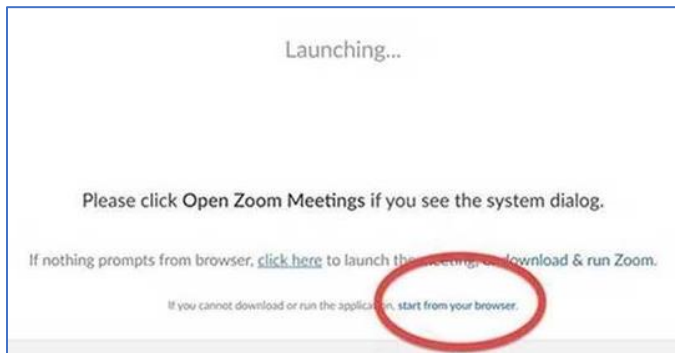


# Join Zoom Meeting - Step by Step Directions

To join from a Chromebook or computer *without* Zoom:

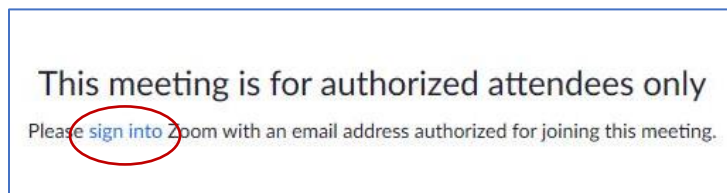
In this case you will join the meeting from your internet browser.

1. Make a note of the meeting password.
2. Click on the Zoom link provided by the meeting organizer. It will start with <https://zoom.us/.....>



On the launch screen, click **start from your browser**.

When prompted, enter your meeting password and your first and last name.  
It is important to use your full name so your teacher will recognize you to add you to the meeting.

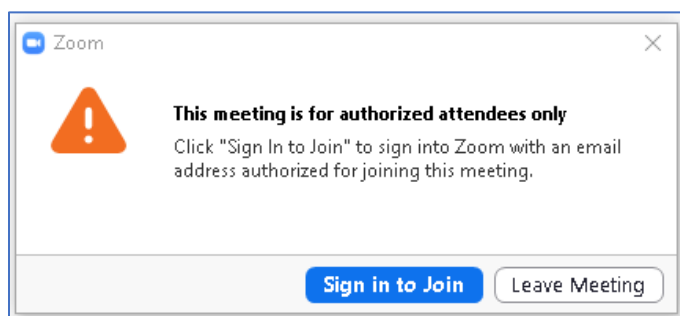


If you see this message, click **sign into**.

Now skip to page 2, and begin with the Google Sign In directions

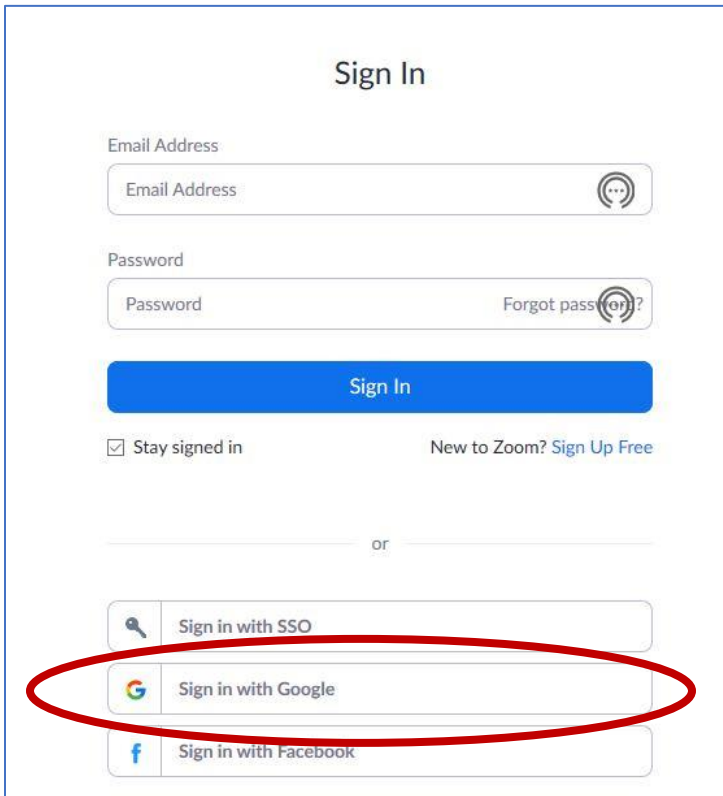
To join from a laptop or computer *with* Zoom installed:

1. Make a note of the meeting password.
2. Click on the Zoom link provided by the meeting organizer. It will start with <https://zoom.us/.....>



Click the **Sign in to Join** button if prompted.

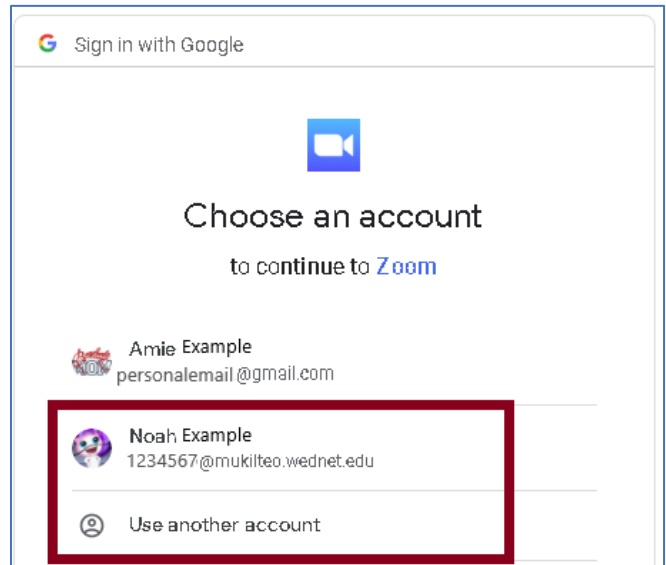
# Sign In with Google



The image shows the Zoom 'Sign In' page. It features a 'Sign In' title at the top. Below it are two input fields: 'Email Address' and 'Password'. The 'Email Address' field has a search icon on the right, and the 'Password' field has a 'Forgot password?' link. A blue 'Sign In' button is positioned below the password field. Underneath the button, there is a checked checkbox for 'Stay signed in' and a link for 'New to Zoom? Sign Up Free'. Below these elements, there is a horizontal line with 'or' in the center. At the bottom, there are three social sign-in options: 'Sign in with SSO', 'Sign in with Google' (which is circled in red), and 'Sign in with Facebook'.

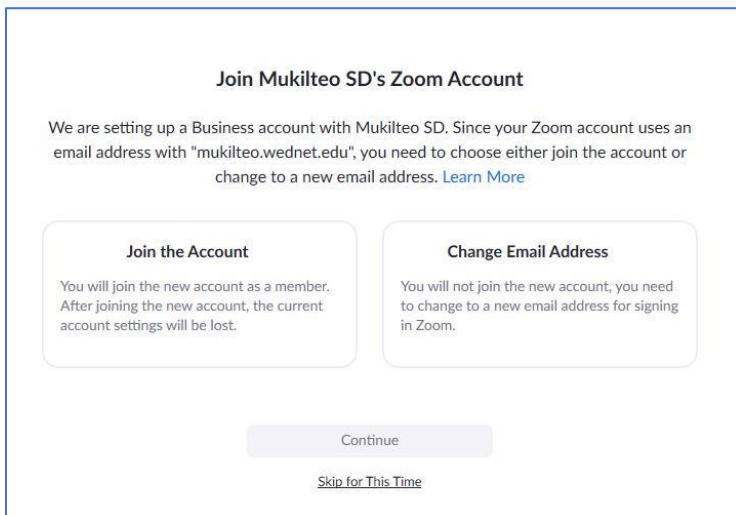
Use the **Sign in with Google** button, and use your student login for Mukilteo School District to sign in.

If a list appears, choose the student login from the list or **Use another account**, and login with the student login and password.



The image shows the 'Choose an account to continue to Zoom' screen. At the top, it says 'Sign in with Google'. Below that is a Zoom logo and the text 'Choose an account to continue to Zoom'. There are three account options listed: 'Amie Example' with email 'personalemail@gmail.com', 'Noah Example' with email '1234567@mukilteo.wednet.edu' (this option is highlighted with a red box), and 'Use another account'.

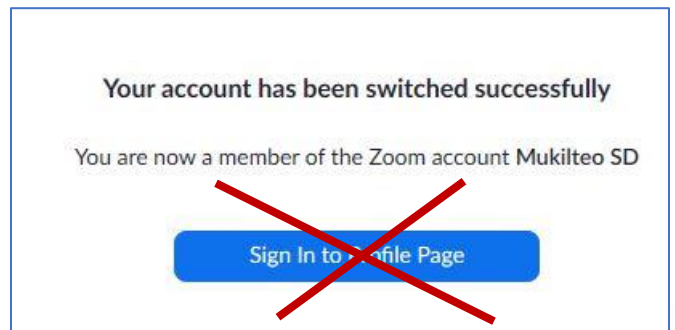
The first time you sign into Zoom with your Google sign in, you will need to set up your account.



The image shows the 'Join Mukilteo SD's Zoom Account' screen. It has a title 'Join Mukilteo SD's Zoom Account' and a paragraph explaining that a Business account is being set up and that the user needs to choose whether to join the account or change their email address. There are two main options: 'Join the Account' (where you join as a member and lose current settings) and 'Change Email Address' (where you do not join and change the email for signing in). At the bottom, there are two buttons: 'Continue' and 'Skip for This Time'.

Choose **Join the Account**.

You do not need to sign into your profile page. After the account has been set up, return to the meeting invite and click the join link again.



The image shows a success message: 'Your account has been switched successfully'. Below the message, it says 'You are now a member of the Zoom account Mukilteo SD'. At the bottom, there is a blue button that says 'Sign In to Profile Page', which is crossed out with a large red 'X'.

## Entering a Zoom Meeting

The meeting has not started

The page will refresh in 5 seconds, or [reload the page](#) now.

If you see this message, you may be early. Be patient and wait for your host to start the meeting.

Please wait, the meeting host will let you in soon.



Test meeting

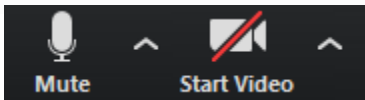
This message is displayed when you are in the waiting room. The host will let you into the meeting after they verify you should be there.



### Join Audio via Computer

You will then be prompted how you wish to join your audio. If you wish to join audio via the telephone, follow the instructions further down, otherwise simply select Join Computer by Audio (*TIP: by ticking the "Automatically join audio by computer..." option box first, will mean you won't get prompted again in the future*)

### Audio only



It is possible that during the conference participants will be asked to turn off their cameras and move to audio only, particularly if there are problems with the available bandwidth, or to focus attention on the speaker.

To do this simply click on the camera icon at the bottom of the Zoom window.

### Raising Your Hand

As the non-speaker if you wish to ask a question or make a point during a meeting it is good protocol to use the 'Raise Hand' facility.

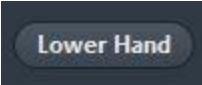
If the tool bar is not showing at the bottom of the Zoom window, place your cursor over the Zoom window so it appears and select the 'Participants' icon.



A window listing other participants will appear, there is also a 'Raise Hand' icon, click the icon to make it known to the Host that you would like to raise your hand.



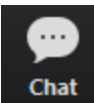
If you wish to lower your hand, click the 'Lower hand' icon that will have replaced the 'Raise hand' icon.



## Using Chat

You can use the 'Chat' facility to send text chat to all participants or privately to the host only.

Click on the 'Chat' icon in the tool bar, again hover your mouse over the Zoom window if you can't see the tool bar.



A chat window will then open. Select 'Everyone' or the name of your host to send a chat message.

