

JOINING A ZOOM VIDEO CONFERENCE

Background

In able to utilize Notre Dame's Cisco/Tandberg video conference infrastructure for video conferences, remote participants without an H.323 and/or SIP compatible endpoint can browse to Zoom.us from any computer that has a webcam, microphone and speakers connected to it. That allows them to participate, as a remote participant, in a video conference.

Process Overview

Browse to zoom.us and join a meeting. Zoom add-on may need to be installed and the meeting number must be known and entered to join that specific meeting.

- 1 On a computer that you wish to use to join the video conference (has a webcam, microphone & speakers connected to it), open a browser.

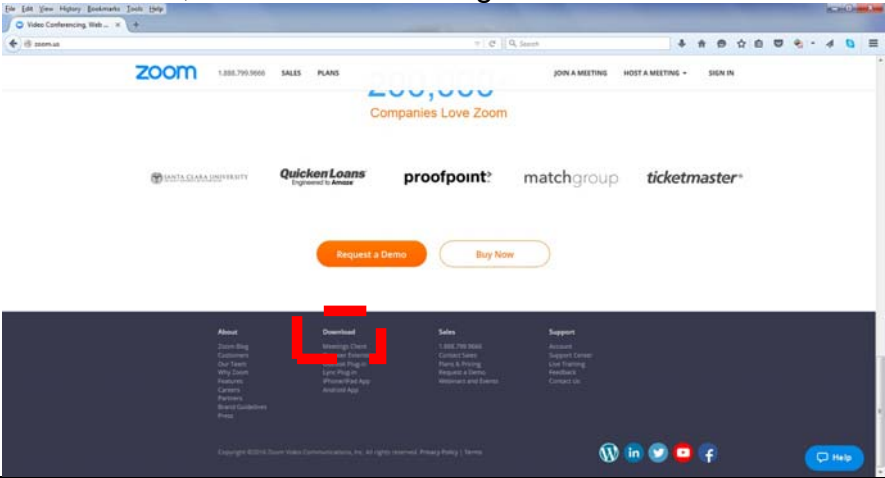
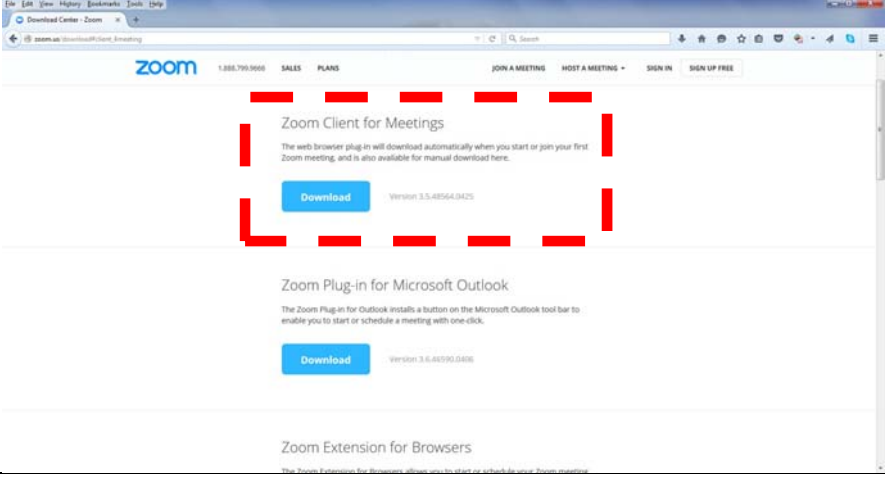



Open a browser.

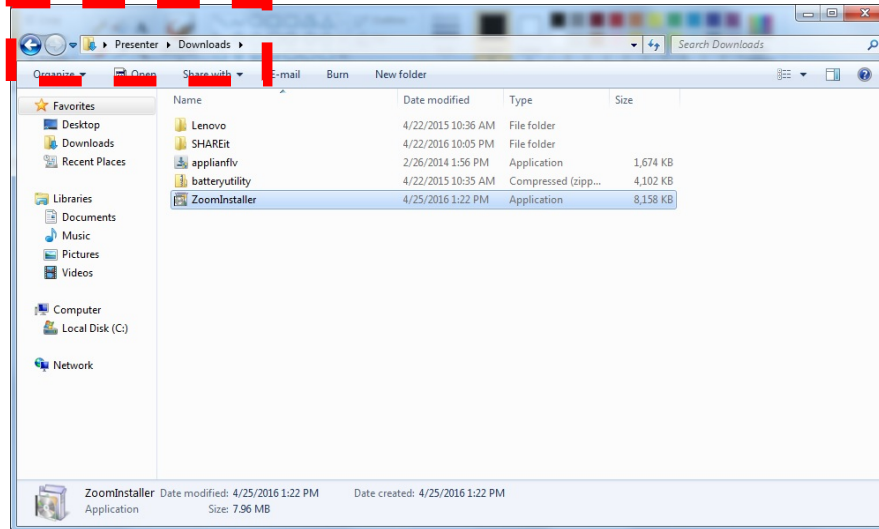
- 2 Navigate to Zoom.us.



Zoom.us.

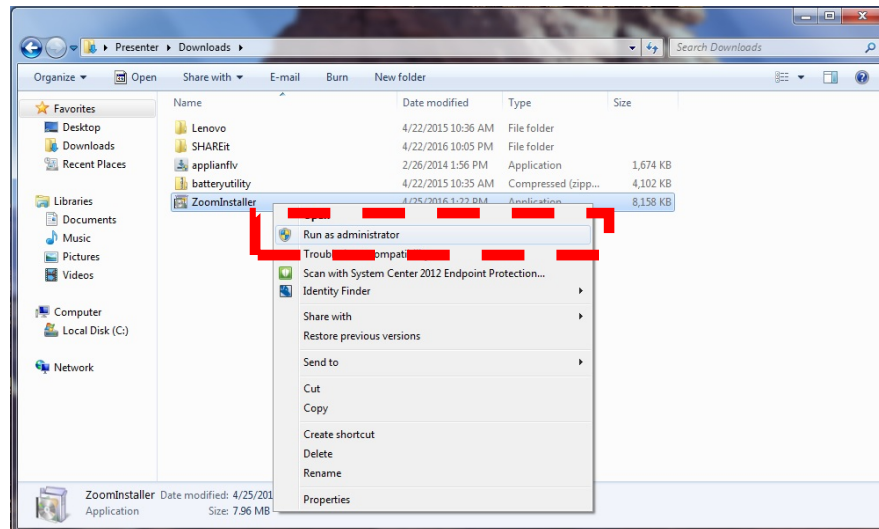
3	<p>Scroll down to the bottom of the screen and under “Downloads”, click on the “Meetings Client” link.</p> 	<p>Meetings Client link.</p>
4	<p>In the “Zoom Client for Meetings”, click on the Download button.</p> 	<p>Download the Zoom client for meetings.</p>
5	<p>Save the file.</p> 	<p>Save file.</p>

- 6 Utilize Windows Explorer to browse to the location/folder you saved the downloaded Zoom client to.



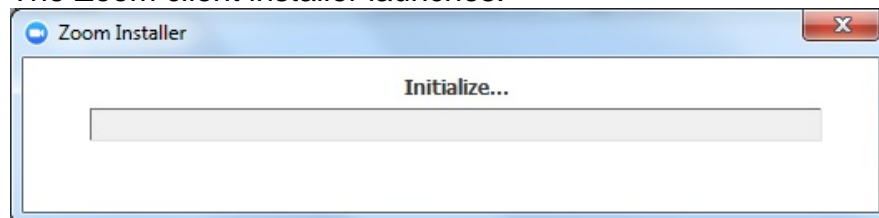
Browse to saved location.


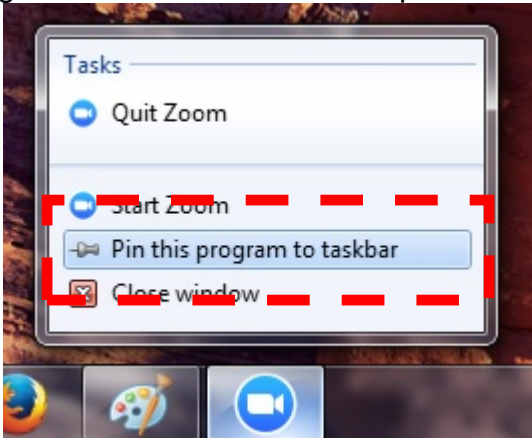
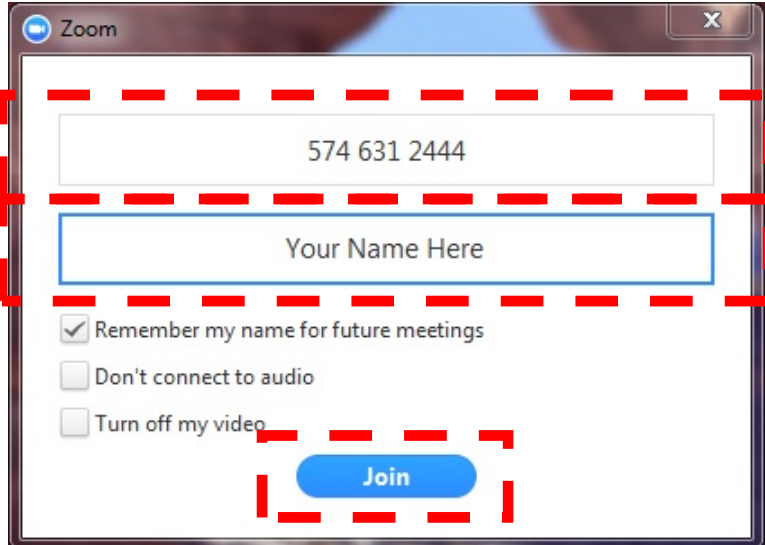
- 7 Right-click on the ZoomInstaller downloaded file. Then, from the context-sensitive menu that appears, click on “Run as administrator”.

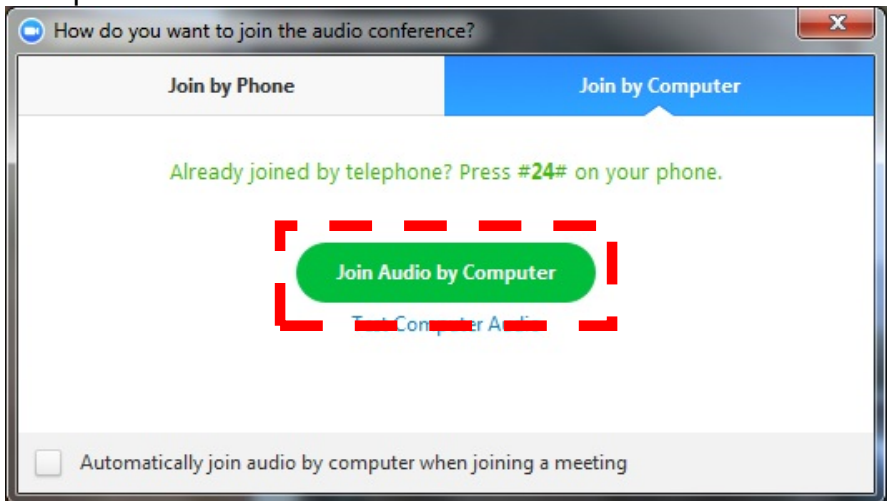
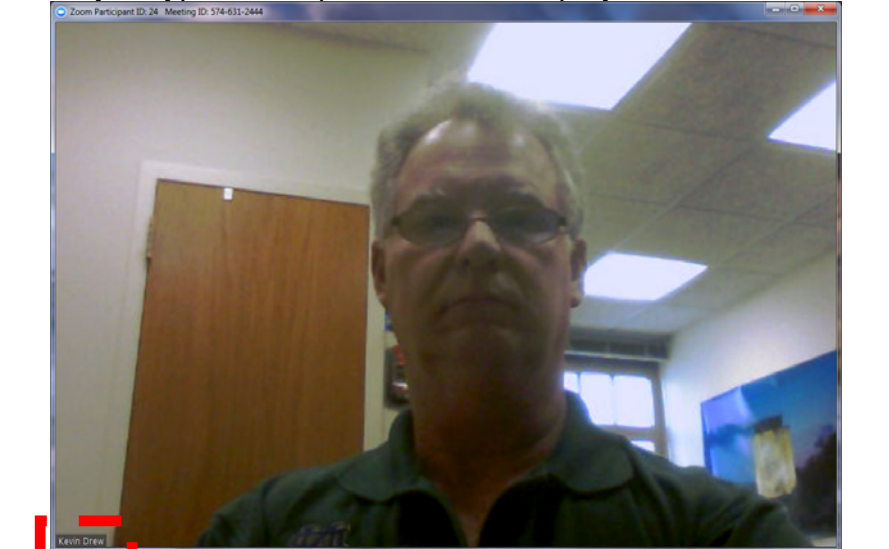
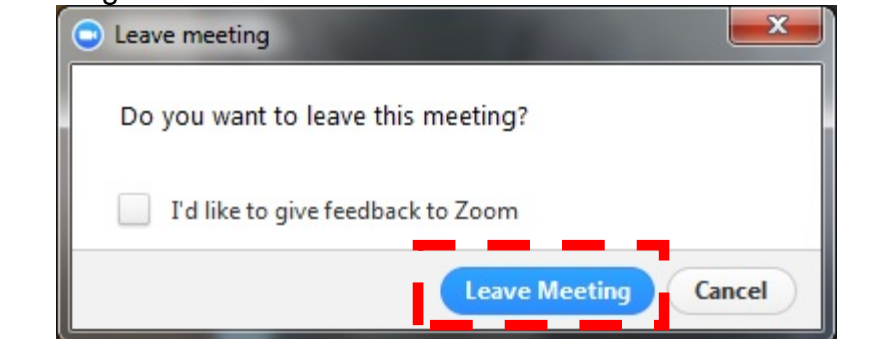



Right-click on ZoomInstaller. Run as administrator.

- 8 The Zoom client installer launches.



9	<p>Click on the “Join a Meeting” menu option.</p> 	Join a meeting.
10	<p>While the Zoom client is running, I suggest that you right-click on the Zoom client icon on your taskbar and then select the “Pin this program to the taskbar” menu option.</p> 	Pin the Zoom client to the taskbar.
11	<p>Put in the meeting ID of the meeting that you’ll be joining. The name/identifying info you put in the “Your Name Here” field is what others will see under your video picture when in Zoom video conferences. I recommend that you utilize your name. Then click on the Join button.</p> 	Input meeting ID. Type your name in the “Your Name Here” field. Join button.

12	<p>Provide you have a microphone and speakers connected to the computer you are using, click on the “Join Audio by Computer” button.</p> 	Join audio by computer.
13	<p>You should now have joined the Zoom meeting. Note the name you typed in step 11 above is displayed on this screen.</p> 	Joined to meeting.
14	<p>When your cursor is placed over the video picture/screen, a menu appears on the bottom of the screen. You can click on the “Leave Meeting” (bottom right) to leave the meeting. This confirmation window will appear. Click on the “Leave Meeting” button.</p> 	Cursor over video. Click on “Leave Meeting” (bottom right of screen). Then confirm leaving the meeting.

15	<p>The Zoom Cloud Meetings window re-appears. You can close the Zoom client application now that the meeting is over. By having pinned the Zoom client application to your Windows taskbar (step 10 above), joining a future Zoom meeting is made much easier.</p> 	Join a meeting.
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