

How to Join a Zoom meeting



1

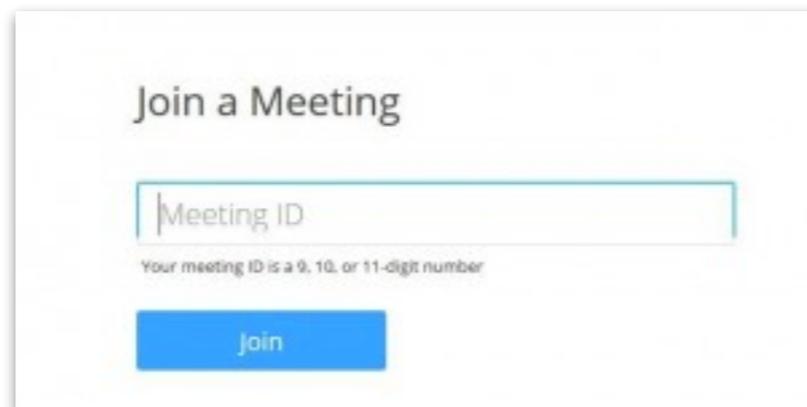
First Step

EITHER:

Click on the Zoom link you may have been provided with (it will look something like this: <https://orchestramiami.zoom.us/j/123456789>)

OR

2. Go to <https://orchestramiami.zoom.us/join> and Enter the Meeting ID that you have been provided with in the appropriate field and click 'Join' (the Meeting ID will be a 9 or 10 digit number)



Join a Meeting

Your meeting ID is a 9, 10, or 11-digit number

Join



2 If joining from a mobile device

If you are joining from a mobile device (Android smartphone/tablet, Apple iPhone/iPad) then it will simply prompt you to download the Zoom Cloud Meetings app from the App/Play Store.



3 If joining from a computer

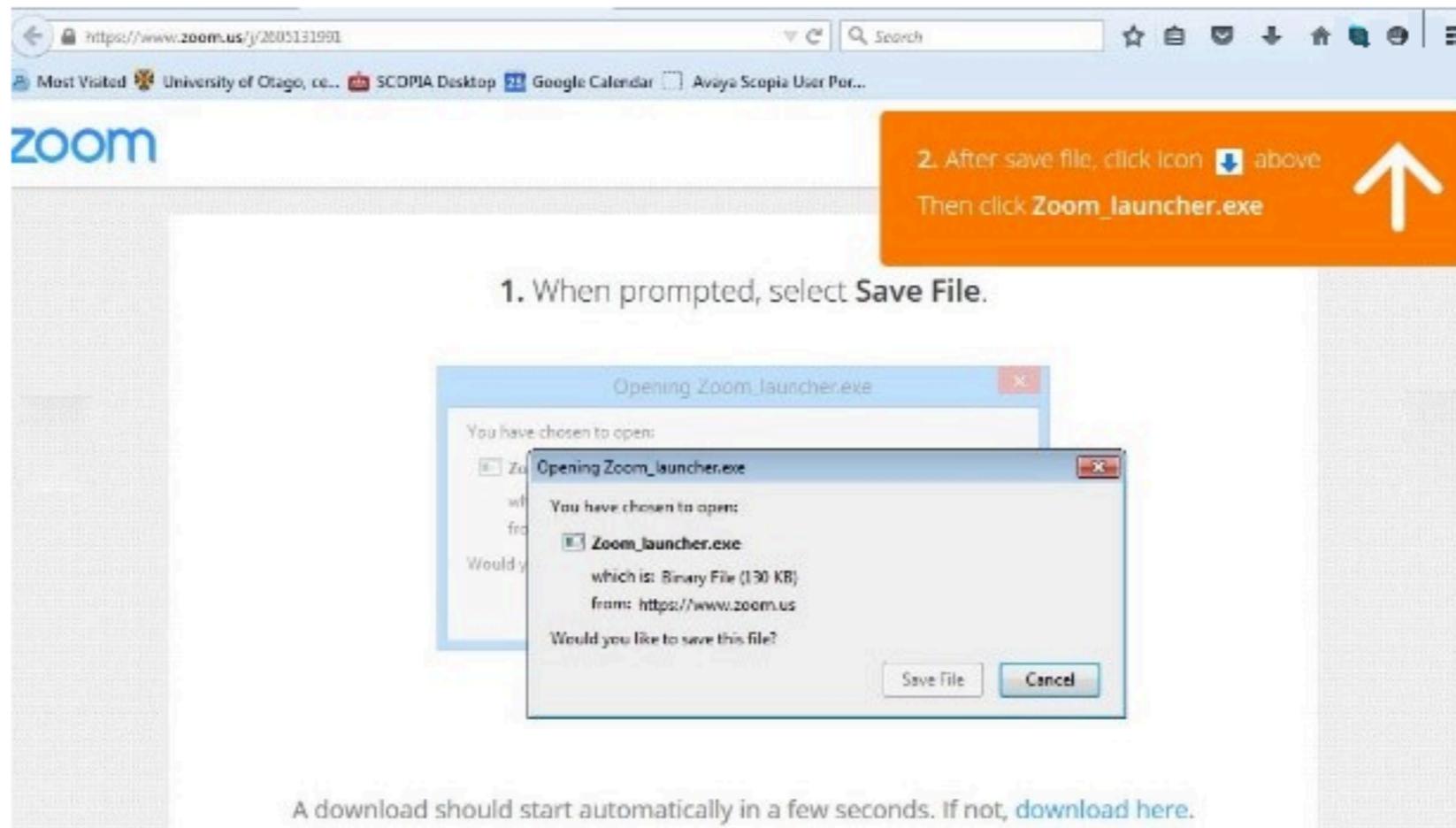
When entering a Zoom meeting for the first time from a computer you will need to download a small application file.

This process is easy to complete on all commonly used browsers. The following examples are shown using Mozilla Firefox and Google Chrome.

4

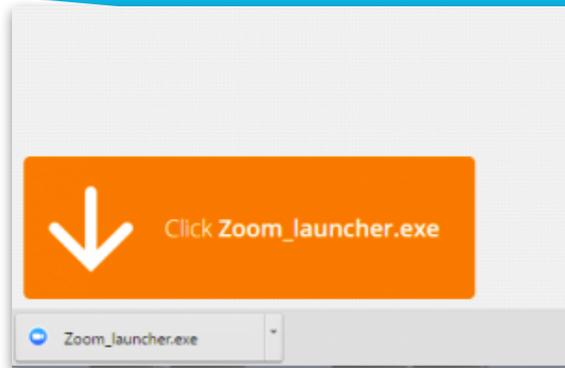
Mozilla Firefox

Click 'Save File' and follow the instruction in the orange box.



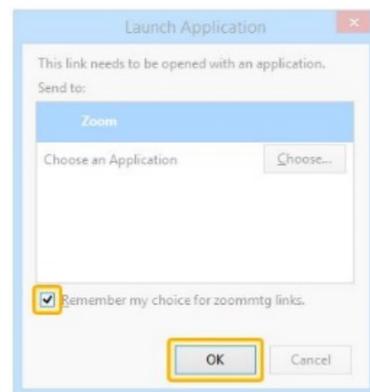
5

Google Chrome

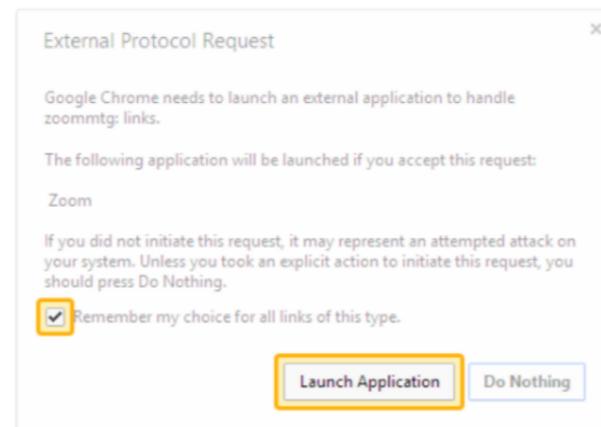


Google Chrome should automatically download the file and point to it as shown above. Clicking on the Zoom_launcher.exe file will install Zoom, there will be a short pause before a progress bar appears indicating the installation.

When prompted, select **OK**.



When prompted, select **Launch Application**.



If an 'Application Launcher' or 'External Protocol Request' box appears simply tick the 'Remember my choice...' option box and then click 'OK'



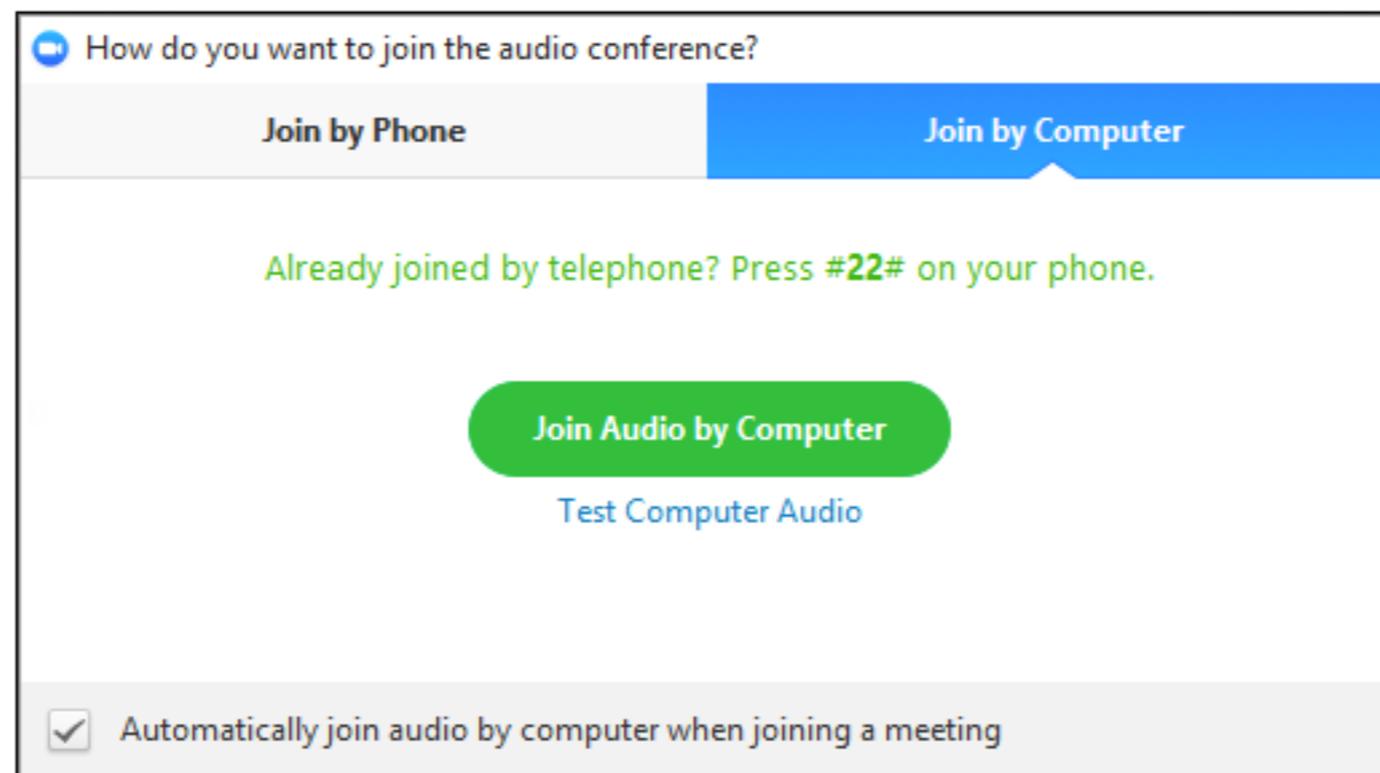
Just before entering the meeting you will be prompted to enter a display name.

This name is simply to identify you in the meeting.



6 Joining 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)



How do you want to join the audio conference?

Join by Phone Join by Computer

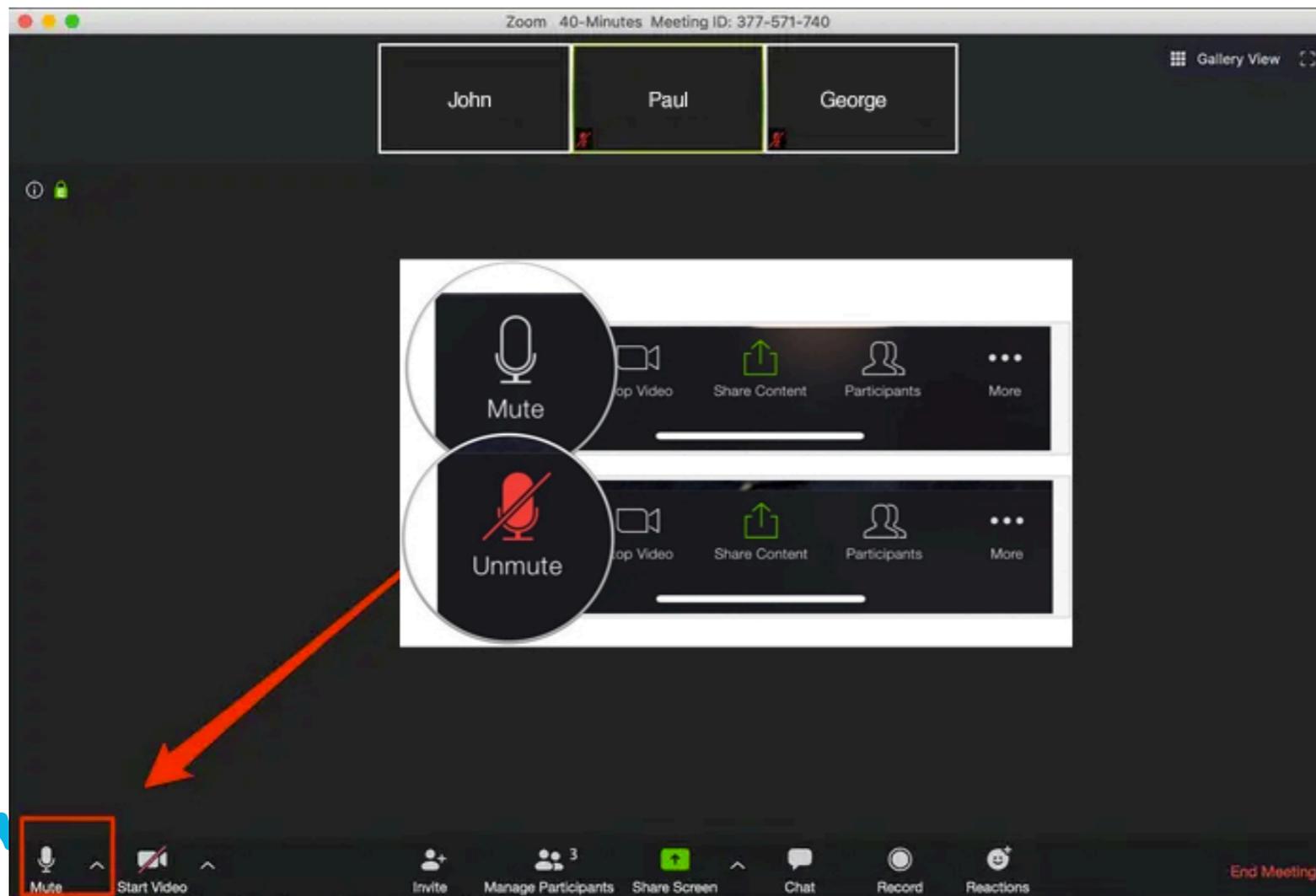
Already joined by telephone? Press #22# on your phone.

Join Audio by Computer

Test Computer Audio

Automatically join audio by computer when joining a meeting

7 Mute / Unmute

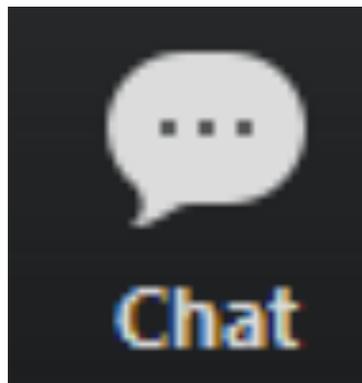


1. Move your cursor for options to appear on the Zoom participant squares. This will also reveal the bottom toolbar.

2. Click the "Mute" microphone option in the bottom left hand corner. Click again to unmute. This mutes your own microphone – others on the call will no longer be able to hear you.

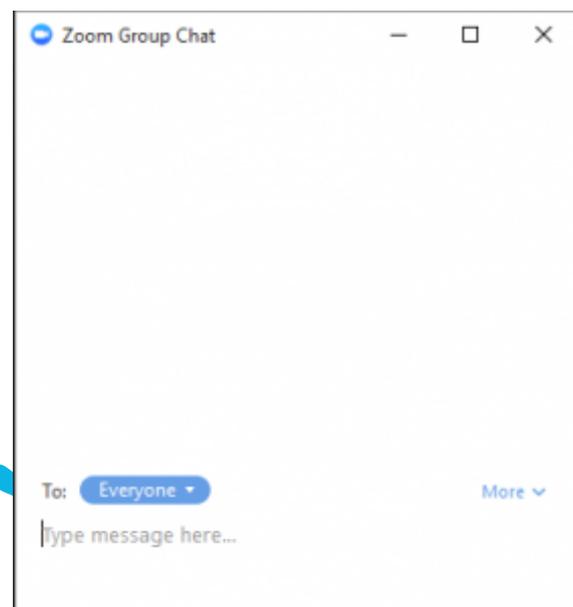
8

Using Chat



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

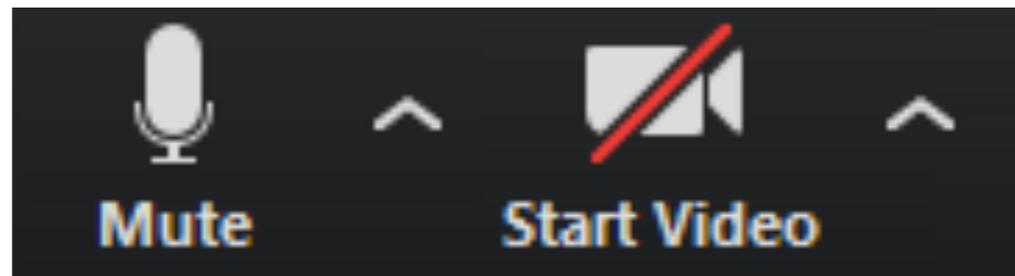
Click on the 'Chat' icon in the tool bar, again hover your mouse over the Zoom window if you can't see the tool bar.



A chat window will then open. Select 'Everyone' or the name of the person you wish to send a chat message to.

9

Audio Only



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

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

**See you at
our virtual
concerts!**

