



Zoom

Join by Computer

Here are some tips for joining a Zoom meeting using a computer.

Try these tips if you're using a Windows computer. If you're using a Mac, the keyboard shortcuts are a bit different. Check the resources area for a handout with these shortcuts. If you want to learn how to join a meeting by dialing in, or from an app on your smartphone, check out the other workshops in the Zoom series. **Try it out.**

Entering the Meeting

1. Open the email with information about the Zoom meeting.

Tip: The Zoom link is below the name of the person inviting you, the meeting topic, and the meeting time. The link is in blue. Also, it starts with <https://>.

2. Select the link with your mouse, or press **Enter**.

Tip: If this is the first time you've joined a Zoom meeting on this computer, a page will pop up, and the Zoom program will download. Then follow the instructions to run and install the program.

3. If you like, press the **Tab** key on your keyboard and select the **Always open Zoom** option.
4. Press the **Tab** key again to find the **Open Zoom Meetings** button. Select that, or press the **spacebar**, and the Zoom program opens.
5. With your mouse or spacebar, select the **Join with Computer Audio** button.

Muting/Unmuting

6. To find out whether or not you are muted, locate the **microphone** icon at the bottom left of your screen. If you're not muted, the button says **Mute**. If you're muted, the button says **Unmute**, and the **microphone** icon has a slash through it. Press this button to mute and unmute yourself.

Tip: You can also press the **Alt key + A** to mute and unmute yourself.

Raising/Lowering Your Hand

Some meetings are informal, and you can unmute yourself and speak when you like. But for a large meeting, the host may mute everyone. So you'll need to notify your host when you have something to say:

7. Press **Alt + Y** to raise your hand.
8. You can also go to the bottom of your screen and click the button called **Participants**. This opens a panel with a **Raise Hand** button.

9. When the host calls on you, they will either unmute you or ask you to unmute yourself. So be ready to press **Alt + A** or select the **mute** button at the bottom left of the screen.
10. To lower your hand, press the same button you used to raise your hand, or use the keyboard shortcut **Alt + Y**.

Leaving the Meeting

When you're ready to leave, select the **Leave** button at the bottom right of the screen. Or use the keyboard shortcut **Alt + Q**. Press **Tab** to find the **Leave** button and select that, or press the **spacebar**.

Now you can easily join a Zoom meeting using a computer. Try another workshop to learn more.