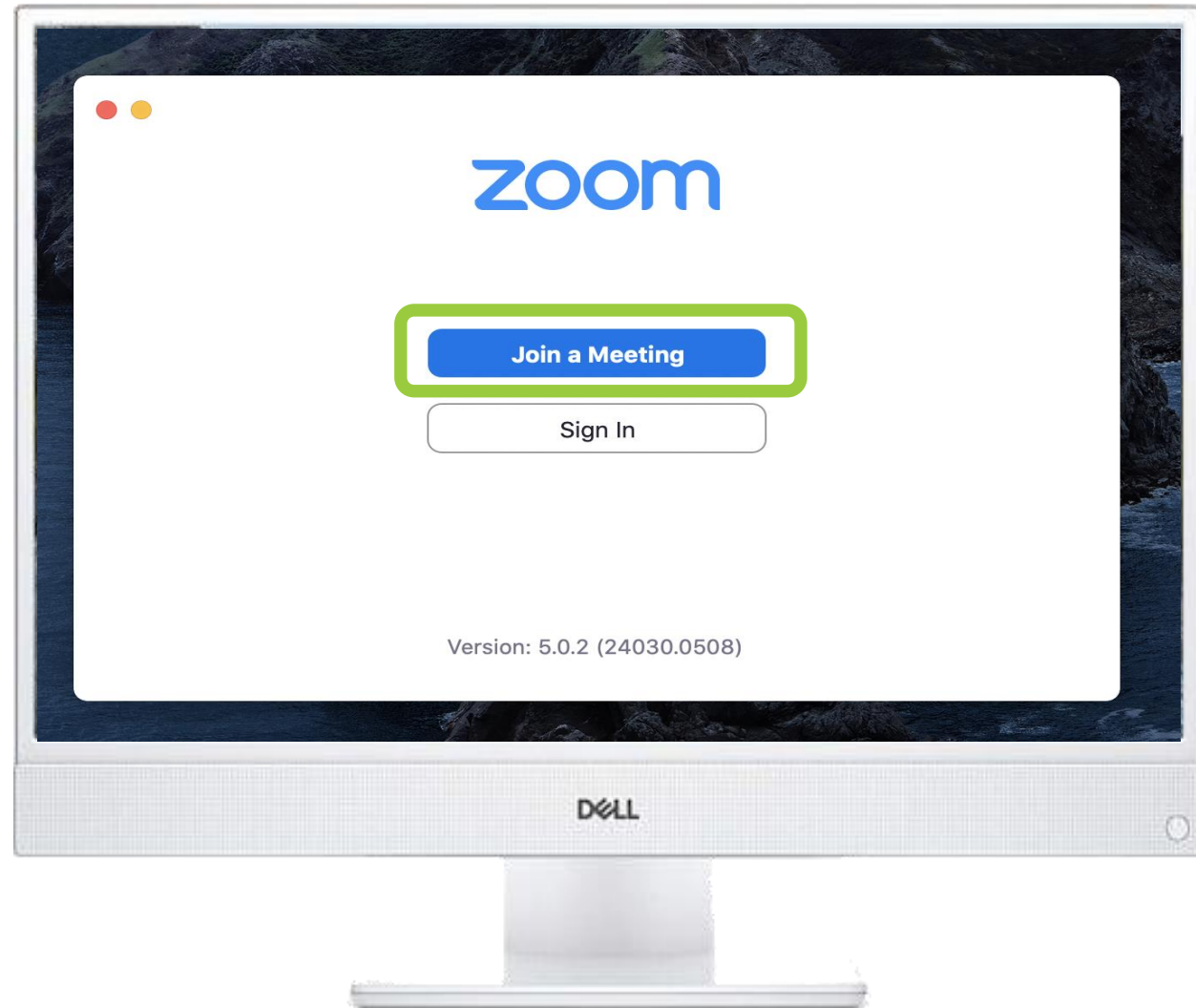


JOIN THE
MEETING

On the Zoom app

(1)

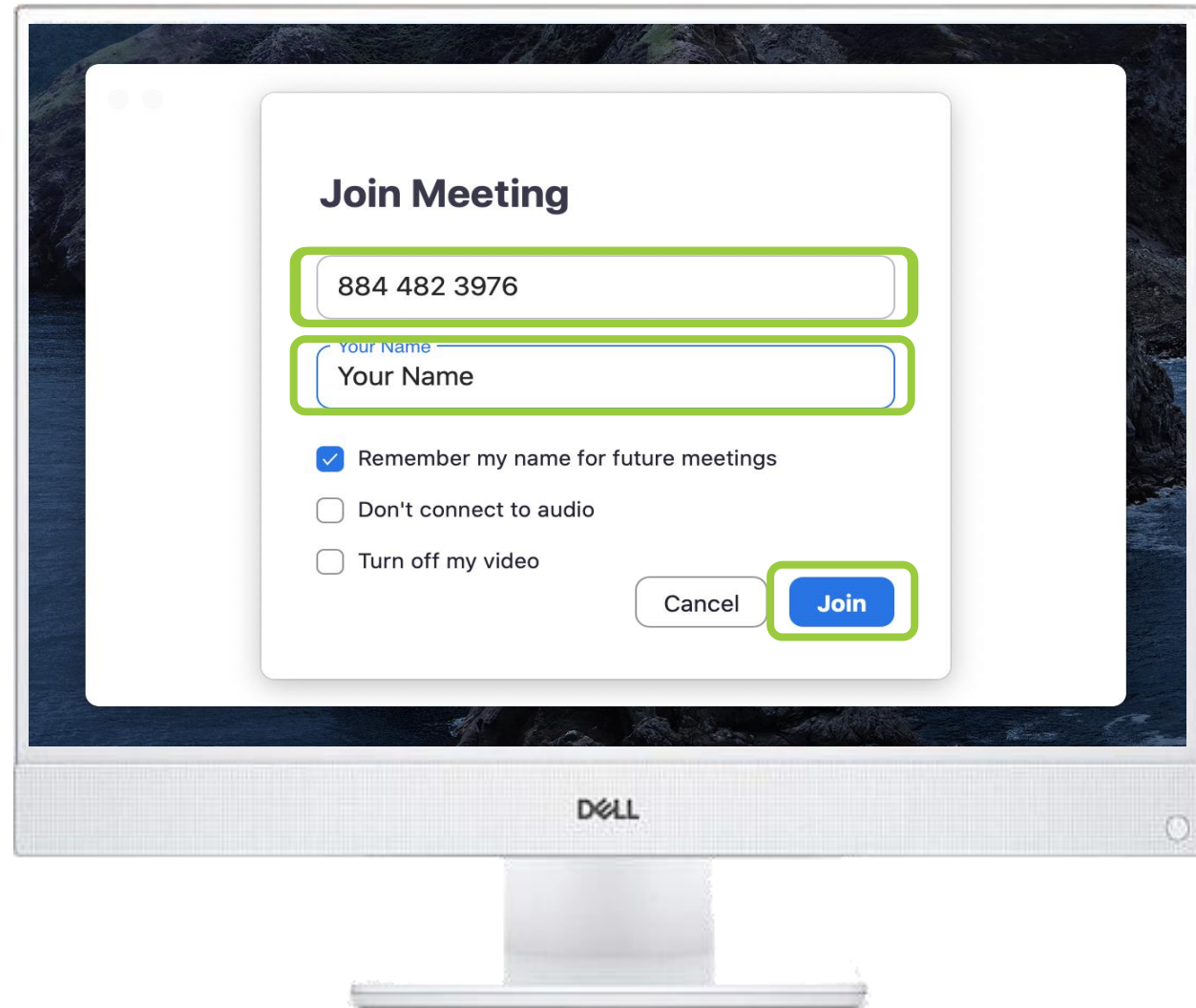
- Open the Zoom app
- Click on “Join a Meeting”



On the Zoom app

(2)

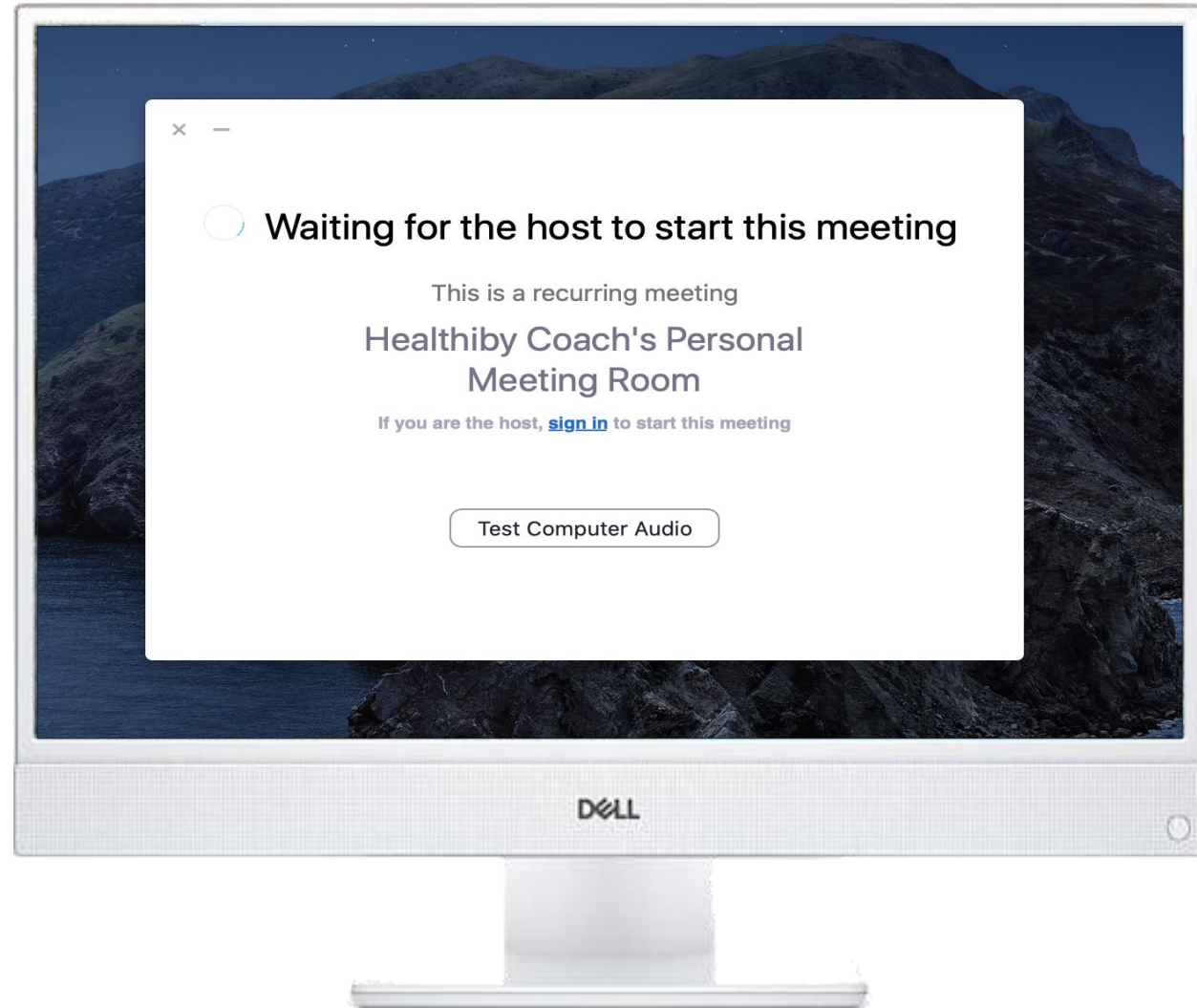
- Enter the “Meeting ID” and your Name
- Tap “Join Meeting”



On the Zoom app

(3)

This will launch Healthiby's Meeting Room



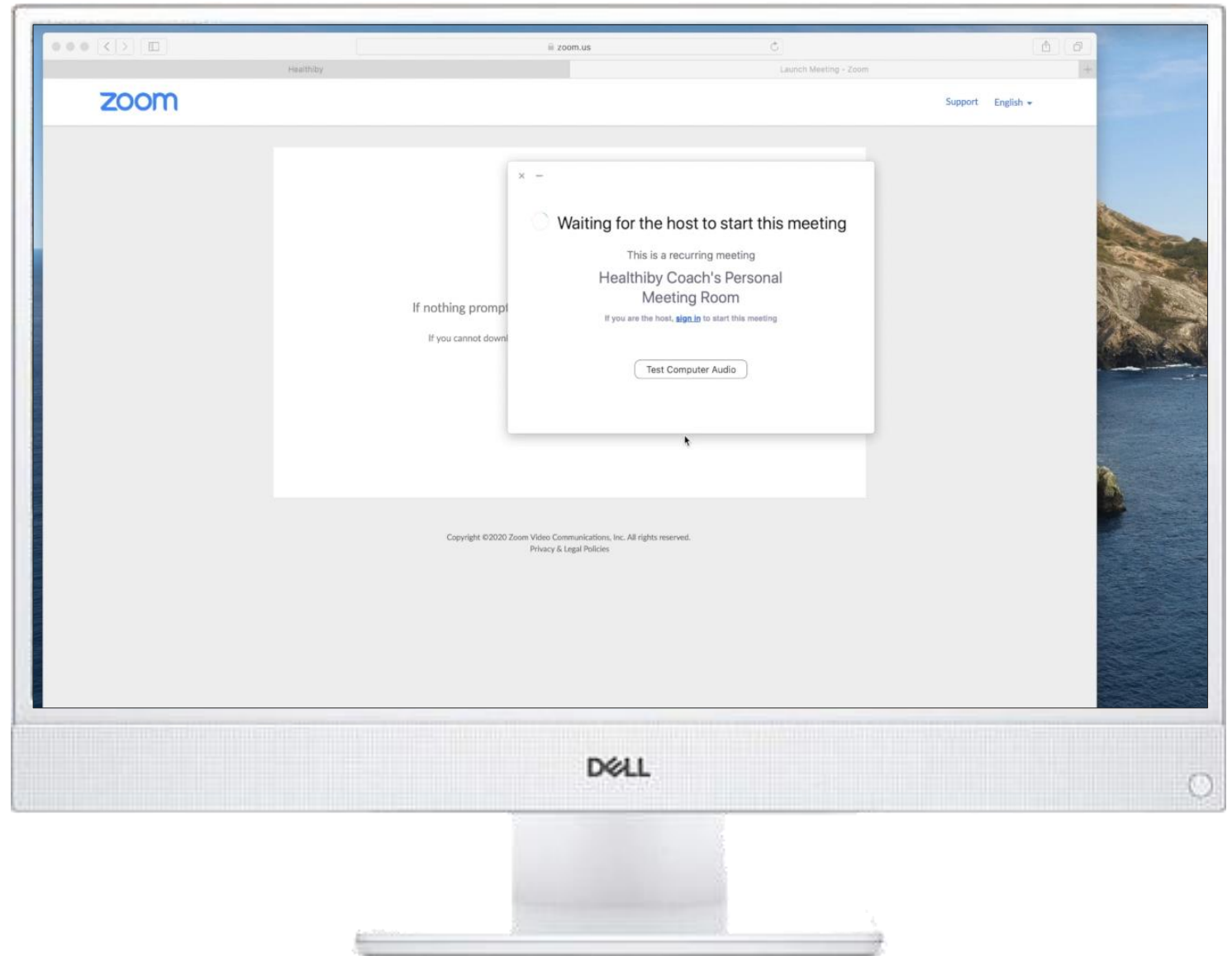
SET AUDIO AND VIDEO SETTINGS

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 any issues with the camera or audio, scroll below for more help.*

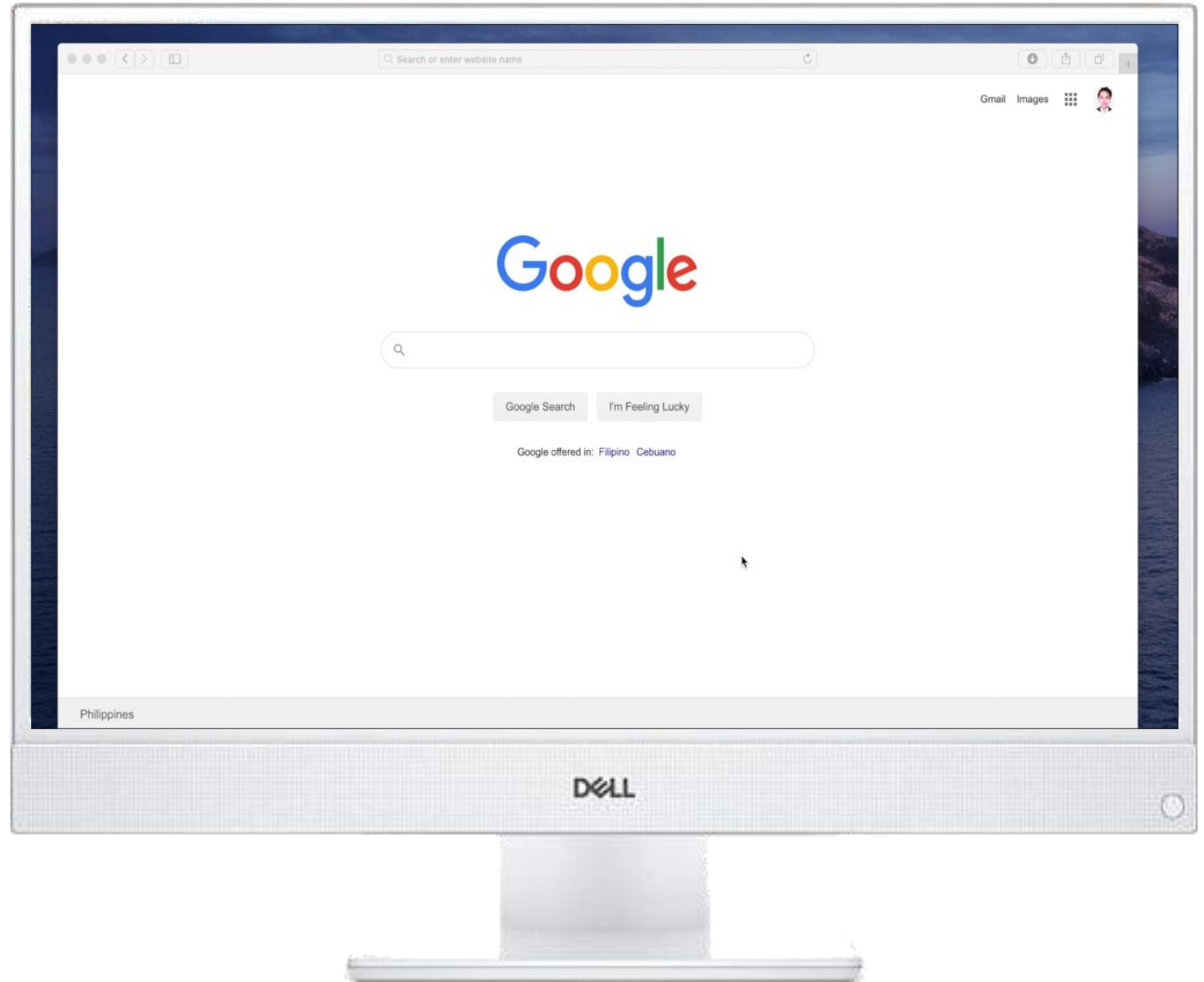


OR JOIN USING THE
WEB BROWSER

On the Browser

(works best with Google Chrome and Firefox)

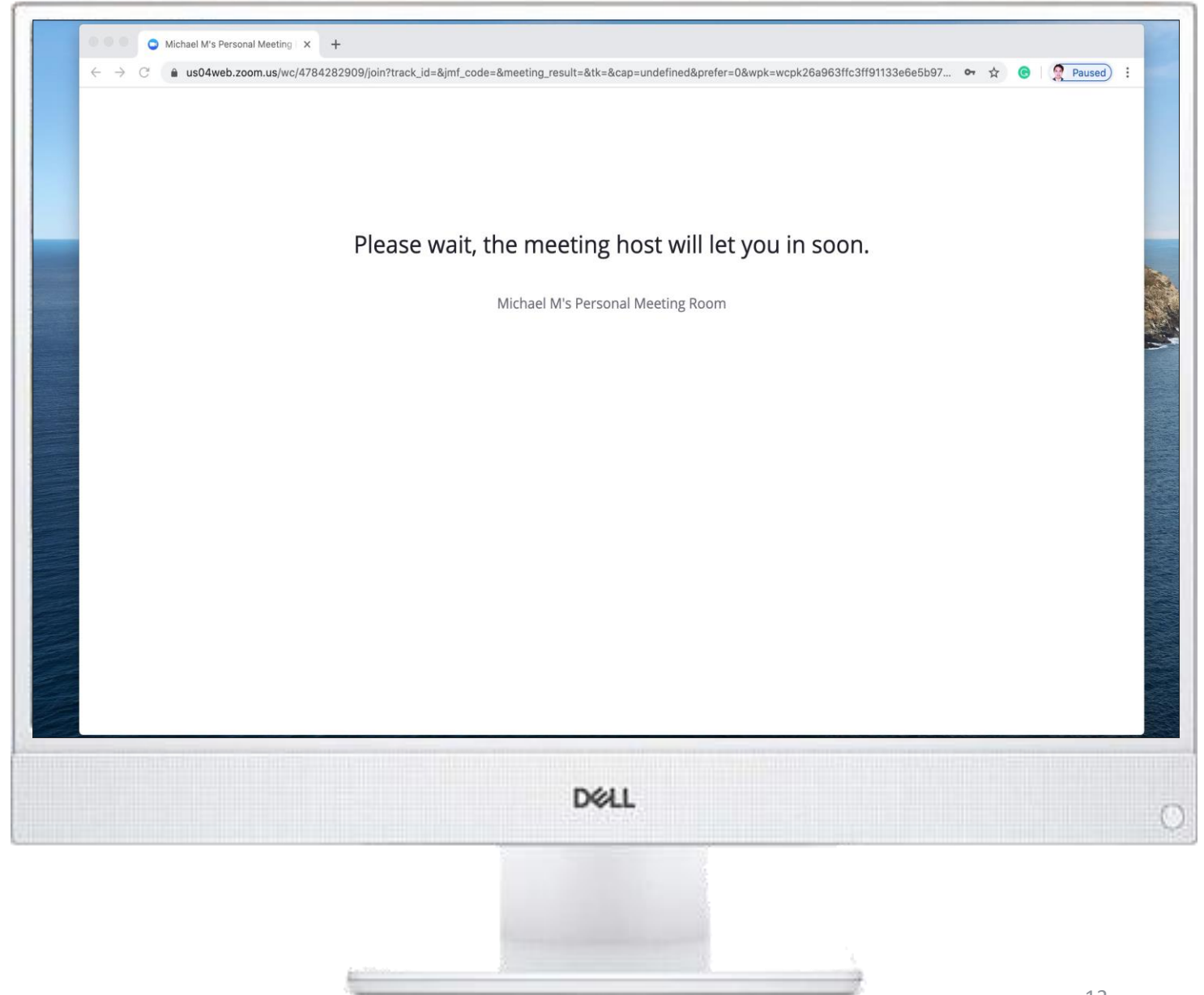
1. Open your browser and on the address bar, type in:
join.zoom.us
2. On the Zoom website, type in the “Meeting ID” and click on “Join”
3. You’ll be directed to a new page and on the popup, select “Cancel” so it’ll not direct you to install/open the Zoom app.
4. Wait for few seconds and click on the 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 WINDOWS

Enable Camera and Microphone on Windows

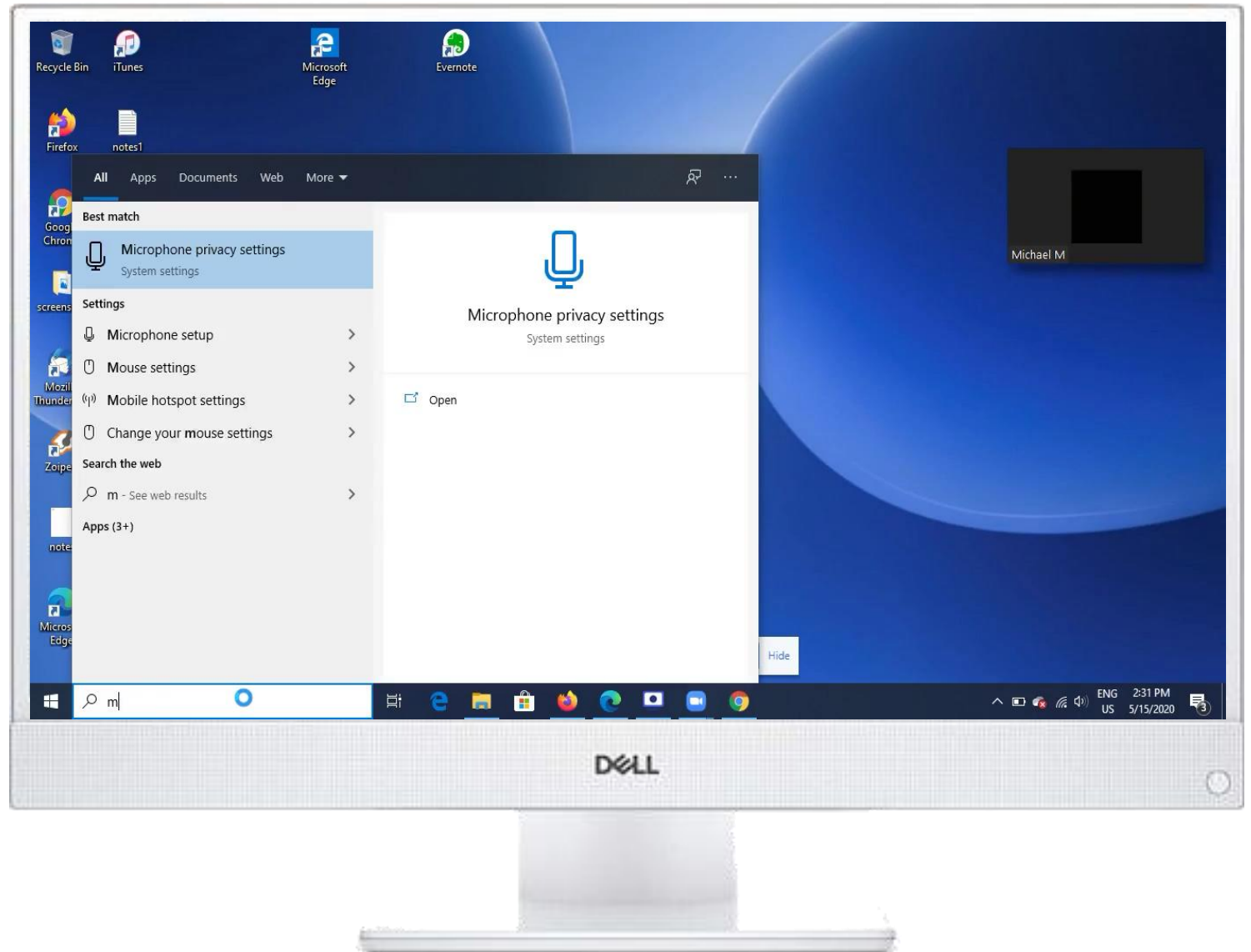
For Windows:

Note: ensure that all other programs that utilize the camera are closed or to make sure that none are using the camera, restart your computer first.

1. On the Taskbar search field, type in "Microphone privacy settings," open that and on the "Allow apps to access your microphone," toggle to turn it ON.
2. Scroll at the bottom and look for "Allow desktop apps to access your microphone," and toggle to turn it ON
3. For camera, type in "Camera privacy settings," then turn on "Allow apps to access your camera."
4. Scroll again at the bottom and look for "Allow desktop apps to access your camera," and turn it ON.

You can also go the Settings manually by going to the Start Menu >> Click "Settings" >> "Privacy" >> "Microphone" or "Camera" and enable them both.


WINDOWS



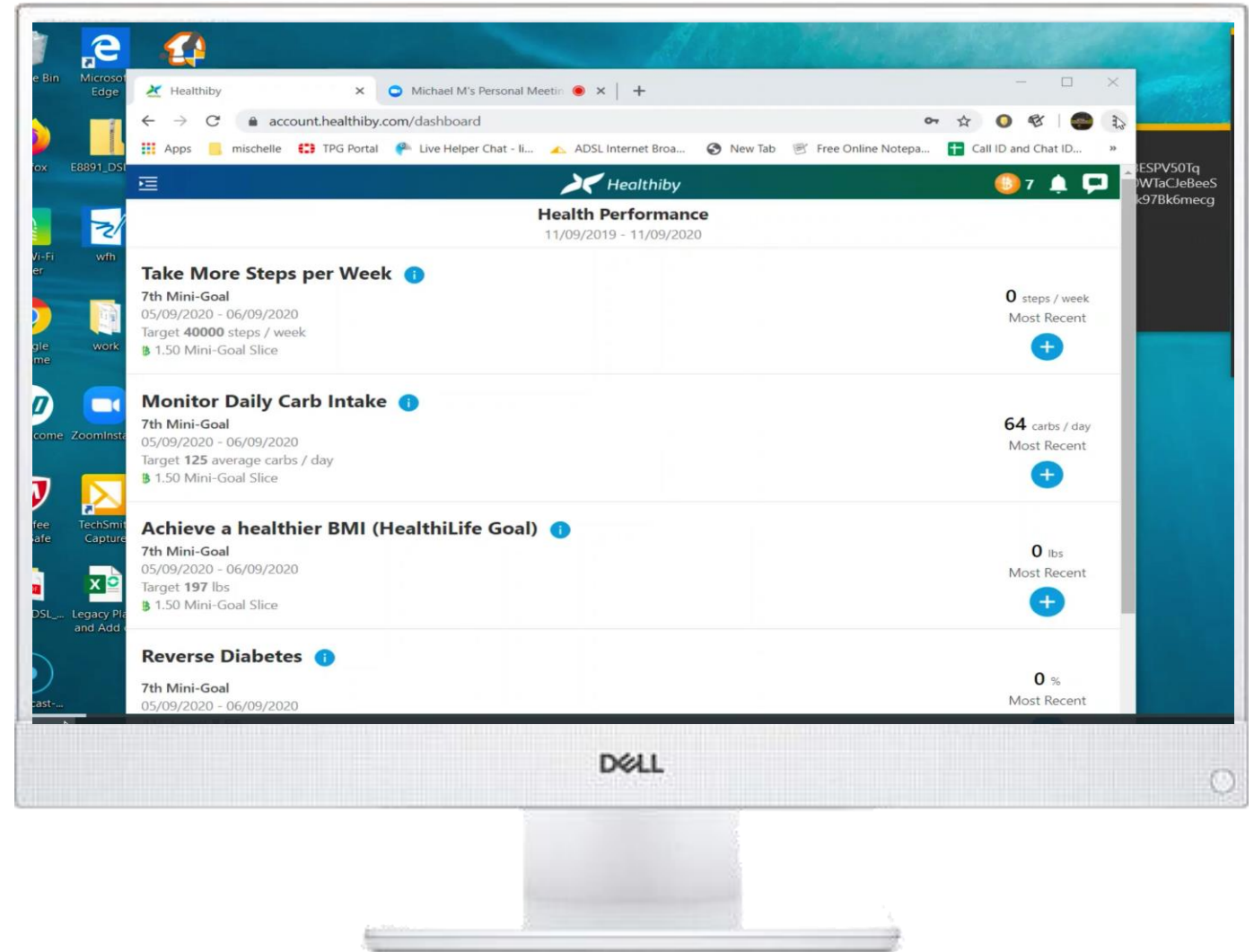
Enable Camera and Microphone on your Device

For Windows' Web Browsers:

Note: make sure that all other programs that utilize the camera are not using the camera.

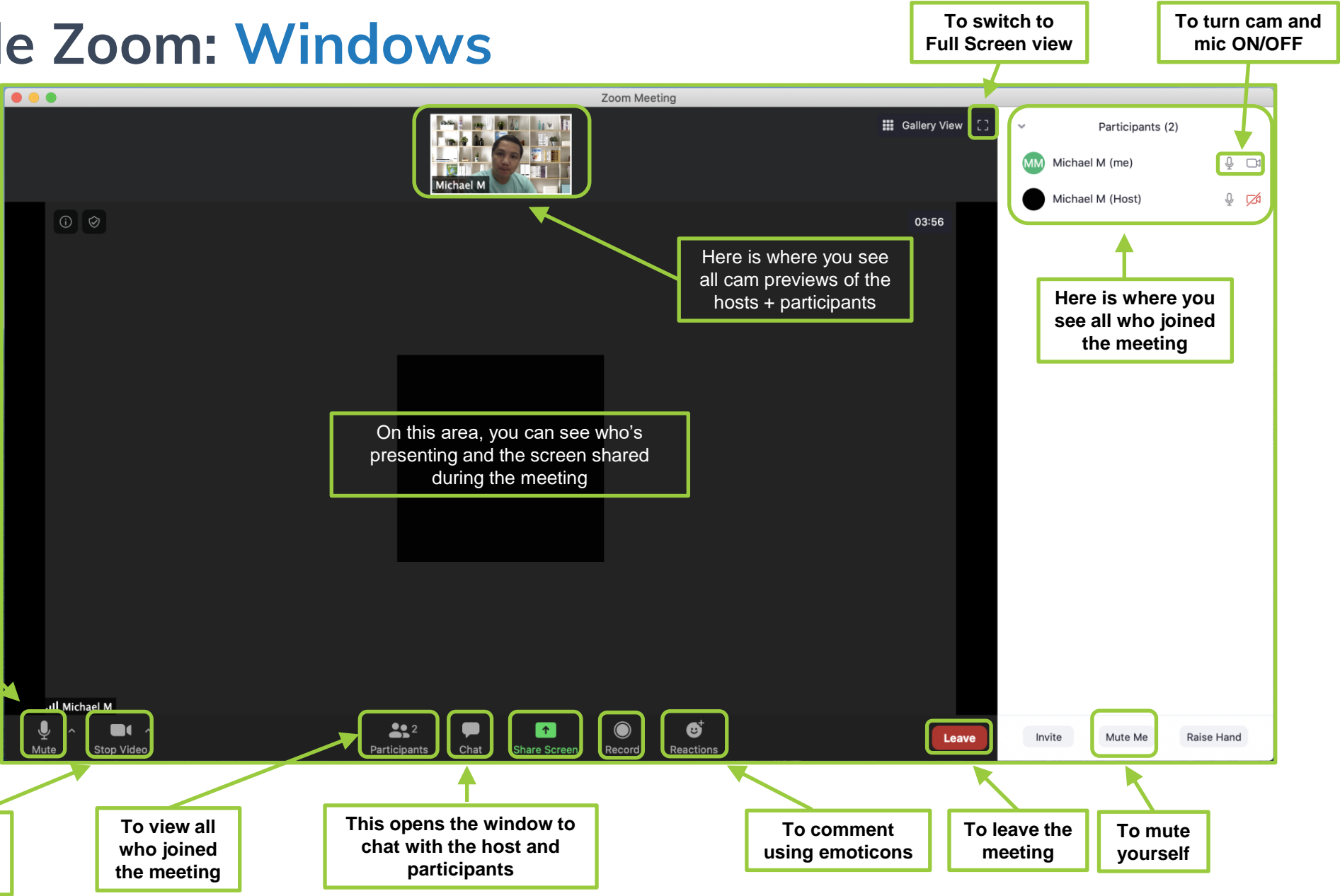
1. Click on  or the 3 dots at the upper right corner.
2. Select "Settings" for Chrome or "Preferences" for Firefox
3. On the left side menu, select "Privacy and security"
4. Go to "Site Settings"
5. On the "Permissions," click on "Camera" and toggle to turn it ON
6. If you see "https://us04web.zoom.us," click on that and on the "Camera" and "Microphone," click on the drop-down arrow and select "Allow"
7. Then go back to "Site Settings," and do the same for "Microphone"

WINDOWS



WHAT'S INSIDE ZOOM?

Inside Zoom: Windows



Inside Zoom: other buttons

The image shows a Zoom meeting window with several callouts pointing to specific features:

- 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.