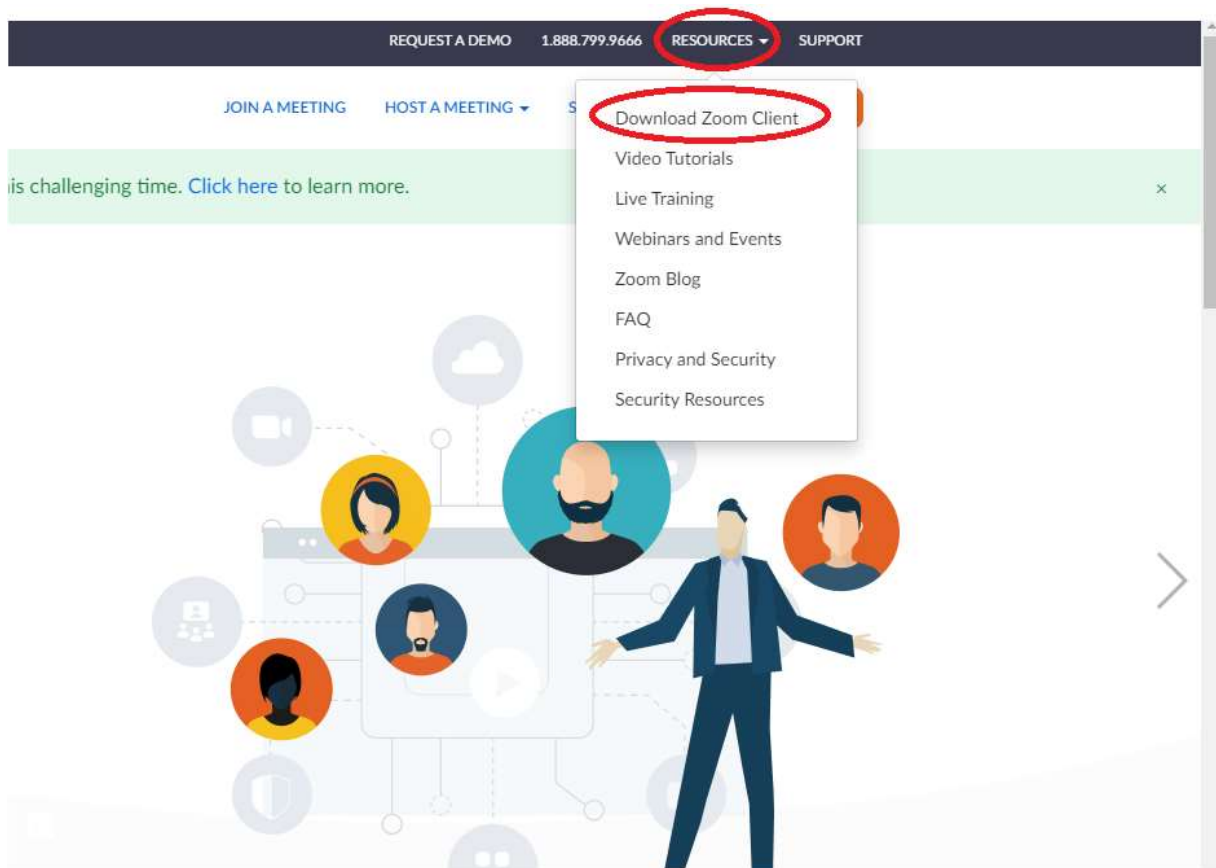# How to join Zoom conference call
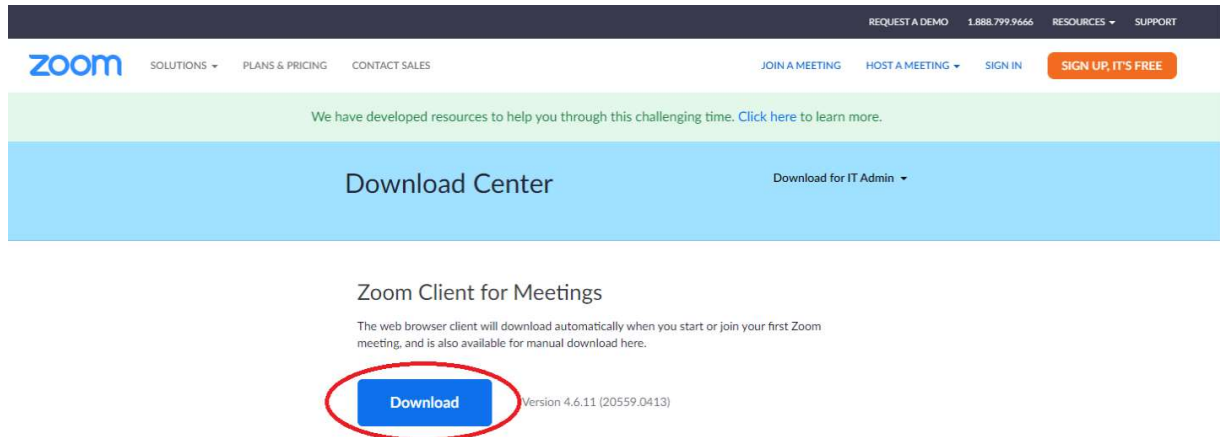
**This tutorial was prepared by by the sector No 3; Engineering Support, LHEP, JINR. tefenica@jinr.ru**

## Downloading the Zoom Client

1. Visit https://zoom.us/ website.
2. Hover your mouse over the *resources* tab in the top right corner, and select *download Zoom client*.
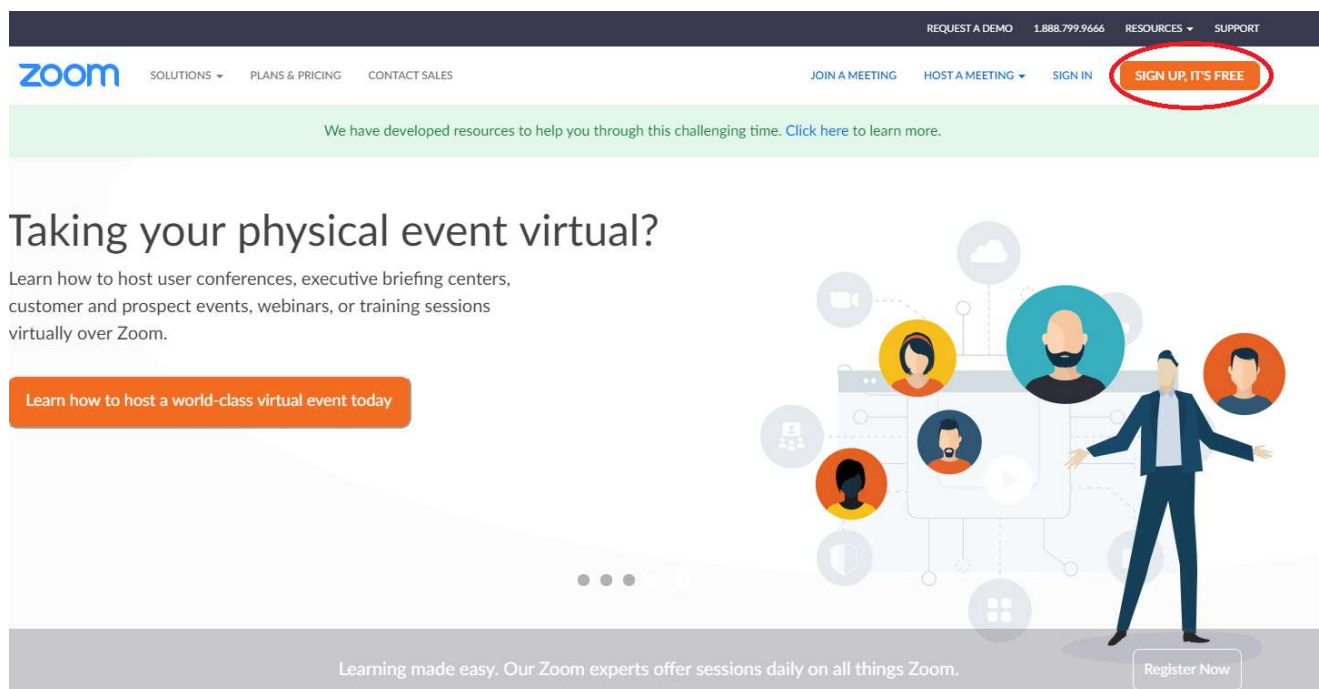
3. Select the first option – Zoom Client for Meetings. To download it, click the download button.



4. Open the downloaded file, it will install automatically.

## Creating the zoom account

1. Visit https://zoom.us/ website.
2. Click the *sign up, it's free* button located in the top, right corner



3. Select the date of your birth from the dropdown menus.

4. Enter your work email address and enter captcha code.

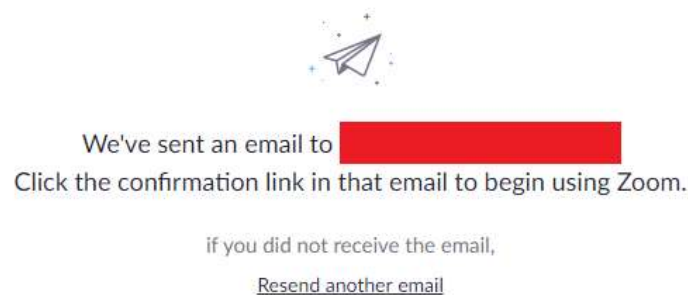## Sign Up Free
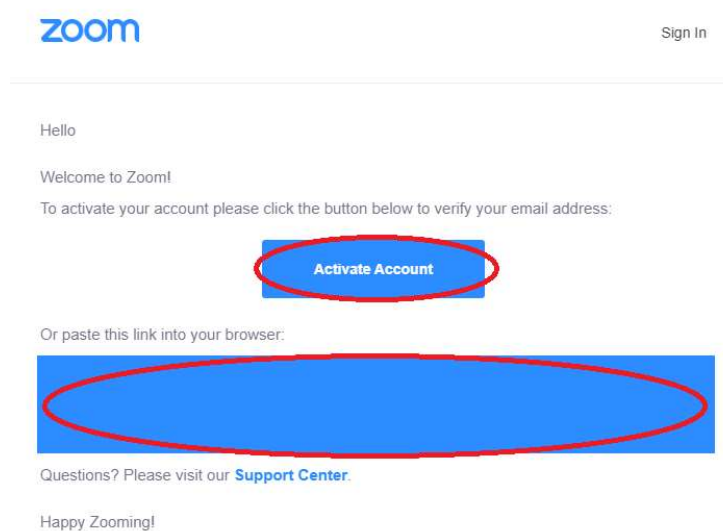
Your work email address

Captcha Code

Enter captcha code

Sign Up

Already have an account? Sign in.

5. You will see the following information. In the place of the red bar you will see your email address.

We've sent an email to 
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

Resend another email

6. You should receive an email to the email address given previously. If not check spam.
7. Open the email and click *Activate Account* or paste the link below. It will be in the place of the blue bar.

zoom
Sign In

Hello

Welcome to Zoom!
To activate your account please click the button below to verify your email address:

Activate Account

Or paste this link into your browser:

Questions? Please visit our Support Center.

Happy Zooming!

8. If your university don't have any Zoom licenses you can mark no and click continue. If no, click yes and follow further instructions.

**Are you signing up on behalf of a school?**

○ Yes    ○ No

Continue

9. Enter your first and last name and choose a password. Remember that password needs to have at least 8 characters, at least 1 letter, at least 1 number and include both Upper and Lower case characters. Also it must NOT contain only one character (1111111 or aaaaaaa), contain only consecutive characters (123456, abcdefg). When you finish, click continue.

## Welcome to Zoom

Hi,                Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

Password must NOT:

- Contain only one character (11111111 or aaaaaaaa)
- Contain only consecutive characters (12345678 or abcdefgh)

Confirm Password

By signing up, I agree to the Privacy Policy and Terms of Service.

Continue

10. You can now invite your Colleagues(optional) or skip this step.



11. You've finished your registration. Now you can start the test meeting to get familiar with the interface. Your personal meeting url will be in the place of the blue bar.
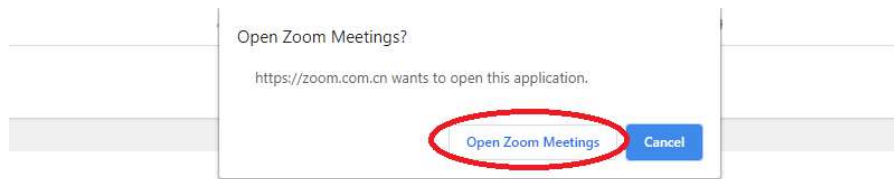


## Joining a meeting with the registration

1. Open the meeting link that you received. For the MPD collaboration meeting the link is:
   https://zoom.com.cn/j/287730453?pwd=Z0o4cFJUTDJ5WFdhekZNWHRQcWtpdz09

2. When you open the link in your browser you shall see the window below. Click *Open Zoom Meetings.*



Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

If you cannot download or run the application, join from your browser.

3. Click *Join with Computer Audio* option. If you want, you may select the option below – *Test Speaker and Microphone* if you are not sure if they are working properly. The configuration should take you less than a minute if everything is working properly.
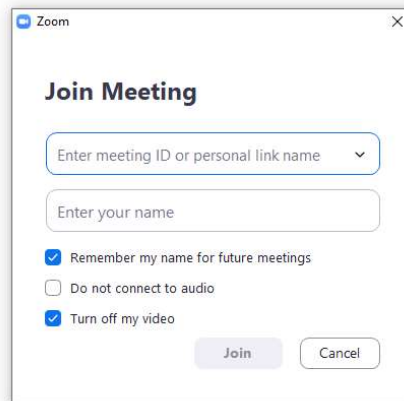


## Joining a meeting without the registration

1. Open the Zoom application.
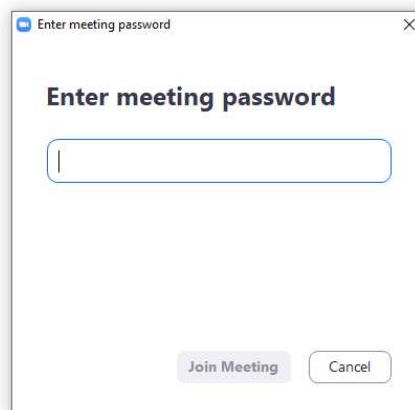2. Select join a meeting option.

3. Fill the meeting ID or enter personal link name. The meeting ID was sent to the collaboration mailing list. If you don't have it, you should contact the host of the meeting.
4. Type your full name. It will allow other users to identify you. Remember to turn off your video initially.



5. Enter the password. The meeting password was sent to the collaboration mailing list. If you don't have it, you should contact the host of the meeting.



6. Click *Join with Computer Audio* option. If you want, you may select the option below – *Test Speaker and Microphone* if you are not sure if they are working properly. The configuration should take you less than a minute if everything is working properly.

# Zoom options

1. On the bottom of the screen, you can find the menu where you can toggle on and off your camera, unmute your microphone, open the chat and participants list, share the screen or record the meeting.
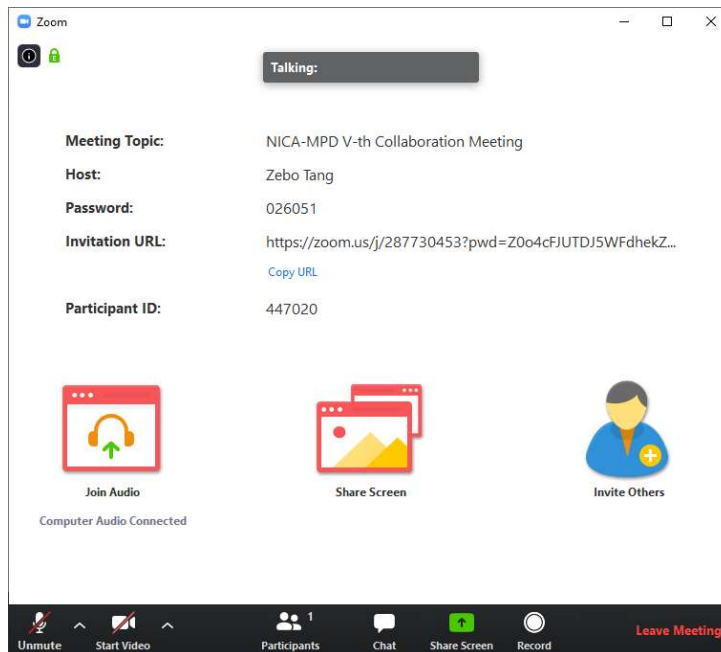


2. When you click *participants* on the bottom of the screen, you will see the list of actions that you can take during the meeting. For example if you want to ask a question and don't want to interrupt the speaker you can click *raise* hand. Also, in this tab you will see the list of participants.
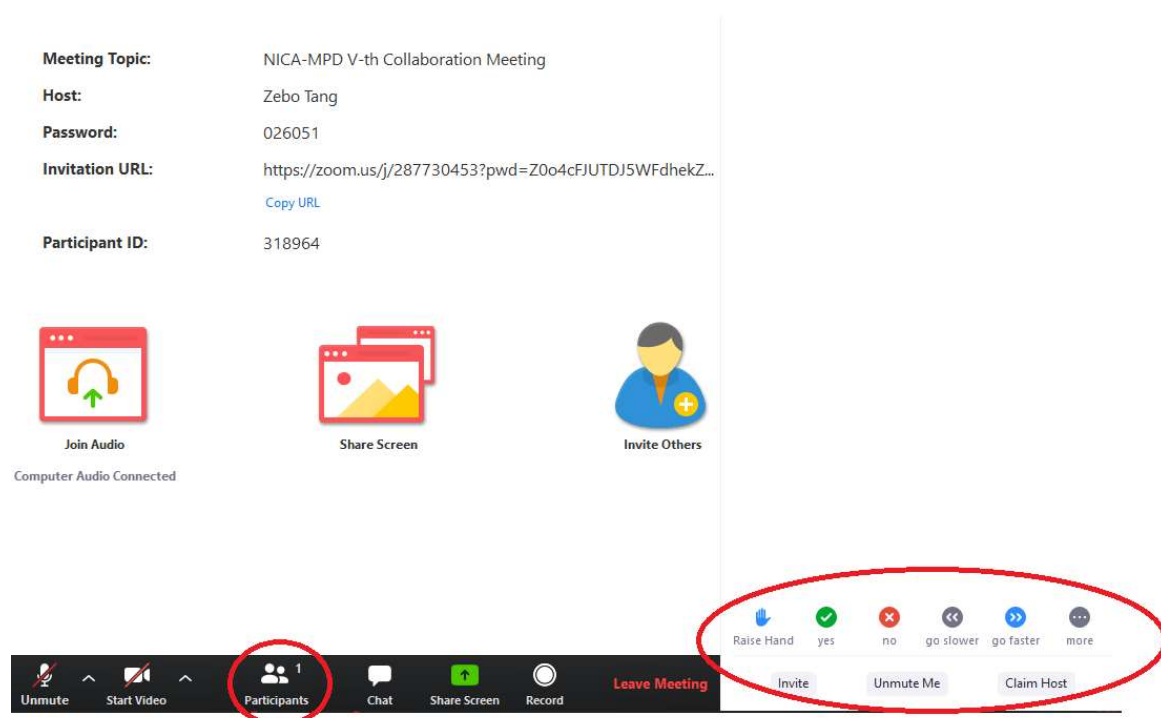
3. If you want to share your presentation, you have to click *share screen* button. You can find it in two places in the main screen.
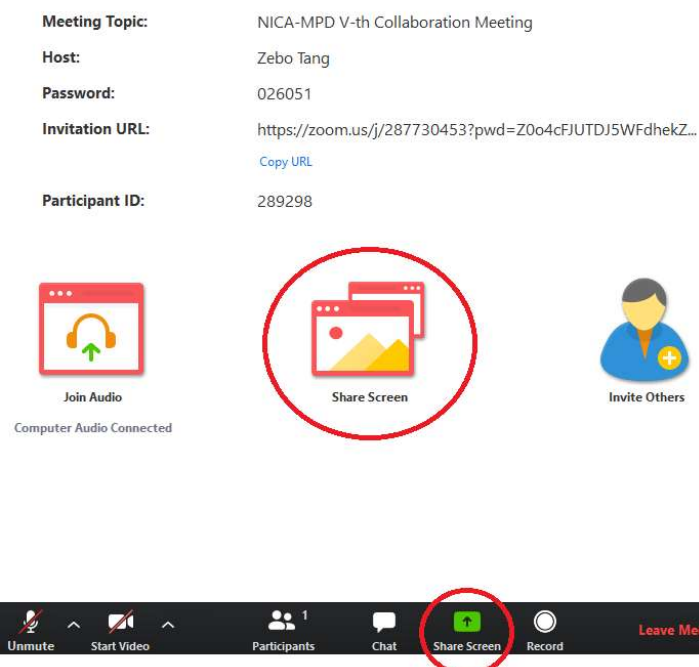


4. Now, select screen option and click share button. Now you are sharing your screen, so make sure that you are not showing any sensitive information. You shouldn't use PowerPoint or other programs used for presentations, because when you start your presentation or full screen mode, it is treated as a separate application, so it won't be visible to the other users.
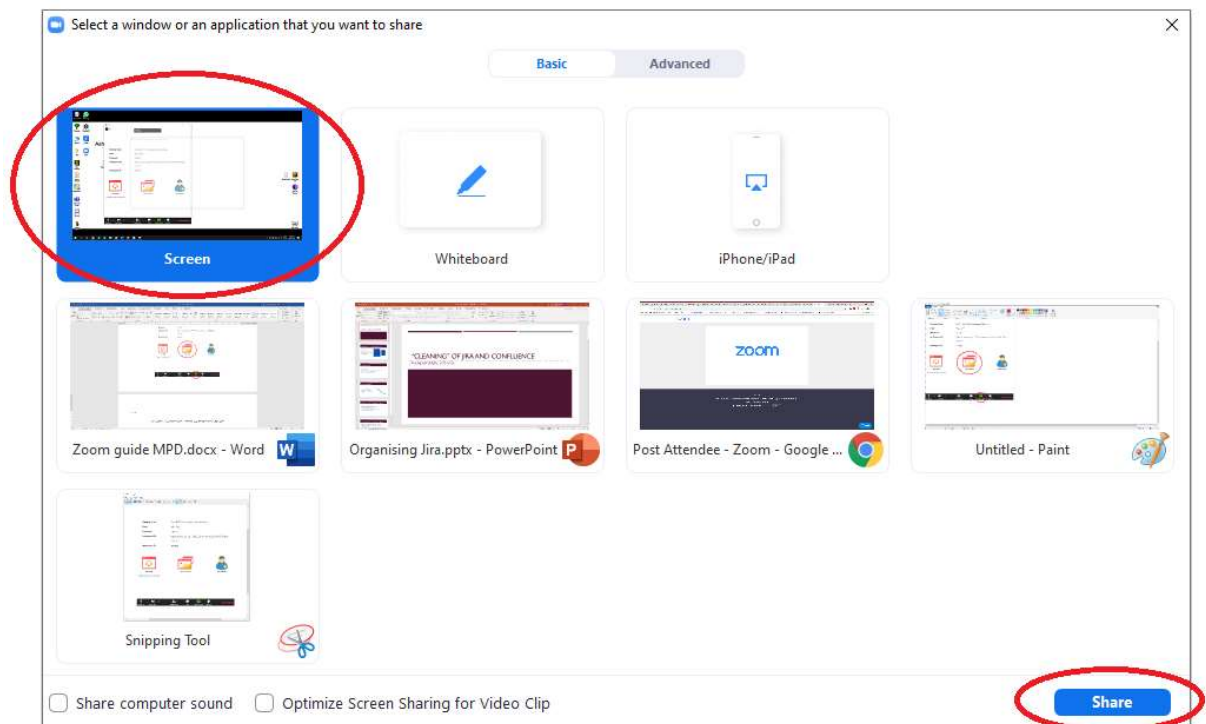
5. On the top of the screen you will have a bar with the zoom commands, where you can also stop sharing your screen.



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