



## How to Join a Zoom Meeting & Selecting Breakout Rooms

**Installing the Zoom Application** (For *Self-Selection* breakout rooms, desktop or mobile version 5.3 or higher is required. Self-selection is not enabled in the browser version of Zoom.)

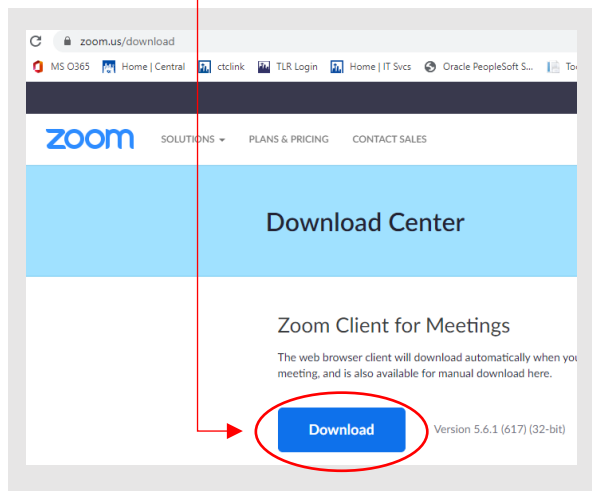
*If you already have Zoom installed go to Step 1, pg. 2 to join from a meeting invitation/link.*

♦ **For PHONES download the Zoom Cloud Meeting App**

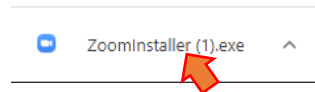
Android from Google Play Store, I-Phone from Apple Store

♦ **For COMPUTERS Zoom installation, Launch & Join a meeting by entering code (& password if required)**

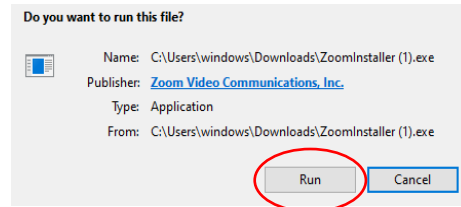
1. From browser go to URL [Zoom.us/download](https://zoom.us/download)
2. Click the **Download** button (below 'Zoom Client for Meetings')



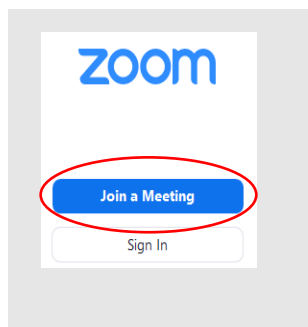
3. Locate & click to open the downloaded 'ZoomInstaller.exe' file. It may take a minute to load.



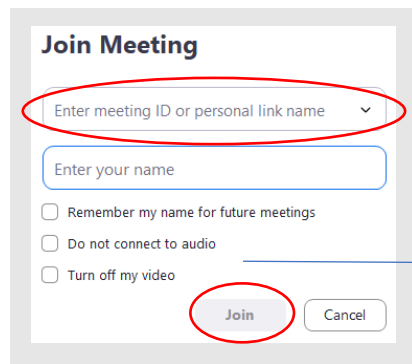
4. Click the **Run** button to launch Zoom



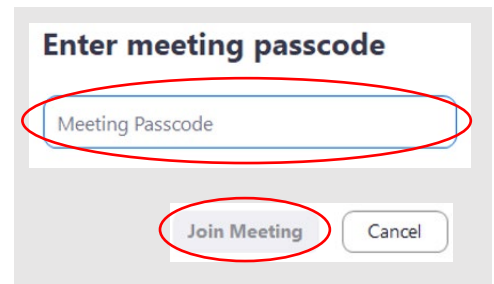
5. Click the **Join a Meeting** button



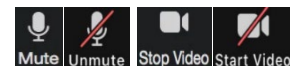
6. Enter the **meeting ID & your name.**  
You may set Audio/Video to on/off here or in the meeting.



7. Enter **passcode** (if prompted) & click the **Join Meeting** button.



When in the meeting you can toggle the audio or video buttons on/off.



You will be connected to the Zoom meeting (if the host has started the meeting).

See page 2 for "How to Join Breakout Rooms" while you're in the meeting.

For assistance please visit our IT Services LiveChat line at <https://direct.lc.chat/11900901/3>

# Join Zoom Meeting from a Meeting Invitation/Link

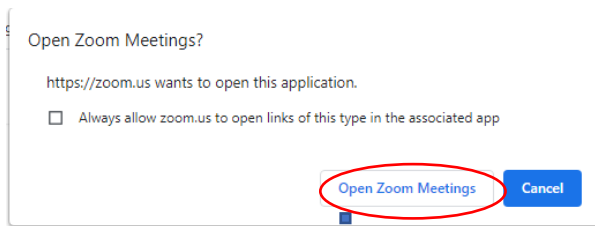
✓ Zoom application should be installed on your device. (See page 1 for installation steps)

1. Click the meeting invitation link and Zoom will automatically launch.

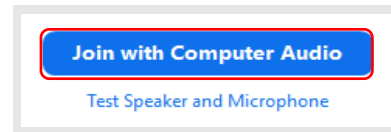


example meeting invitation/link

2. Click the **Open Zoom Meetings** button



3. Click the **Join with Computer Audio** button. You will also have the option to turn audio/video on/off in the meeting.

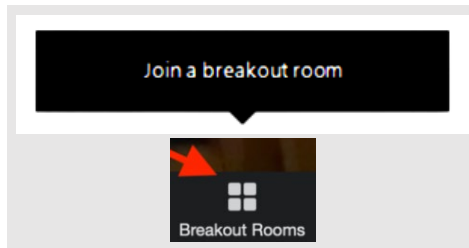


You will be connected to the Zoom meeting (if the host has started the meeting).

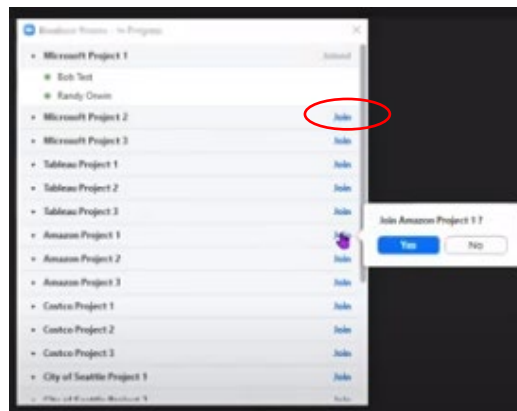
# Join Breakout Rooms while in a Zoom Meeting

You can **self-select** a breakout room to join, if host has enabled this feature. **NOTE:** Participants need to be on Zoom 5.3 or higher to *self-select* breakout rooms. This option is not enabled in the browser version of Zoom.

1. From the toolbar (bottom of window) click the **Breakout Rooms** button to Join a breakout room. (On Mac click on the buttons bar to display the Breakout Rooms button.)

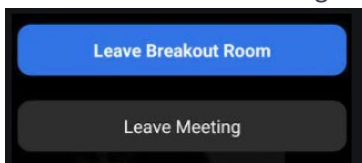


2. Choose a room from the list by clicking **Join** (right column) (On Mac hover over the blue number to display & click **Join**.) You can click on the Breakout Rooms button at any time to choose a different room to join.



3. Click **Leave Room**

4. Click **Leave Breakout Room** to return to the main session or click **Leave Meeting** to leave the entire meeting.



When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.



For assistance please visit our IT Services LiveChat line at <https://direct.lc.chat/11900901/3>

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