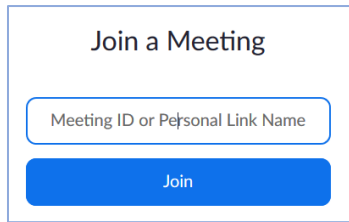
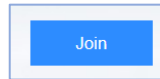
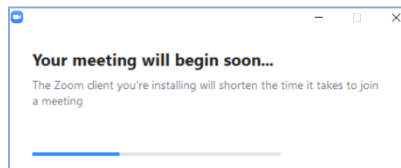
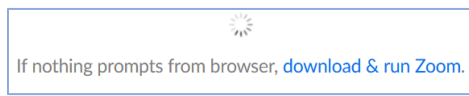


How to join a Zoom meeting

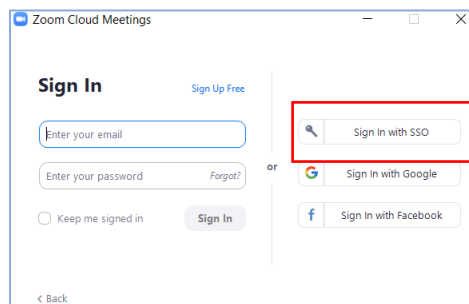
1. Navigate to minnstate.zoom.us and click 'Join'



2. Enter in your meeting ID provided from the meeting Host. The meeting ID is also the last part of the web link typically provided (i.e. https://minnstate.zoom.us/j/**12345678**). You may also just click on the link provided by the Host.
3. A download should begin to get the desktop application for Zoom, depending on your web browser it may end up in your downloads that you need to double-click to open.
4. Install Zoom application

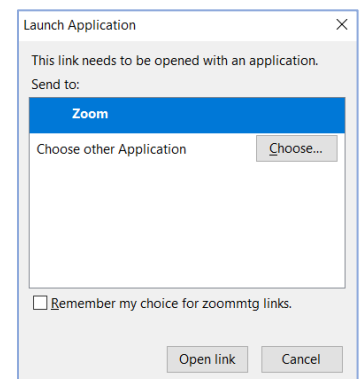


5. The Zoom application should launch and ask for your name,
6. At this point you may be in your meeting, skip step 7-10
7. If Zoom presents you with a login option:
 - a. Choose **Sign in with SSO**
 - b. Type in our company domain as **minnstate**
 - c. On the web page that opens, login with your StarID and password

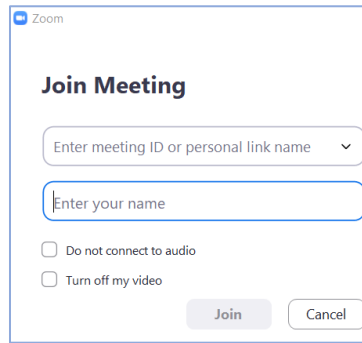


- d. A small Launch Application window may open.
Make sure Zoom is highlighted and click **Open link**.

8. Your Zoom application will load to its home page, click on **Join**

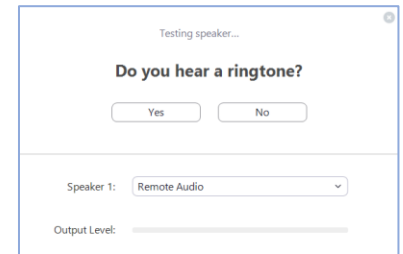


9. Type in the Meeting ID number provided by your Host and your name, check that the boxes are checked according to your preferences for joining with audio or video.



The image shows the Zoom 'Join Meeting' dialog box. It has a title bar with the Zoom logo. The main heading is 'Join Meeting'. Below it is a dropdown menu labeled 'Enter meeting ID or personal link name'. Underneath is a text input field labeled 'Enter your name'. There are two checkboxes: 'Do not connect to audio' and 'Turn off my video'. At the bottom right are 'Join' and 'Cancel' buttons.

10. Always run the Test Speaker & Microphone option when presented with the choice.
11. After the Speaker & Microphone test you do have to **select to Join audio** using your Computer Speakers & Microphone.
12. You are now joined with your meeting.
13. Options can be found for sharing video, screen sharing, etc.. typically at the top or bottom of your screen.



The image shows the Zoom 'Testing speaker...' dialog box. The main heading is 'Do you hear a ringtone?'. There are two buttons: 'Yes' and 'No'. Below that is a dropdown menu labeled 'Speaker 1:' with 'Remote Audio' selected. At the bottom is an 'Output Level' slider.

