Get the Zoom software:

PC (and I would guess Mac): go to https://zoom.us/download#client_4meeting and download the "Zoom Client for Meetings". Alternatively, click the link for one of the meetings listed below and it should open in your web browser and ask to download the Zoom software.

iOS or Android: Go to the app store and get "Zoom Cloud Meetings"

Join the Meeting:

Once you have the software installed, then clicking the link in the email should allow you to join the meeting. If there is a problem, you can click the "Join Meeting" button in Zoom and use the Meeting ID and Meeting Password that are also in the email.

If you have a camera on your computer, then the first time you use Zoom it will probably ask if you want to allow Zoom to access the camera. Say yes if you ever want others to be able to see you. You can still control whether to actually show your video each time you join a meeting.

When it asks you to "Join with Video" or "Join without Video", you can choose either. If you choose "Join with Video" then other people will be able to see you. You can also turn your video on and off while you're in the meeting.

The first time you run Zoom it may also ask for permission to access your microphone. You should say yes (unless you really want to call in from a phone line instead).

When it asks about audio, you probably want to choose "Call using Internet Audio" or "Join with Computer Audio". You can mute and unmute your microphone when you're in the meeting.

While you're joining the meeting, you will see a screen like this if we have the "Waiting Room" option turned on. This is a security measure to help stop random people from getting into the meeting. If you get this message, just wait a moment for us to let you into the meeting:
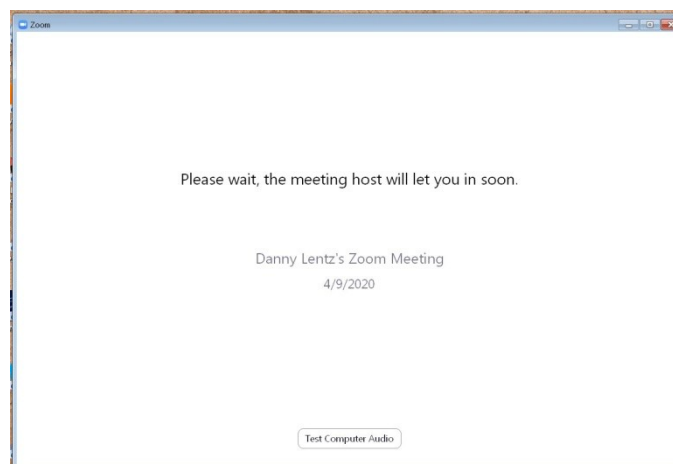

Note for iPad users: The first time you use Zoom, it may not be clear where you should enter your name. The name field may already be filled in with the name of your iPad. If you happen to join the meeting as "iPad #2" or something similar, that can be fixed. Once you're in the meeting, bring up the meeting controls by tapping on the screen, go to the "Participants" list, and tap on your name. There should be an option to rename yourself.

PC Screen:
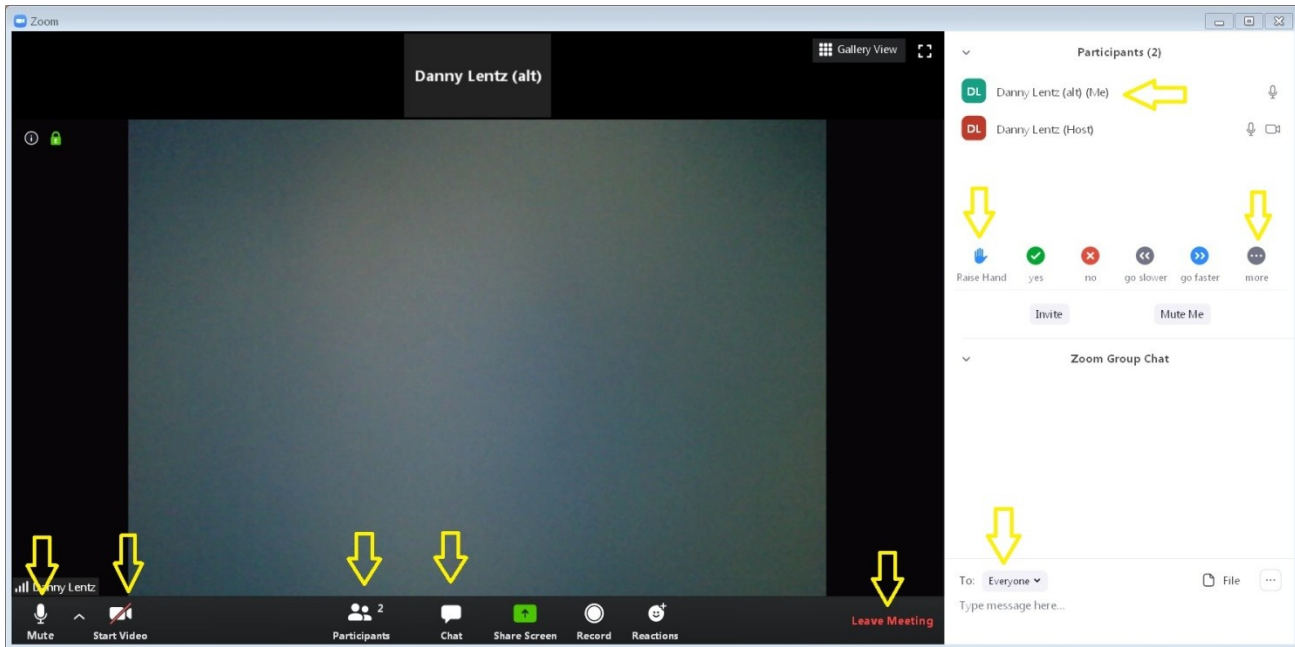
iPad Screen:
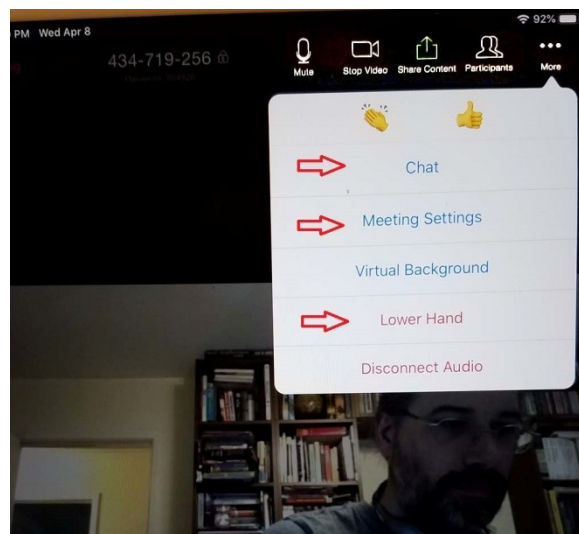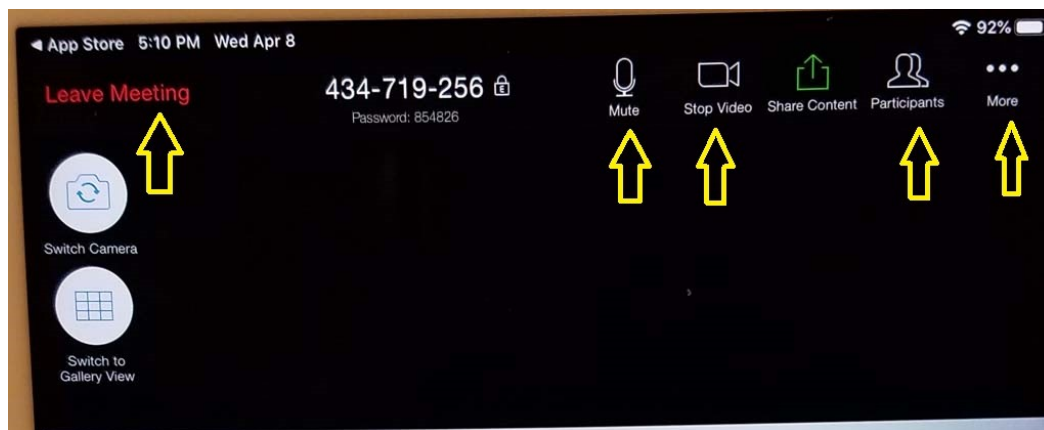
If you use an Android device the screen layout will be slightly different but you should be able to find all of the same controls.

Once You're in the Meeting:

Since this is our first time doing this, we'll have to figure out some of our interactions as we go.

"**Mute**"/"**Unmute**" controls whether others will be able to hear you.
"**Start Camera**"/"**Stop Camera**" controls whether others will be able to see you.
"**Leave Meeting**" allows you to disconnect from the meeting.

The "**Participants**" list shows the names of everyone in the meeting. If you go to your own name there should be an option to rename yourself if you did not get the correct name entered when starting the meeting. If you're using a PC then somewhere in this area should be an option to "**Raise Hand**"/"**Lower Hand**" if you want to get the host's attention. On an iPad that option will be under the "**More**" dropdown next to the Participants list.

The "**Chat**" option shows an area where you can type in text messages and see messages from other people in the meeting. As you can see above, this is in different places on the PC or iPad interface.

Settings:

There is a bar of controls that will normally be hidden from sight when not in use. It appears when you move your mouse in the Zoom window, or tap on the screen with a tablet or phone. If you'd like the controls to be there all of the time there is a setting you can change. How to find your settings can vary based on the device and whether you're already in a meeting. When you do find the settings, go to the Meeting settings, there should be one that says something like "always show meeting controls".