

# Joining a Meeting via Zoom

## Overview

The following steps show you how to join a Zoom meeting through the Zoom desktop client.

## Prerequisites

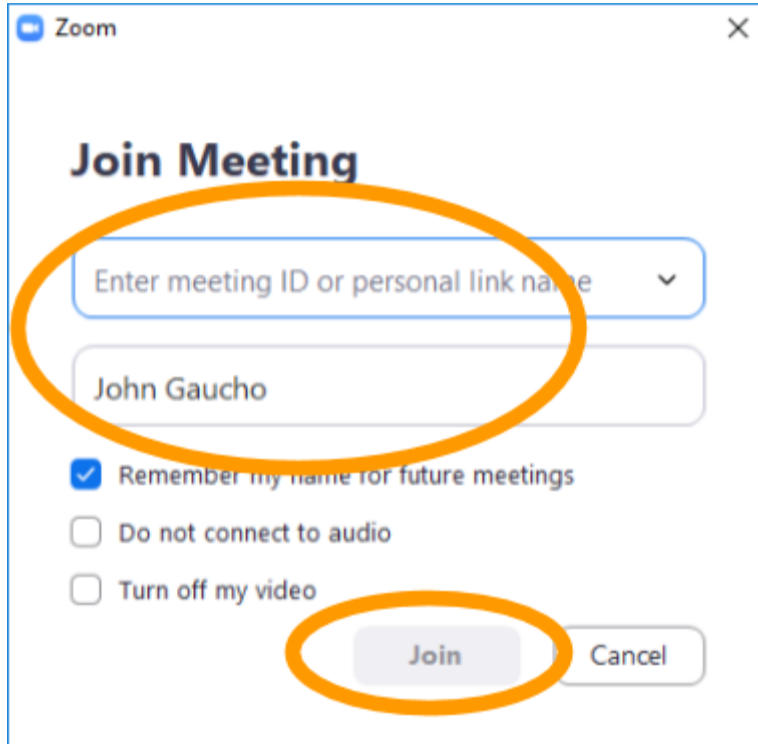
Zoom desktop client download. Ask your software technical support staff to install the Zoom desktop client application or you can download it and install it yourself on your device by going to <http://ucsb.zoom.us/download>.

## Join

1. After launching your Zoom desktop client.
2. Click the Join a Meeting button.



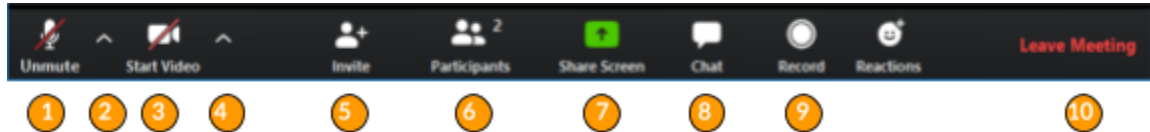
3. Enter the Meeting ID or personal link name, your name, and press the Join button.



4. If a password is required to join a meeting enter the password.
5. If you have a camera you will be prompted to "Join with Video" or "Join without Video," make a selection.
6. Your screen will show a window similar to the image below.



7. The window has a bottom row with icons that allow you to interact with the host.



1. Click to mute/unmute your microphone.
2. Click the "chevron" (next to the microphone icon) to open audio settings. Here you can change speaker and microphone settings.
3. Click to start/stop your camera.
4. Click the "chevron" (next to the camera icon) to open video settings. Here you can change your camera settings.
5. Click to invite people during a meeting.
6. Click to show a list of participants in the meeting.
7. Click to start sharing your desktop display or any window/application on your computer with others in the meeting.
8. Click to open the Chat panel where you can start or respond to a chat.
9. Click to record your meeting. Only available to meeting hosts or persons designated to record.
10. Click to leave the meeting.