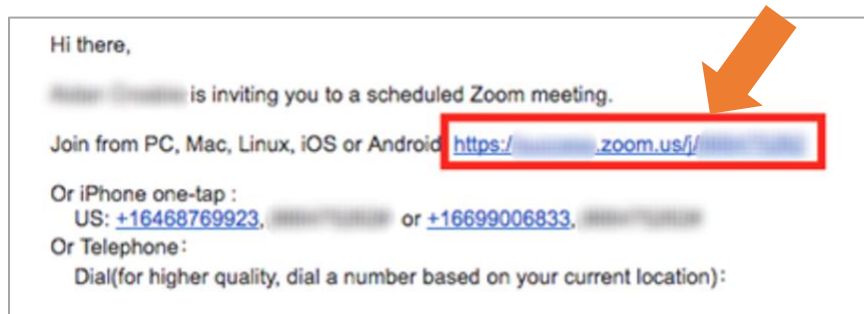




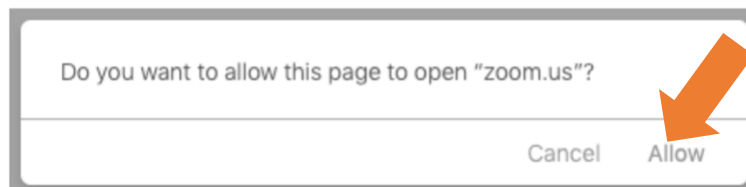
HOW TO JOIN A ZOOM MEETING ON A PC

Join a Zoom Meeting through an Email Invitation Without a Zoom Account

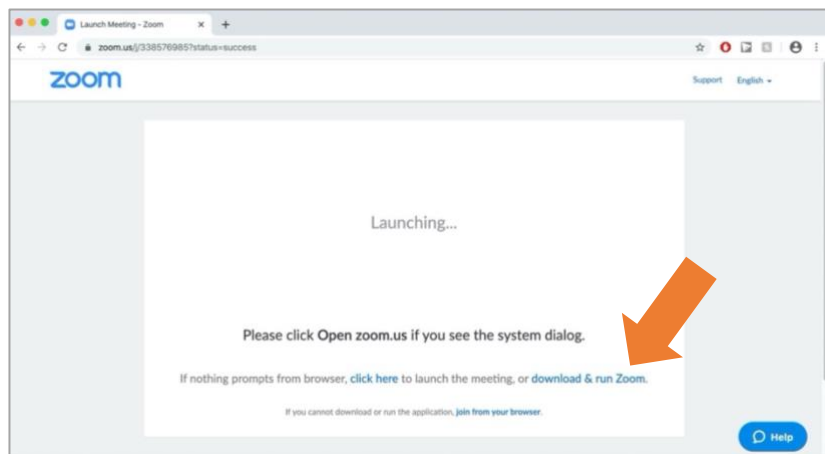
STEP 1 - From the Email invitation click on the join link.



STEP 2 - If the Zoom App is already installed and depending on your browser you may be prompted to open Zoom.us, select **Allow**.

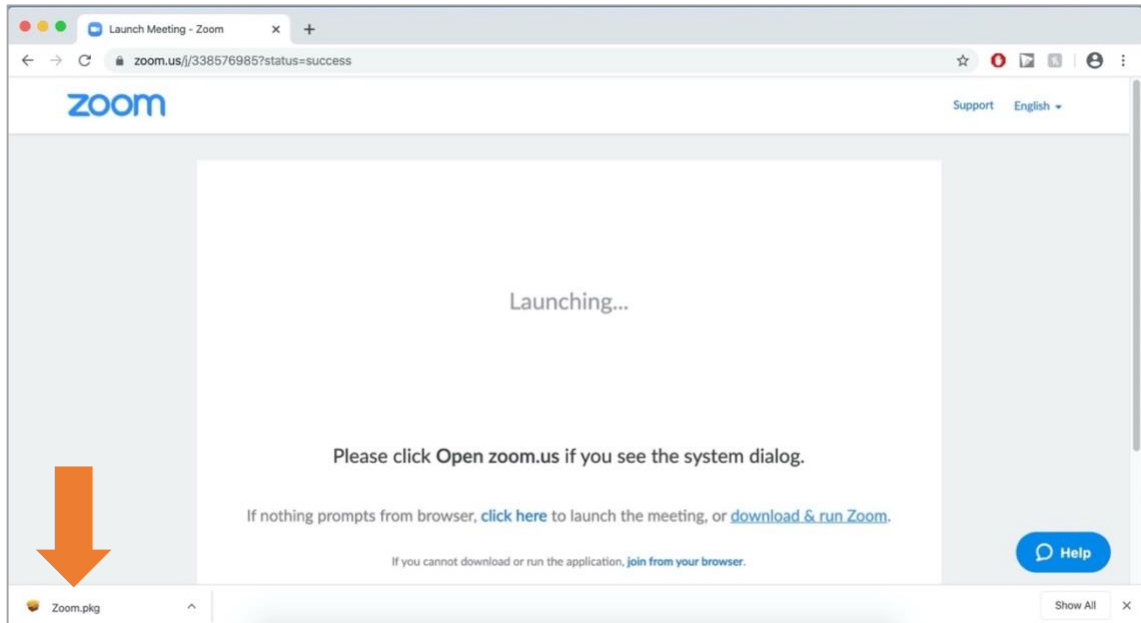


STEP 3 - Select **download and run Zoom**.

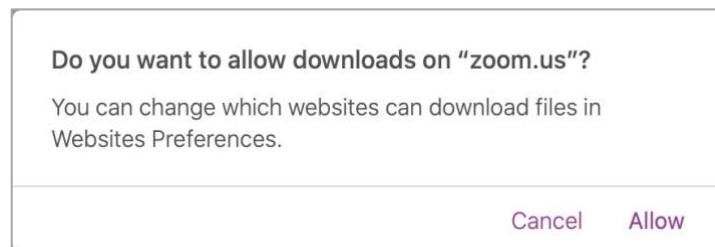


STEP 4 - Once the file is downloaded, double-click the file to start installation.

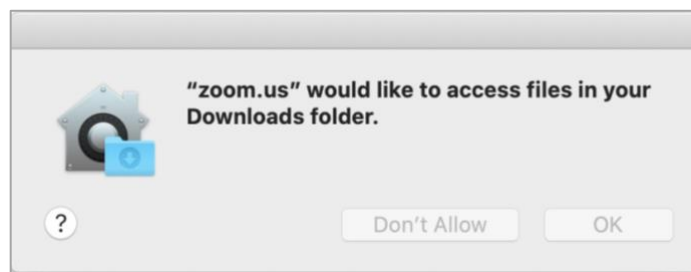
NOTE: Depending on your browser the downloaded file may not appear in the bottom left of the screen (as shown), or it may be in the upper right corner. Alternatively, you can find it within the Finder or Files Explorer App located under the Downloads Library.



- a. You may have to allow your browser or PC to download zoom.us if you see this then select **Run** or **Allow**.



- b. The Zoom application will also ask permission to access files in your Downloads folder, select **OK**.



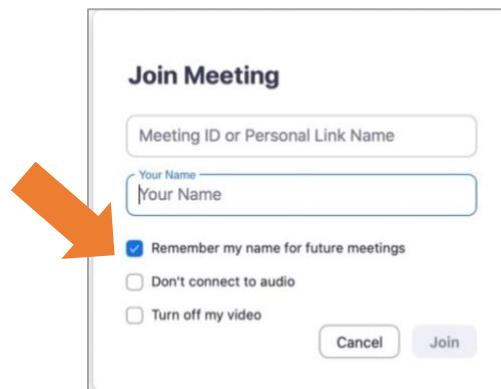
STEP 5 - The Zoom application will then open once successfully installed. Select **Join a Meeting**.



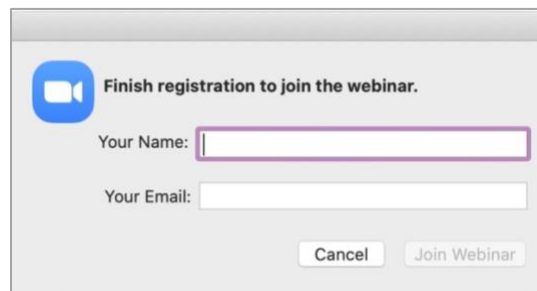
STEP 6 - In the field box **Meeting ID or Personal Link Name** enter the URL provided by the host or the Hosts Event Name if given.

NOTE: The Meeting ID is the same as the last 9-11 digits of the Zoom Link as received on the original email invite. Type in your name as you would like to it appear to others on the call. Provide a check mark to **Don't connect my audio** & **Turn off my video** if you are connecting to a large conference or webinar as just an observing attendee.

NOTE: If this is not your regular PC uncheck mark **Remember my name for future meetings**. Select **Join**.



STEP 7 - You may be required to finish registration to join a Webinar. Enter your Name and Email address. Select **Join Webinar**, this will not creating a Zoom account, rather allowing the Host to identify participants.

A screenshot of a Zoom registration dialog box. The dialog has a title bar and a close button. On the left is a blue circular icon with a white video camera. To the right of the icon is the text "Finish registration to join the webinar." Below this are two input fields: "Your Name:" followed by a text box with a purple border, and "Your Email:" followed by a text box. At the bottom right are two buttons: "Cancel" and "Join Webinar".

STEP 8 - Once you have joined the conference, you can ensure your First and Last Name are reflected correctly:

- a. Click 'Participants' in the Zoom toolbar, near the bottom of the window. You will see yourself listed on the right-hand side. When you hover over your name, you will have the ability to rename yourself.

