

PRINTABLE GUIDE

Join a Zoom meeting and control your sound

Use an invitation you expect. Zoom may allow joining without an account, but the host can require authentication. Check unusual messages with the organiser.

Phone, tablet or computer | 2 min read | 5 steps

Before you start

- ☐ An expected meeting invitation
- ☐ Internet access
- ☐ A microphone and optional camera
- ☐ Zoom app, or browser access allowed by the host

1. Check the invitation

Confirm the sender, meeting time and link using a known contact method if needed. Keep any passcode handy. Do not publish an invitation containing a private meeting ID or access code.

- ☐ Done this step

2. Open the joining route

Click the invitation link and open Zoom if prompted. Browser alternative: choose Join from your browser if the host allows it. If using the app's Join control, enter the meeting ID and passcode from the invitation.

- ☐ Done this step

3. Check your preview

Enter the name you want participants to see and check camera and audio options before joining. Allow microphone or camera access only for the genuine service. Wait if the host places you in a waiting room.

☐ Done this step

4. Connect sound once

Choose Join Audio or the computer/internet audio option when prompted. Test that you can hear. If two nearby devices join with microphones and speakers active, echoes can occur; use one audio connection or mute the extra device.

☐ Done this step

5. Practise controls and leave

Find microphone mute, camera on/off and Leave. Muting does not turn off your camera, and switching off the camera does not mute you. Use Leave when finished; closing a window may not be the clearest confirmation.

☐ Done this step

Try it for yourself

Use an agreed test meeting and identify Mute, Camera and Leave.

☐ I tried the task.

My notes

Do I need my camera on?

You can often join with audio only. The host's rules and meeting purpose may require something different; check with the organiser.

Official help and the online guide

Zoom: joining a meeting - https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0060732

Zoom: audio and camera questions -

https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0063407

Read online: <https://plaintechguides.com/guides/join-zoom-with-confidence/>