

# Joining a Zoom Meeting

## Joining by computer:

1. Before the meeting, test your audio and video - visit [zoom.us/test](https://zoom.us/test).
2. The meeting password will be provided in the email.
3. Make sure to choose the correct audio input (headset or built-in microphone) and output (headphones or computer speakers) sources
4. Make sure to choose the correct camera for the meeting if more than one option is available
5. Please remember to mute your microphone when not speaking or presenting
6. Use “Gallery View” to view all participants

## Joining by phone:

1. Dial the toll-free number provided in the email.
2. You will be prompted to enter the meeting ID - the nine to eleven digit ID also provided in the email, followed by #.
3. Enter the meeting password provided in the email.
4. If the meeting has not already started, you will be prompted to press # to wait for the host.
5. You will be prompted to enter your unique participant ID, press # to skip.
6. Please mute yourself to minimize the amount of noise in the meeting - use \*6 to toggle mute/unmute.