How to download Zoom and join open meetings

Zoom User Guide (for participants)

Last updated: 23 July 2020



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- The screen captures might vary for different OS versions, browsers, meeting settings.



1. Desktop



1.1. Download Zoom (Desktop)

1. Download and install Zoom from https://zoom.us/download



1. You should receive the meeting invitation, which provides you the meeting details, such as Meeting URL, Meeting ID and password. You can either click the URL, or follow the below steps to join the meeting.

is inviting you to a scheduled Zoom meeting.

Topic: PHIL1011B Time: This is a recurring meeting Meet anytime

Join Zoom Meeting https://cuhk.zoom.us/j/109741371?pwd=c0JieDBmcm1SempoMzc5a2RYNnd4QT09

Meeting ID: 109 Password: 39

One tap mobile +85258086088,,109741371# Hong Kong, China

Dial by your location +852 5808 6088 Hong Kong, China +1 929 205 6099 US (New York) +1 669 900 6833 US (San Jose) Meeting ID: 109 741 371 Find your local number: https://cuhk.zoom.us/u/aekA300Yma



2. Open Zoom on your Desktop. Click "Join a Meeting".





3. Input the Meeting ID and your name. Click "Join".

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Scott Kwan) Remember my name for future meetings	109-	,
) Remember my name for future meetings	Scott Kwan	
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4. Input the meeting password. Click "Join Meeting".

Enter n	neeting pag	ssword
*****	51	
		Cancel



5. Click "Join with Computer Audio" and you should be able to join the meeting.

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	Meeting Topic:	Talking: PHIL1011B				
	Host:	Prin Lau of the audio conference options		×		
	Password:	🕻 Phone Call	🔲 Computer Audio			
	Invitation U			Sem		
	Participant	Join with Computer Test speaker and mic	r Audio			
	Automatic	cally join audio by computer when join	ing a meeting			
	Join Audio	Share		Invite Others		



2. Android



2.1. Download Zoom (Android)

1. Download and install "Zoom Cloud Meetings" from Play Store.



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2.2. Join a Meeting (android)

1. You should receive the meeting invitation, which provides you the meeting details, such as Meeting URL, Meeting ID and password.

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2.2. Join a Meeting (Android)

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- Click the one-click link Join Zoom Meeting https://cuhk.zoom.us/j/109741371?pwd=c0JieDBmcm1SempoMzc5a2RYNnd4QT09 2.
- Open Zoom App. Enter your name. Allow permission for the audio. Join audio and check if 3. you are muted/unmuted.



2.2. Join a Meeting (Android)

4. Or, you can input the Meeting ID and password to join the meeting.



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3. iOS



3.1. Download Zoom (iOS)

1. Download and install "Zoom Cloud Meetings" from App Store.



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Q zoom cloud meetings		
Q zoom.us		
Q zoom for intune		
2 zoom in Developers		
Q zoom rooms		
Q zoomnotes lite		
Q zoom inc		
Q zoommediaplus, inc.		
Q zoom corporation		
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- Click the one-click link Join Zoom Meeting https://cuhk.zoom.us/j/109741371?pwd=c0JieDBmcm1SempoMzc5a2RYNnd4QT09 2.
- Open Zoom. Enter your name and click "Continue" to join the meeting. 3.

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4. Allow permission for the audio. Join audio and check if you are muted/unmuted.





5. Or, you can input the Meeting ID and password to join the meeting. (See the next slide also)













Help

- eLearning@CUHK: <u>https://www.elearning.cuhk.edu.hk/</u>
- Zoom Help Center
- Contact us:
 - <u>elearning@cuhk.edu.hk</u>
 - ITSC Service Desk: <u>https://servicedesk.itsc.cuhk.edu.hk</u>

