



JOIN ZOOM MEETING FROM A **COMPUTER**

The slides hereinafter provide illustrations on how to join a Zoom meeting from a computer or laptop (with Window 10 operating system), divided into the following parts:

Part (1) Install Zoom program (Slide #2-6)

First you need to install Zoom program in your computer. Thereafter you can join a Zoom meeting using one of the methods described below.

Part (2.1) Join Meeting by Invite Link (Slide #7-10)

If you receive a join link for your meeting, follow the steps described in this part.

Part (2.2) Join Meeting from Zoom App (Slide #11-15)

If you do not receive the link but only the meeting ID and passcode, you can join a Zoom meeting directly from the local Zoom program that you have installed.

Part (1)

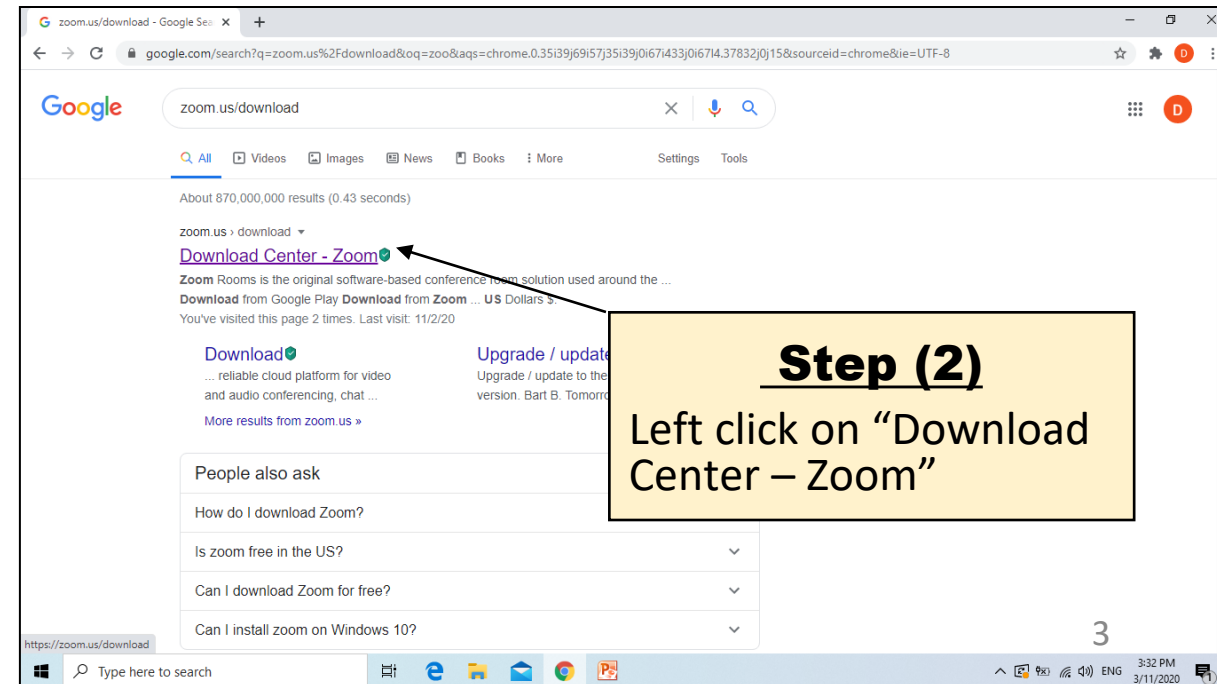
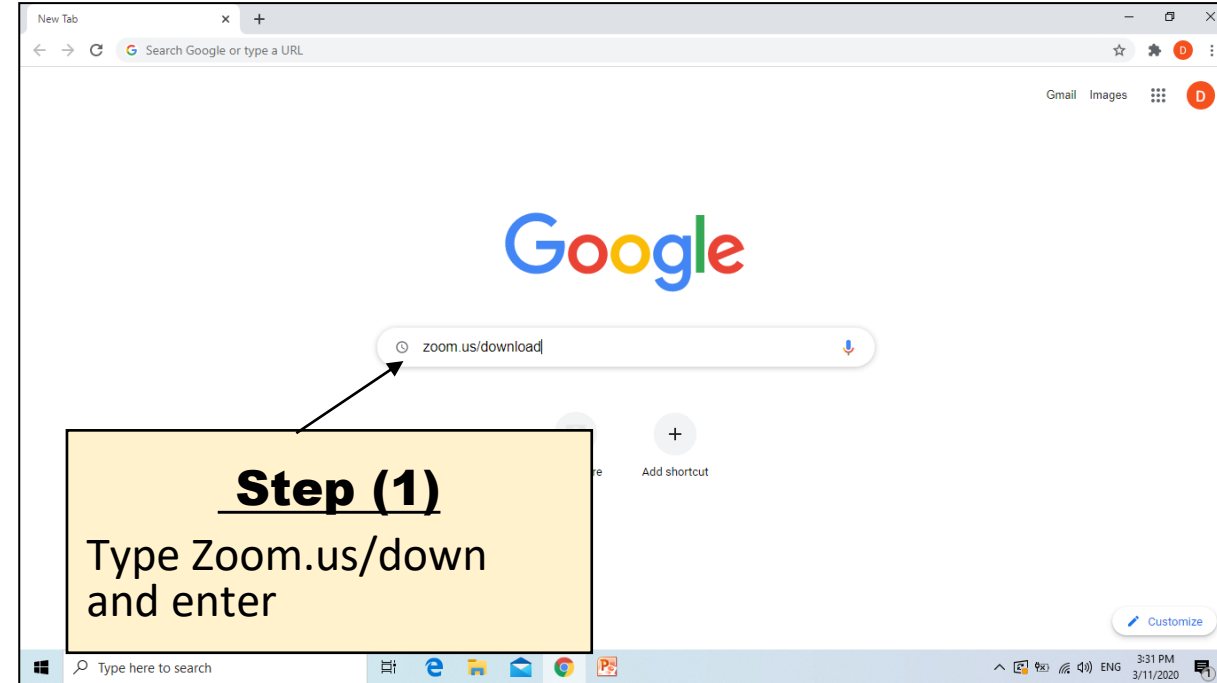
**INSTALL ZOOM PROGRAM
IN A COMPUTER**

INSTALL ZOOM PROGRAM IN YOUR COMPUTER

Sheet 1 of 4

Steps:

- 1. Go to your web browser e.g. Google, type “Zoom.us/down” at search location, then press enter.**
- 2. Move your cursor to the line “Download Center – Zoom” and the line will turn purple blue. Click the left button of your mouse.**
3. On the next screen, move cursor to the box “Download” and click the left button of your mouse.
4. Zoom will download a file named “Zoominstaller.exe” into your computer. You will see the file name at the left bottom corner on your screen, move your cursor to that file name and left click your mouse.
5. On the next screen, move your cursor to the box “Run” and left click your mouse. *(Note: this screen may appear differently in your screen, but the step is the same, i.e. to left click on “Run”).*
 - You will see the status of installing on the screen.
 - When the installation is completed successfully, you will see the Zoom sign-in page.

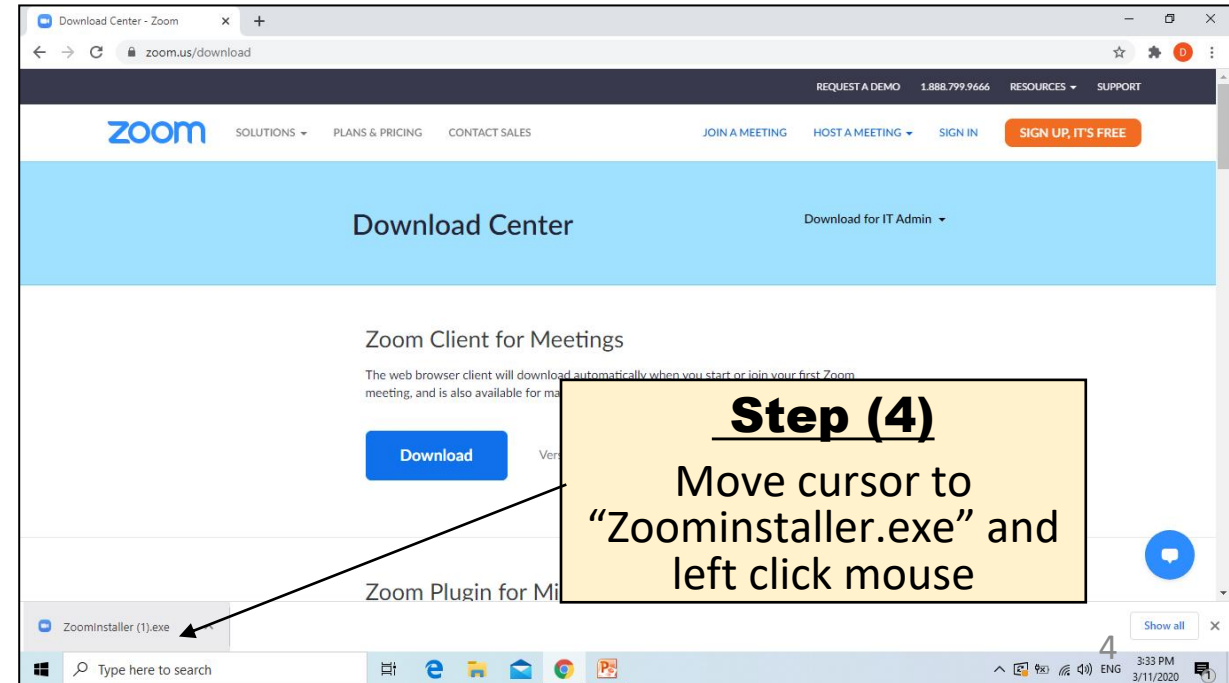
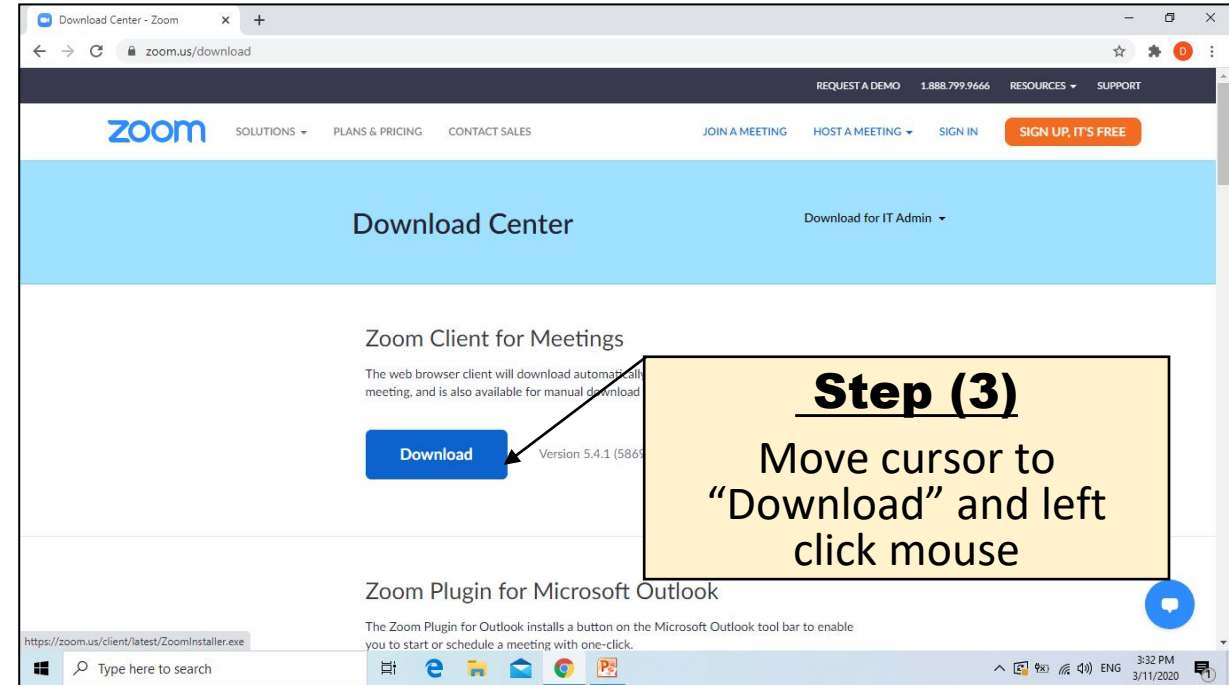


INSTALL ZOOM PROGRAM IN YOUR COMPUTER

Sheet 2 of 4

Steps:

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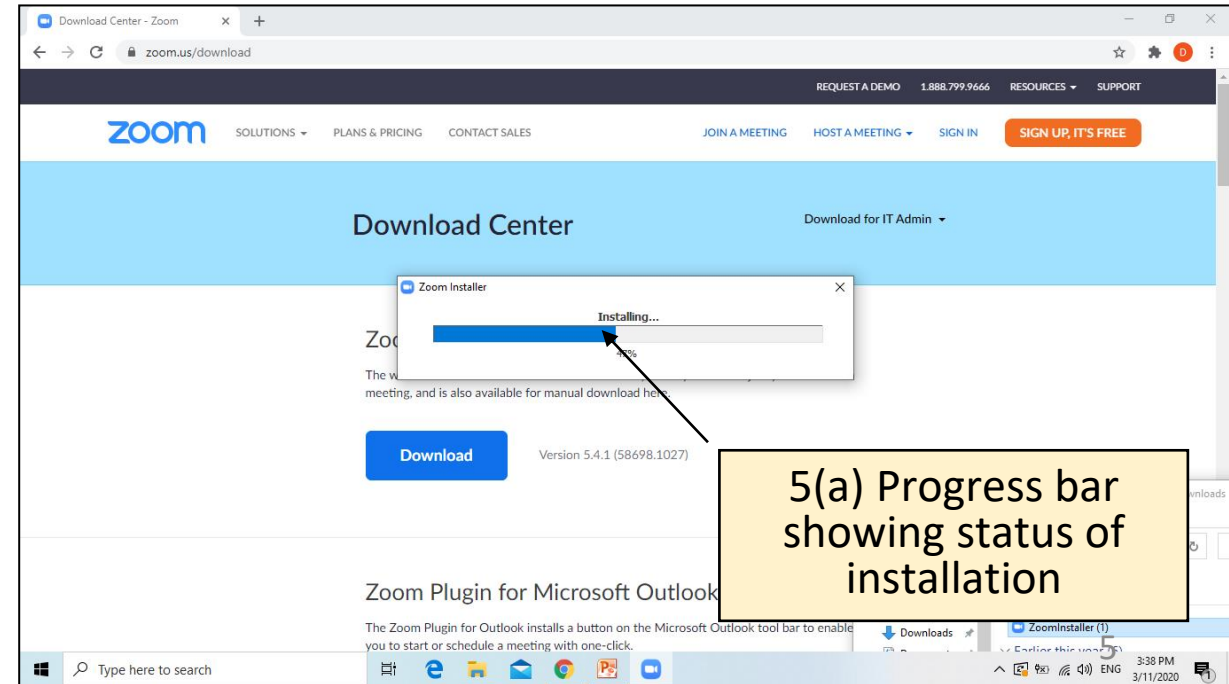
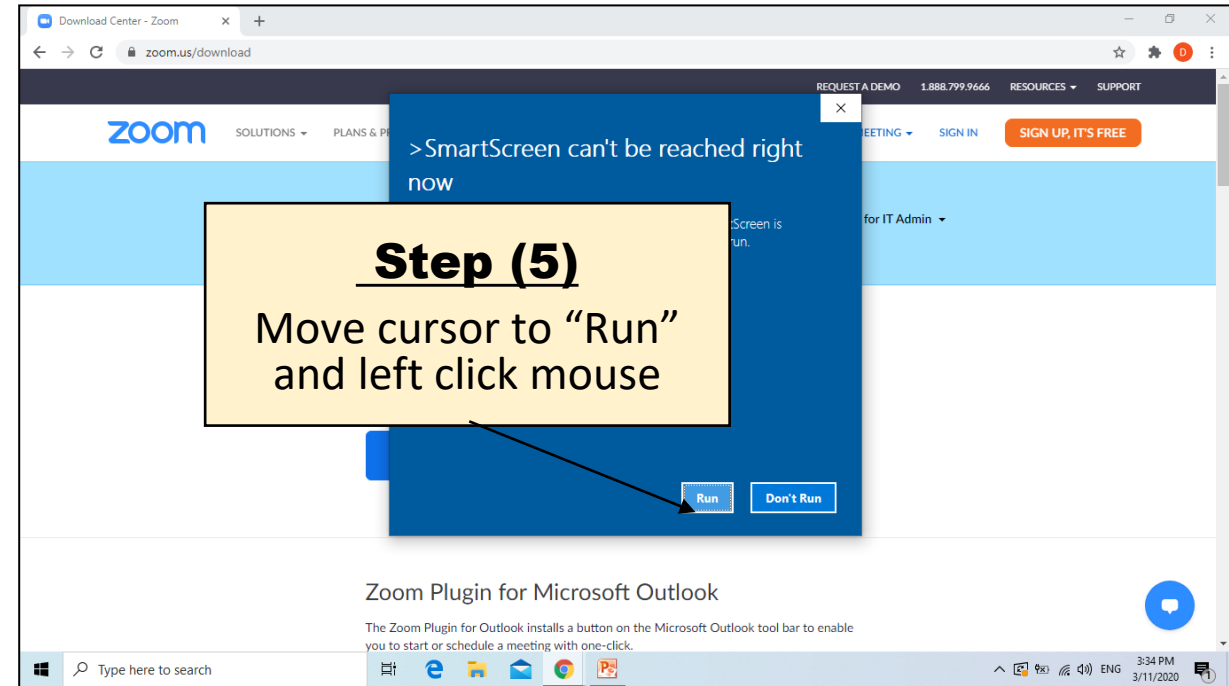


INSTALL ZOOM PROGRAM IN YOUR COMPUTER

Sheet 3 of 4

Steps:

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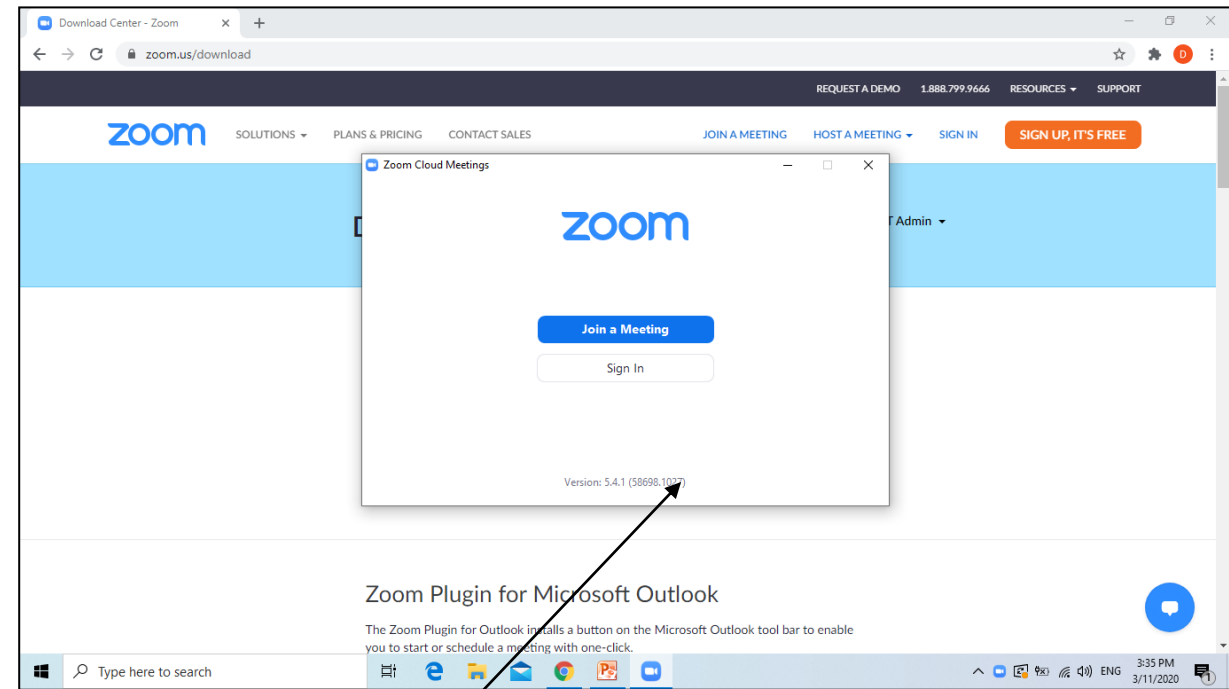


INSTALL ZOOM PROGRAM IN YOUR COMPUTER

Sheet 4 of 4

Steps:

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 - a) You will see the status of installing on the screen.
 - b) When the installation is completed successfully, you will see the Zoom sign-in page.**



5(b) Zoom sign-in page is shown when installation is completed

Part (2.1)

**JOIN ZOOM MEETING
FROM A COMPUTER
METHOD 1 (FROM A LINK)**

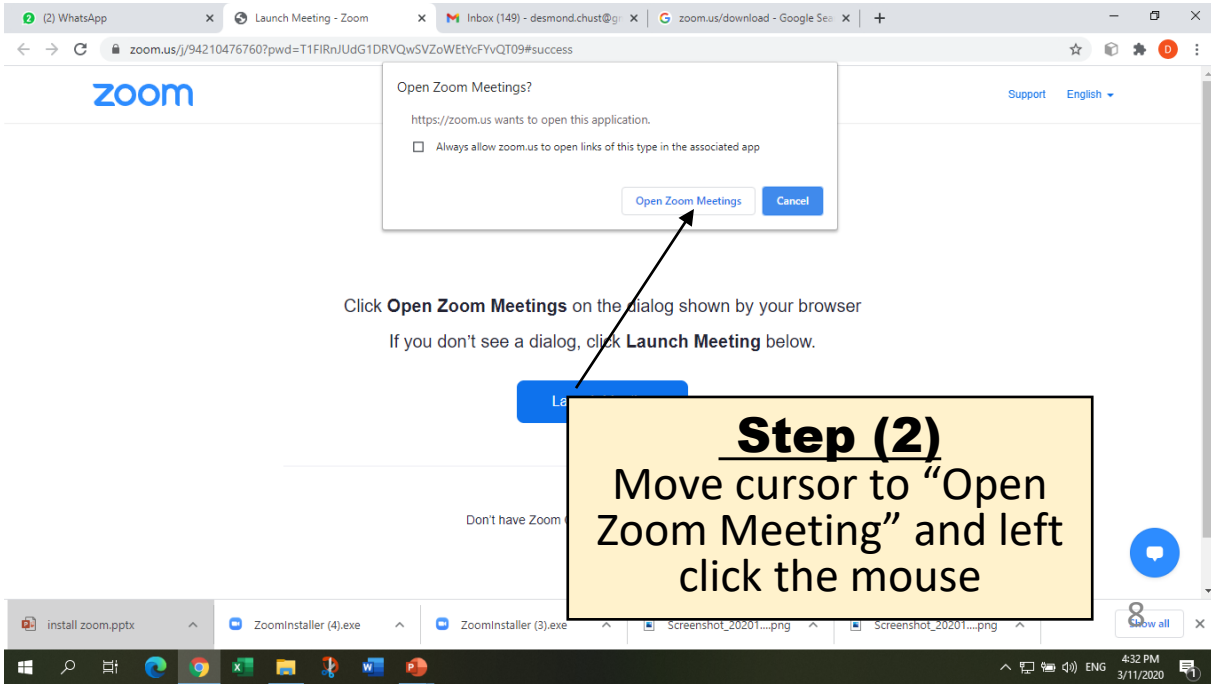
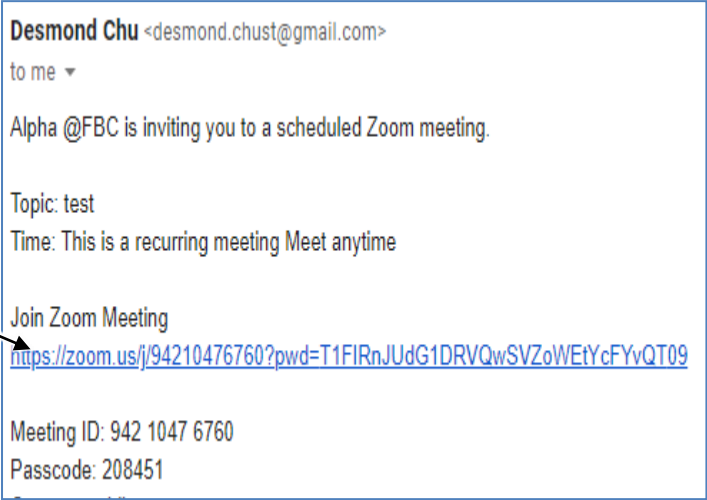
JOIN A ZOOM MEETING FROM A COMPUTER METHOD 1 – FROM AN INVITE LINK

Sheet 1 of 3

Steps:

- 1. Move cursor to the link containing the meeting invite, then click the left button of the mouse**
- 2. When see the next screen with “Open Zoom Meeting” box, move cursor to “Open Zoom Meeting” and click the left button of the mouse.**
3. You are now signed-in to the meeting. The screen you will see could be different e.g. you may see something like what is shown here, or faces of other participants, etc, depending on the video set-up

Step (1)
Tap on the link containing meeting invite



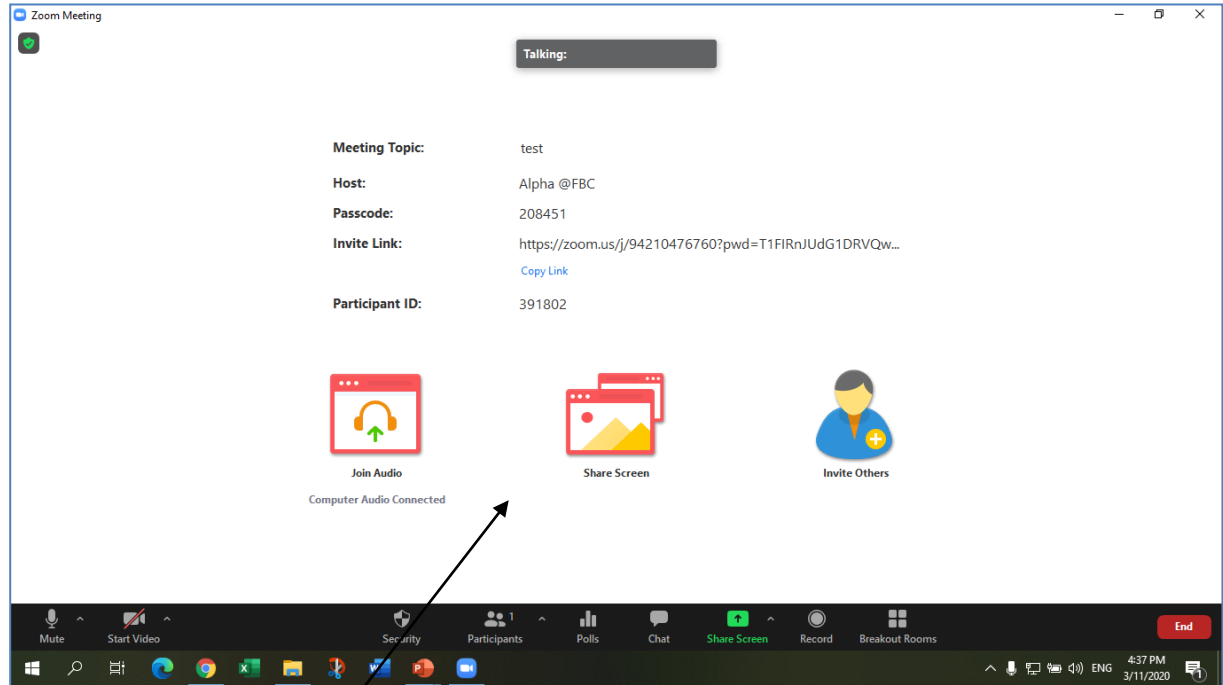
Step (2)
Move cursor to “Open Zoom Meeting” and left click the mouse

JOIN A ZOOM MEETING FROM A COMPUTER METHOD 1 – FROM AN INVITE LINK

Sheet 2 of 3

Steps:

1. Move cursor to the link containing the meeting invite, then click the left button of the mouse
2. When see the next screen with “Open Zoom Meeting” box, move cursor to “Open Zoom Meeting” and click the left button of the mouse.
- 3. You are now signed-in to the meeting. The screen you will see could be different e.g. you may see something like what is shown here, or faces of other participants, etc, depending on the video set-up**



Step (3)
You are now signed into Zoom. The screen you will see could be different depending on the meeting. The example shown above is for the case where no one else has signed in and your video is turned off

JOIN A ZOOM MEETING FROM A COMPUTER METHOD 1 – FROM AN INVITE LINK

Sheet 3 of 3

Talking:

Meeting Topic:

test

Host:

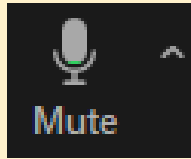
Alpha @FBC


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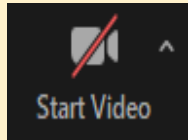
<https://zoom.us/j/94210476760?pwd=T1FIRnJUdG1DRVQw...>


[Copy Link](#)

391802



When you see this icon it means other people can hear your voice. If you do not want people to hear you, left click on the icon (the icon will change to )



When you see this icon it means other people cannot see you in the meeting. If you want people to see you, left click on the icon (the icon will change to )



Invite Others

Zoom Meeting Control Bar:

- Mute (Microphone icon)
- Start Video (Video camera icon)
- Security (Shield icon)
- Participants (1 person icon)
- Polls (Bar chart icon)
- Chat (Speech bubble icon)
- Share Screen (Green screen icon)
- Record (Circle with dot icon)
- Breakout Rooms (Grid icon)
- End (Red button)

Windows Taskbar:

- Windows Start button
- Search icon
- Task View icon
- Edge browser icon
- Chrome browser icon
- Excel icon
- File Explorer icon
- Word icon
- PowerPoint icon
- Zoom icon
- System tray: Network, Volume, Date/Time (4:37 PM 3/11/2020), Language (ENG), Notification (1)

Part (2.2)

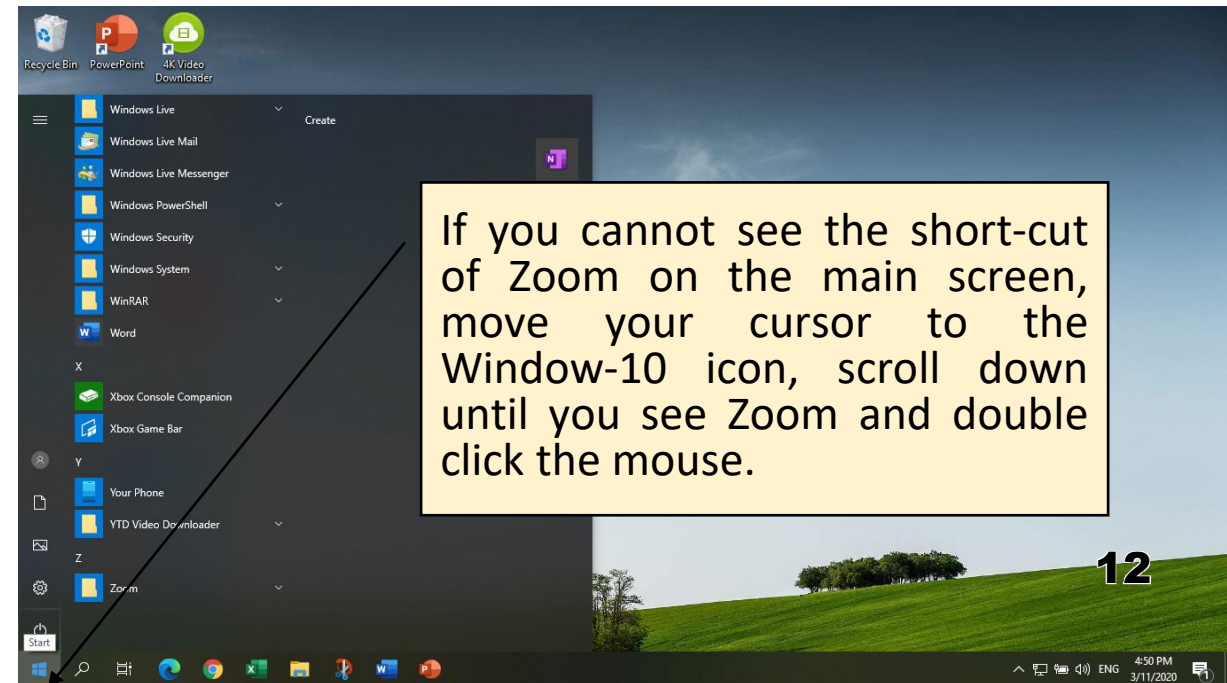
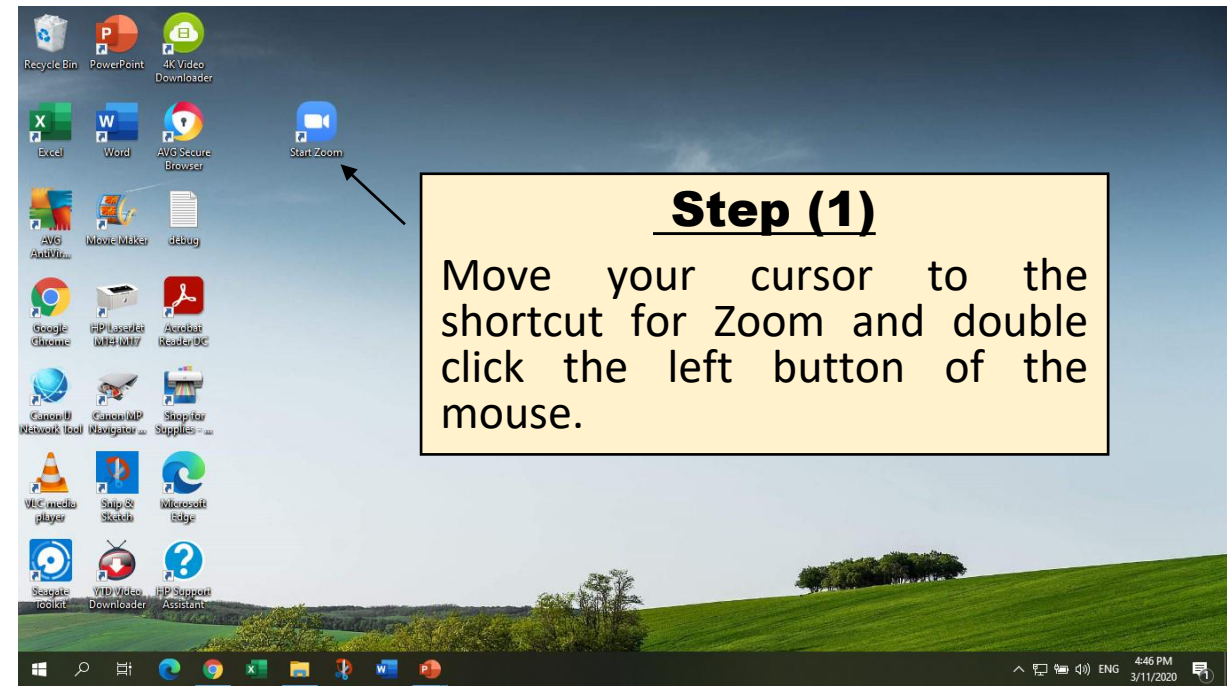
**JOIN ZOOM MEETING
FROM A COMPUTER
METHOD 2 (FROM ZOOM PROGRAM)**

JOIN A ZOOM MEETING FROM A COMPUTER METHOD 1 – FROM ZOOM PROGRAM

Sheet 1 of 4

Steps:

- 1. Move cursor to the short cut for Zoom and double click the left button of the mouse. (If you cannot find the short cut icon for Zoom, move your cursor to the bottom left corner and left click the mouse on the window-10 icon, then scroll down until you see Zoom and double click on it)**
2. On the screen of Zoom home page, move your cursor to “Join” and left click our mouse
3. Type the meeting ID and your name (as per your FBCE membership). Then move the cursor to the “Join” box and left click your mouse.
4. Type meeting passcode, then move your cursor to “Join Meeting” and left click the mouse.
5. You are now signed-in to the meeting. The screen you will see could be different e.g. you may see something like what is shown here, or faces of other participants, etc, depending on the video set-up



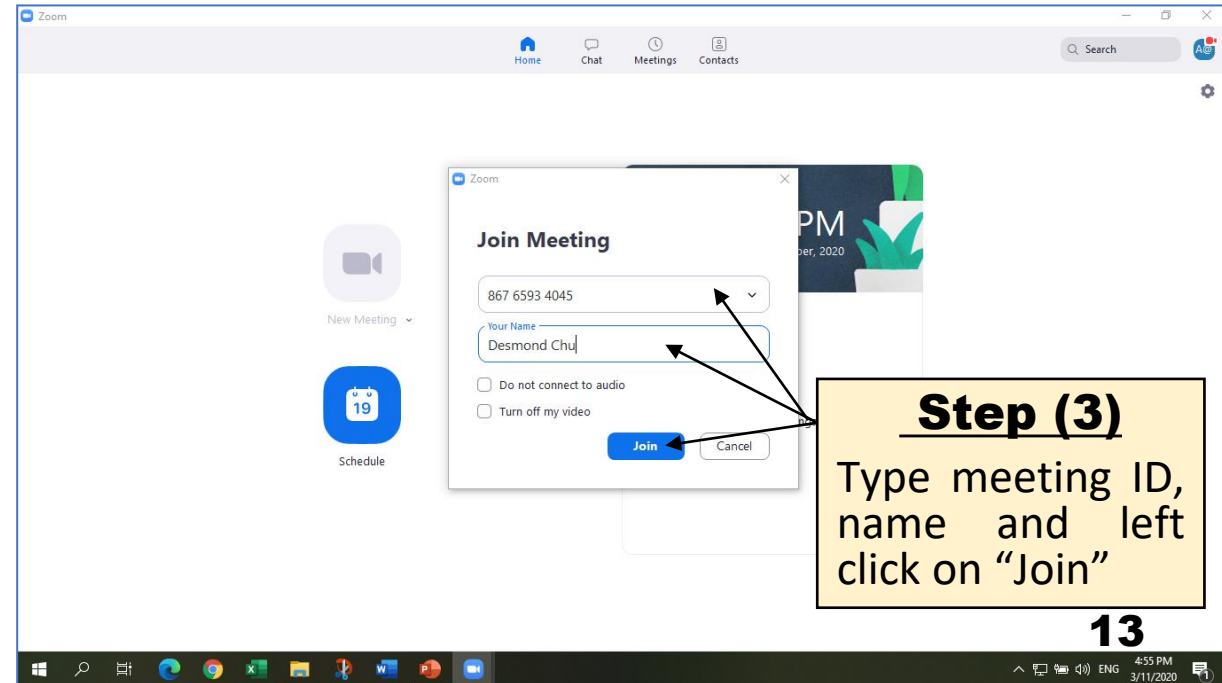
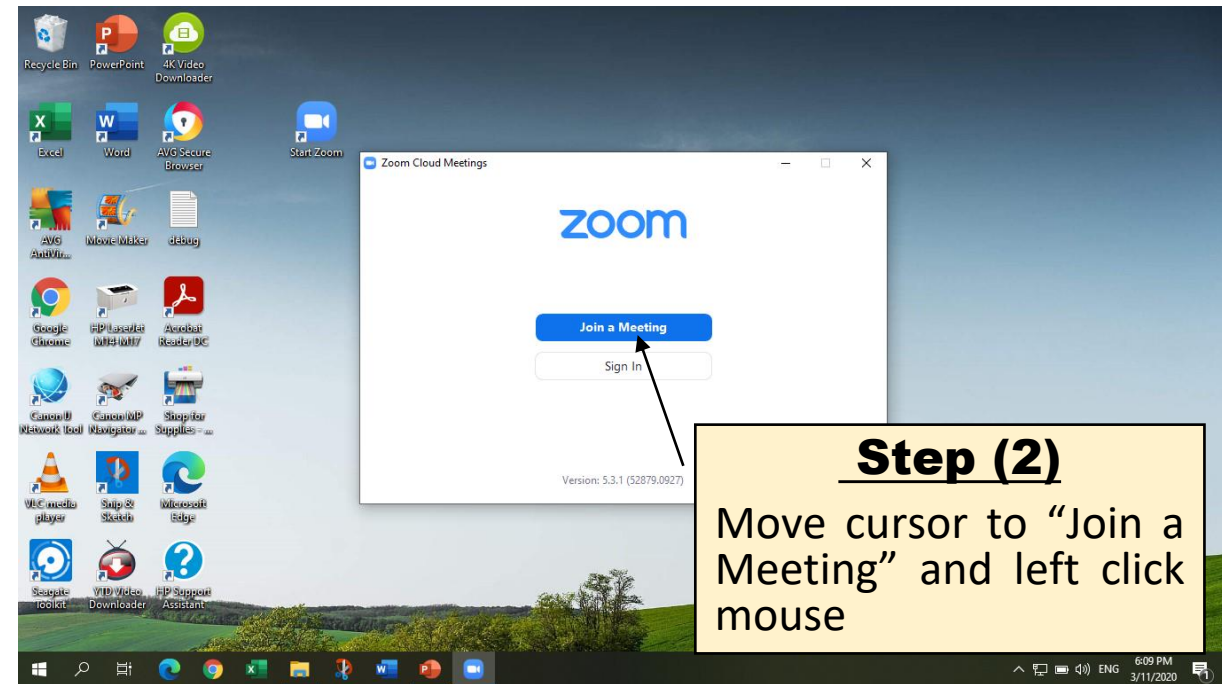
JOIN A ZOOM MEETING FROM A COMPUTER

METHOD 1 – FROM ZOOM PROGRAM

Sheet 2 of 4

Steps:

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- 2. On the next screen move your cursor to “Join a Meeting” and left click our mouse**
- 3. Type the meeting ID and your name (as per your FBCE membership). Then move the cursor to the “Join” box and left click your mouse.**
4. Type meeting passcode, then move your cursor to “Join Meeting” and left click the mouse.
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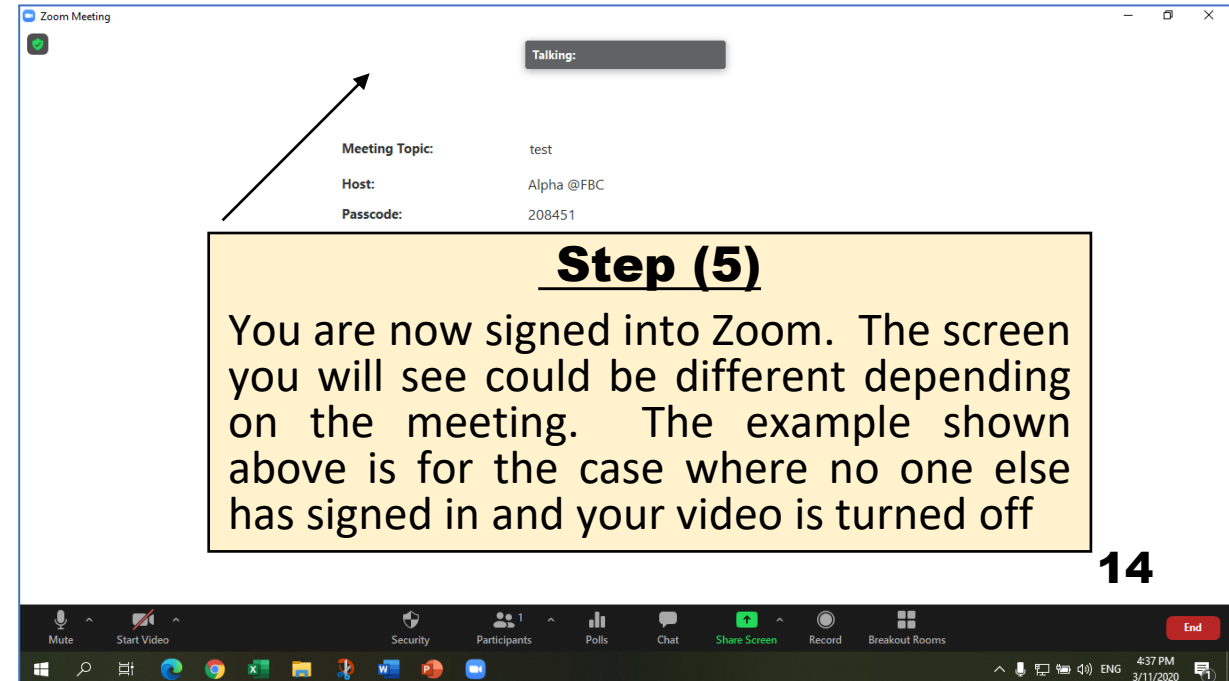
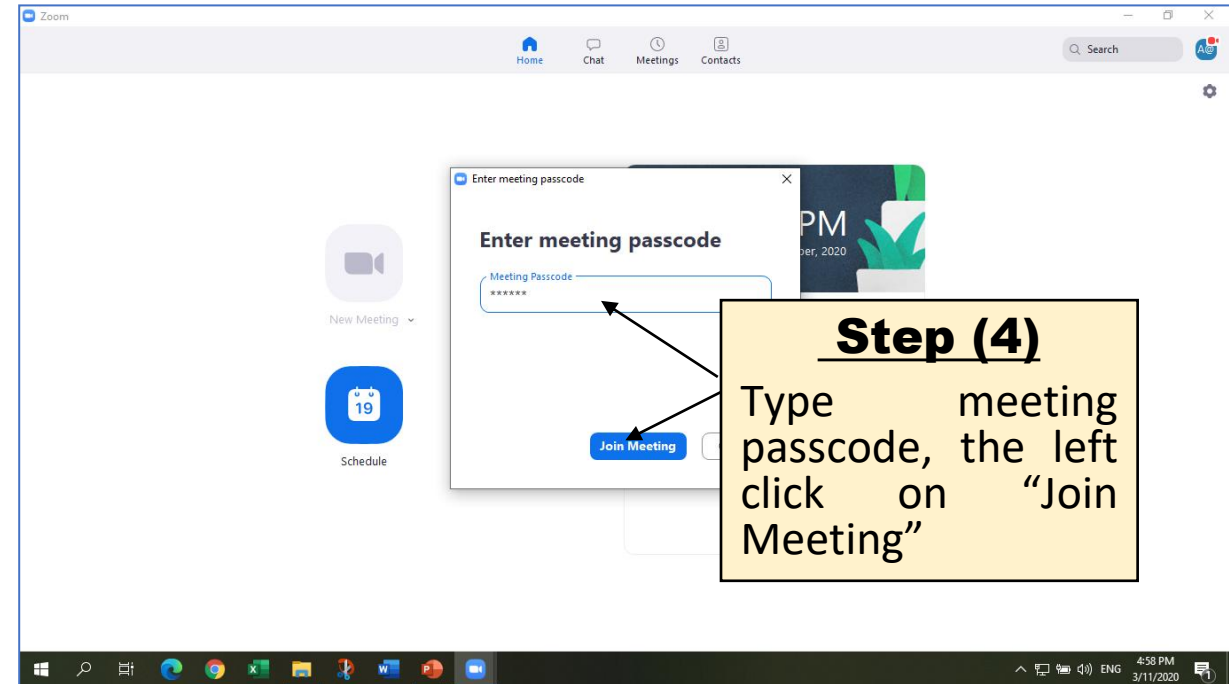


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Sheet 3 of 4

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Sheet 4 of 4

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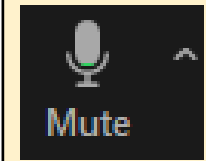
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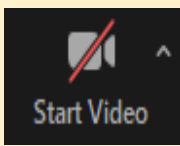
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Invite Others

Zoom Meeting Control Bar:

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- Start Video (with up arrow)
- Security (shield icon)
- Participants (1 person icon)
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- Share Screen (green screen icon)
- Record (circular arrow icon)
- Breakout Rooms (grid icon)
- End (red button)

Windows Taskbar:

- Windows Start button
- Search icon
- Task View icon
- Edge browser icon
- Chrome browser icon
- Excel icon
- File Explorer icon
- Word icon
- PowerPoint icon
- Zoom icon
- System tray: Network, Volume, Speaker, ENG, 4:37 PM, 3/11/2020, Notification icon (1)