

The Zoom logo is displayed in a large, blue, sans-serif font. The word "zoom" is followed by a blue circle containing a white video camera icon. The logo is centered within a white rectangular box.

Video Conferencing

ZOOM VIDEO PROCESS: JOINING THE MEETING

01

OVERVIEW

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from <https://zoom.us/download>. Otherwise, you will be prompted to download and install Zoom when you click a join link.

02

PREREQUISITE

- Each meeting has a unique 9, 10, or 11-digit number called a [meeting ID](#) that will be required to join a Zoom meeting
- If you are joining via telephone, you will need the [teleconferencing number](#) provided in the invite. See Zoom Phone User Process

03

LAUNCHING ZOOM SESSION

- Open the Zoom desktop client.
- Join a meeting using one of these methods:
 - Click Join a Meeting if you want to join without signing in (You may sign-in if you already have a Zoom account)..



04

Enter the Meeting ID and Display Name

- **Meeting ID**
 - Each Zoom Meeting has a meeting ID.
 - The meeting ID is the meeting number associated with an instant or scheduled meeting. The meeting ID can be a 9, 10 or 11-digit number.
 - Enter the Meeting ID in the box that says Meeting ID
- **Display Name**
 - If you're signed into your own Zoom account, make sure your display name is your actual name. If it is not, please change to your actual name for purposes of using with the school board meeting.
 - If you're not signed into your own Zoom account or no display name showing, please enter your actual name for the display name.



05

Audio and Video

- Select if you would like to connect audio and/or video and click Join.

ZOOM VIDEO PROCESS: JOINING THE MEETING



Join a Meeting

Sign In

- Sign in to Zoom then click Join.



Join

Join a Meeting

Meeting ID or Personal Link Name

Grant MacLaren

- Do not connect to audio
- Turn off my video

Join

Cancel