

Zoom Meeting instructions for participants.

### Joining the meeting

- ❖ Upon receiving the Zoom meeting invitation via email, proceed by clicking on the “[Join Zoom Meeting](#)” link in the body of the message.
- ❖ A browser window will open and you will be requested to install Zoom software: this process is quick and easy, you should just proceed by following the instructions, as suggested:

Please click [OK](#) if you see the system dialog asking you to install Zoom. If nothing prompts, click on [Download & run Zoom](#).

- ❖ Once the Zoom software has finished installing, you will be asked to join the meeting: proceed by clicking on [Join meeting](#) and [I Agree](#) if prompted.
  - You can also follow the how to video “[Joining a Meeting](#)” at the following link:  
<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
- ❖ The Zoom meeting window will appear and you will be prompted to choose the Audio configuration: just click and select [Computer Audio](#) but before clicking on “[Join with computer audio](#)”, click on [Test Speaker and Microphone](#) instead.
- ❖ After successfully running the test, click on [Join with computer Audio](#) and you are ready for the meeting!

**!! It is strongly suggested to use a pair of headphones to avoid audio feedback problems during the meeting!**

- You can also follow the how to video “[Joining & Configuring Audio & Video from Zoom](#)” at the following link:  
<https://www.youtube.com/watch?v=HqncX7RE0wM>

- ❖ In case your computer doesn't have a microphone and/or the audio is not working, you can alternatively choose to join the meeting with the option of the [Phone call](#) audio.
  - You can do so by selecting [Phone Call](#) once prompted to choose the audio conference options.
  - Click on [Phone Call](#) and in the same window select your country flag by clicking on the flag icon. Once selected, right next to your country flag you will see a phone number, you can dial that number and when prompted enter your Meeting ID followed by the hash or pound button #.
  - At this point the audio of the meeting will be output through your phone and you can proceed with the meeting.