



A Beginner's Guide

Tips for how to join and participate in Zoom meetings.

Before the Meeting:

Before joining a Zoom meeting on a computer or mobile device, you can download the free Zoom app at www.zoom.com or from your usual app store.

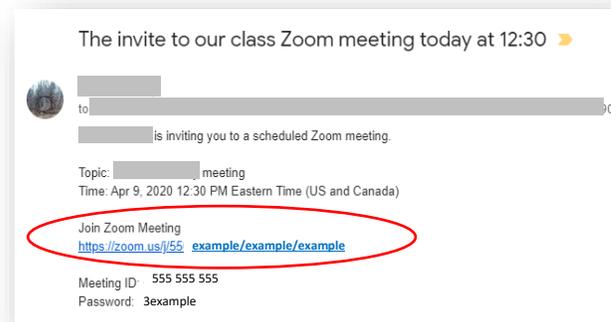
Pre-downloading the Zoom app beforehand will save time.



Joining the Meeting:

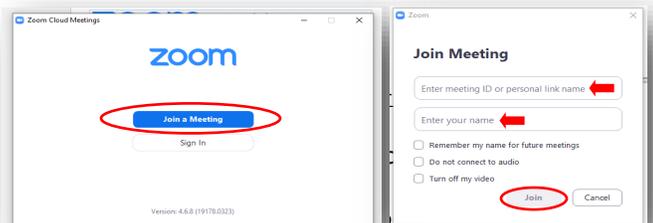
Via Email sent by the meeting host:

Click the JOIN LINK in your email or calendar invitation. You may be prompted to open Zoom or it may automatically open in a web browser.



Via the Zoom APP (Windows/Macs):

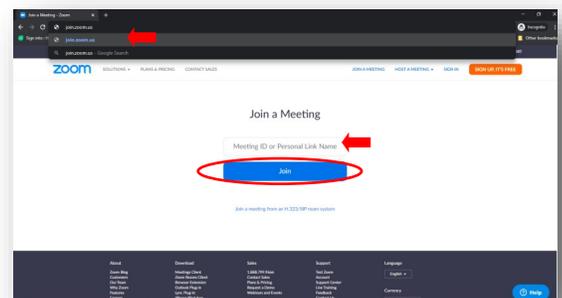
Click **JOIN A MEETING** in your app. Sign in to Zoom and then click **JOIN**. Enter your **MEETING ID** (this is the number associated with a scheduled meeting. The meeting ID can be a 9, 10 or 11-digit number) and enter your display name (you can choose whatever you want for this). You do NOT need to be signed in to Zoom. Your meeting will work without having your own sign in.



Select your computer audio and video and click **JOIN**.

Via the Zoom WEBSITE (Windows/Macs):

In your web browser, **type in "join.zoom.us"**. Enter in your **MEETING ID** provided by the meeting host. Click **JOIN**. When asked if you want to open "Zoom.us" click **ALLOW** or **OPEN LINK**.



TIPS When Using a Tablet or Smartphone

Android (Smartphones/tablets):

Be sure you have downloaded the Zoom app via the Google Play Store. Tap **JOIN A MEETING** (no need to sign in). Enter your **MEETING ID**, and enter your display name (you can use whatever you want for this). You do NOT need to be signed in to Zoom.

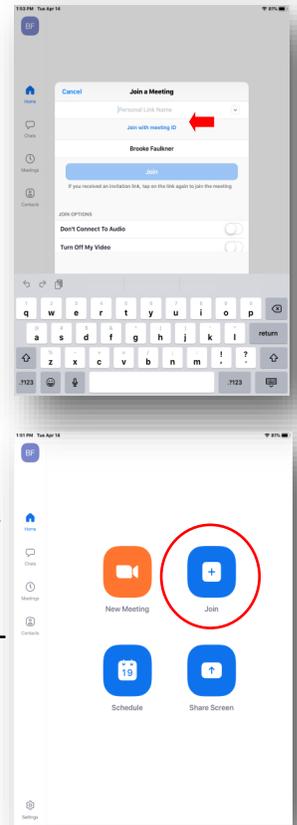
Be sure your audio and video are on, and select **JOIN**.

iOS (iPhone, iPad, etc.):

Be sure you have downloaded the Zoom app via the App Store. Tap **JOIN A MEETING** (no need to sign in).

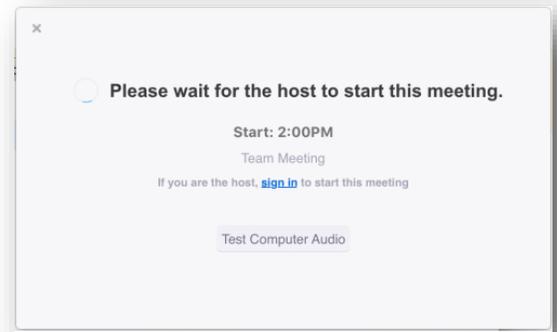
Enter your **MEETING ID**, and enter your display name (you can use whatever you want for this). You do NOT need to be signed in to Zoom.

Be sure your audio and video are on, and select **JOIN**.



Waiting for the Host (Teacher) to Start the Meeting:

If the meeting host hasn't started broadcasting (meaning they are not yet on your screen), you'll receive something similar as the following message (see right image). Just patiently wait a few minutes for them to start!



Having Trouble Connecting?

Try leaving the meeting and rejoining or closing Zoom and restarting the app and rejoining.

Need more help?

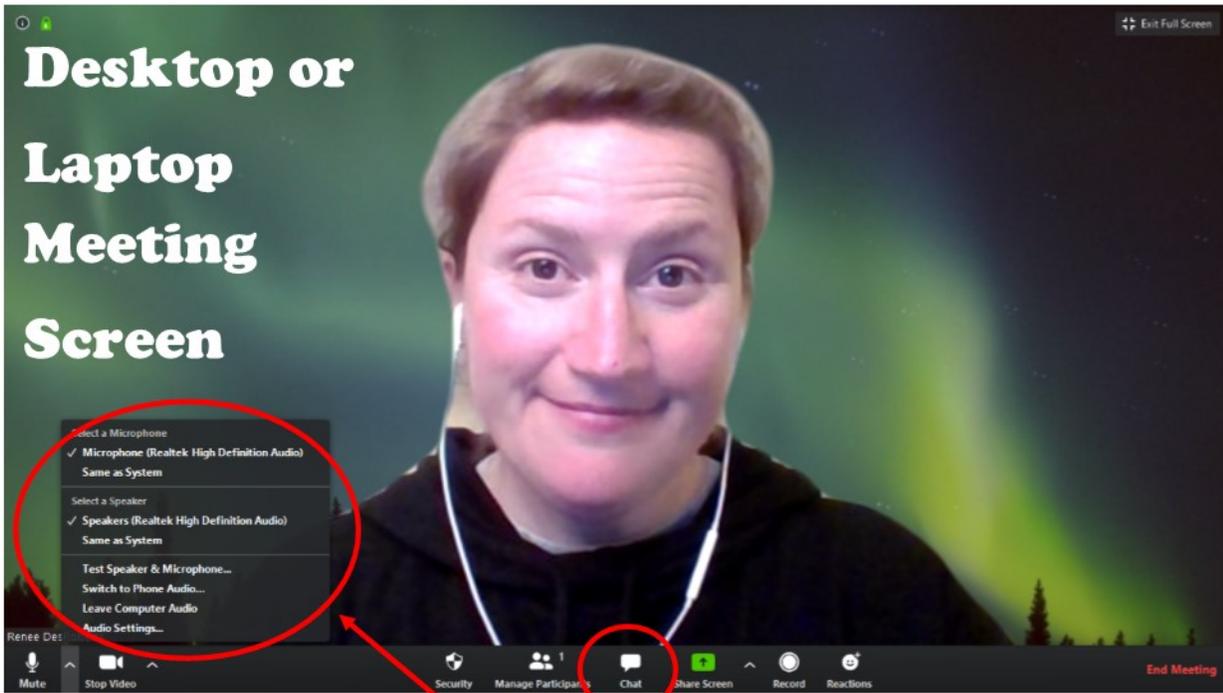
Zoom: <https://support.zoom.us/hc/en-us/articles/206175806-Frequently-Asked-Questions>



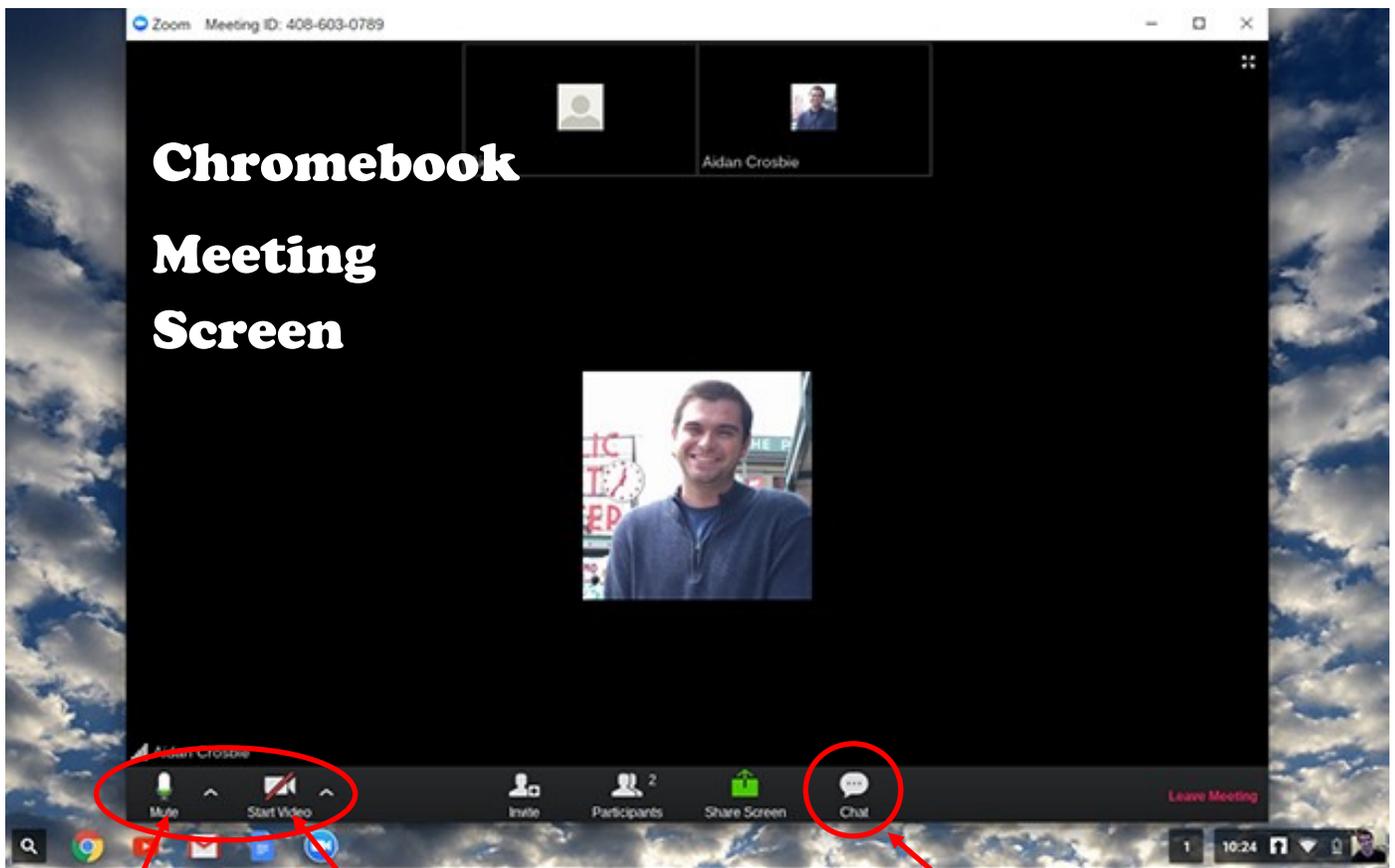
McArthur Public Library staff are available for support by **email, phone or chat!**

207-284-4181 ext. 207 | reference@mcArthur.lib.me.us

www.mcarthurlibrary.org



Audio + Video controls—expand to change settings

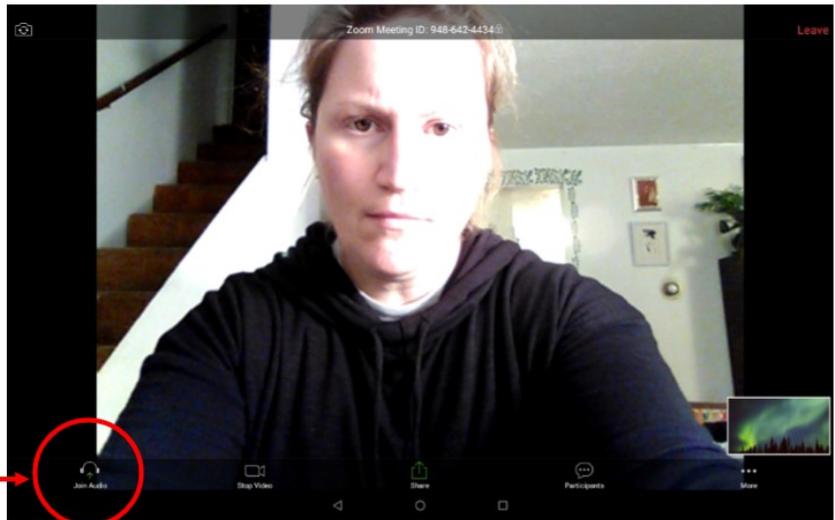


Audio + Video controls — expand to change settings.

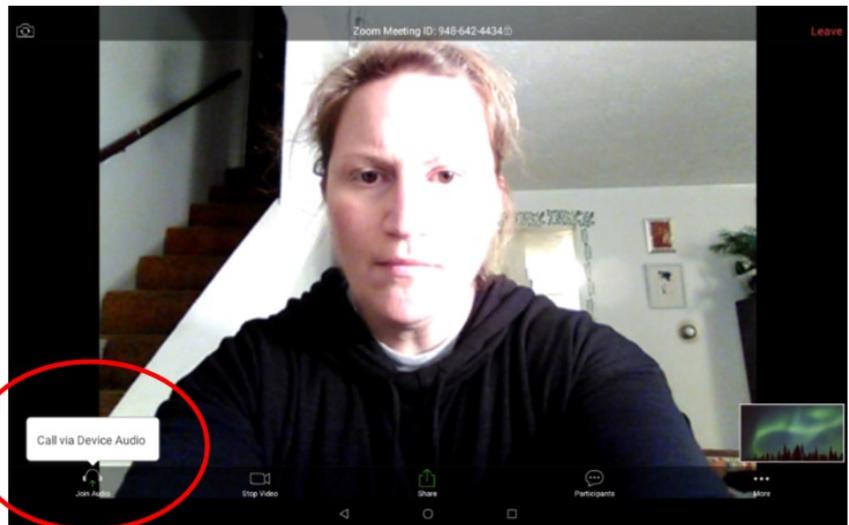
Chat

Connecting to the **audio** on an **ANDROID** Tablet or Smartphone

Click **JOIN AUDIO**



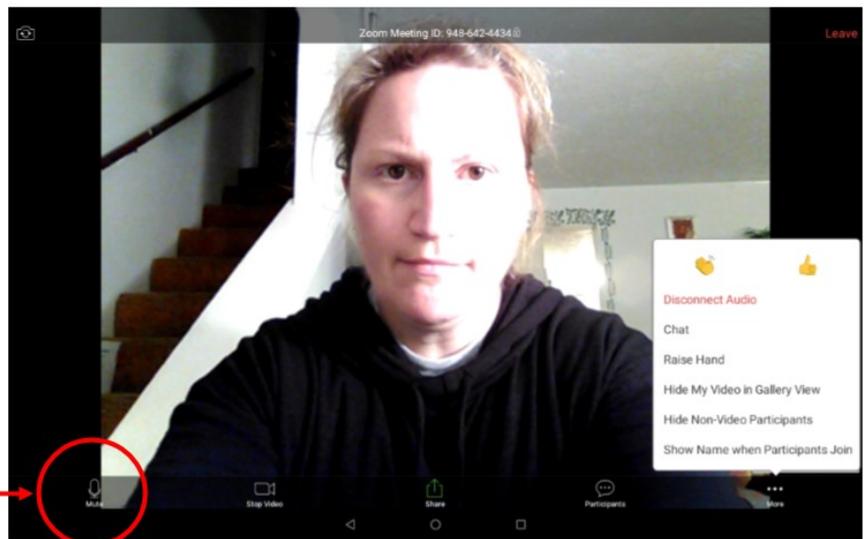
Click **CALL VIA DEVICE AUDIO**



You should now be able to hear!

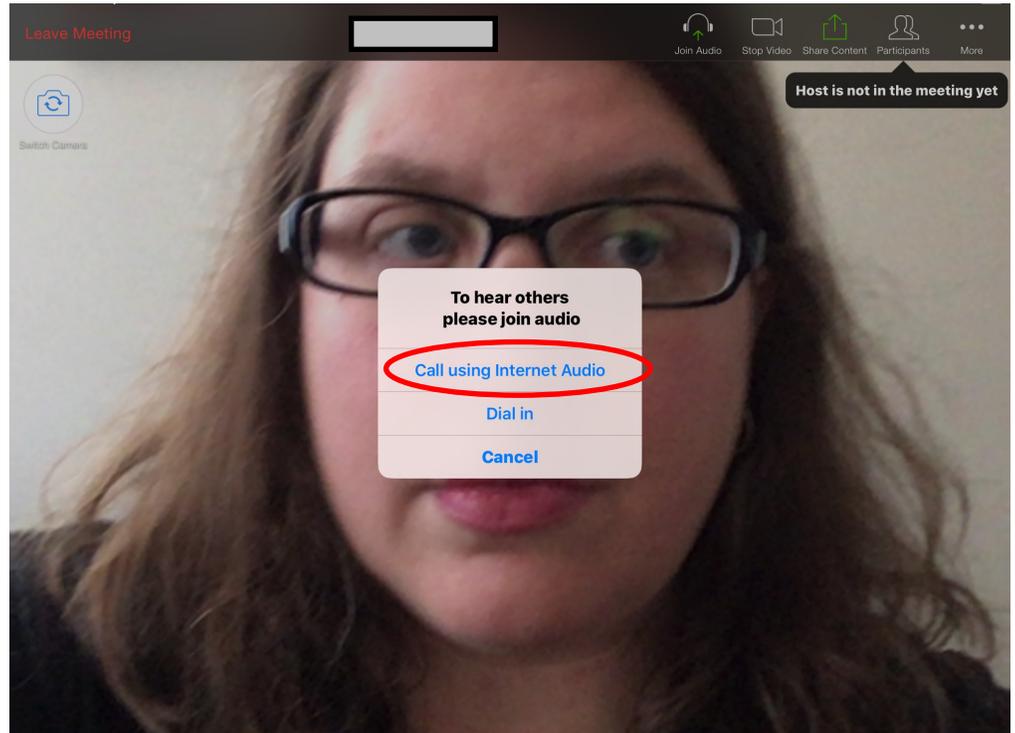
Click on **MORE** to disconnect audio, chat, etc.

Still having trouble? Try restarting the app or reentering the meeting.



Connecting to the **audio** on iPhone or iPad

Tap on “Call using Internet Audio” when joining the meeting.



No sound? Tap unmute.

Tap ... to expand options — for chat, raise hand, etc.

Still having trouble? Try leaving the meeting and re-joining or restarting the app.

