In this article, we will discuss how to join an instant meeting through an email invite.
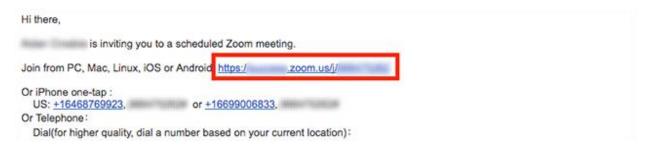
Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from, zoom.us/download. If you're on a smartphone, you can get the Zoom app through Google play store or Apple store. Otherwise, you will be prompted to download and install Zoom when you click a join link.

Prerequisites

- Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting
- If you are joining via telephone, you will need the teleconferencing number provided in the invite.

If you are joining from an email invitation:

Click the join link in your email or calendar invitation.

Depending on your default web browser, you may be prompted to open Zoom.

1. Open the Zoom desktop client.
2. Join a the meeting
3. Choose to allow/connect pc audio and video, depending on your preference.

If you would like to join a meeting from a standard telephone for audio only, simply dial the phone number listed in the email invitation.

1. There will be multiple numbers listed, with their associated regions. Just pick the one that is closest to your location.
2. Once you have dialed in, you will be prompted to enter the meeting ID, followed by pound. The meeting ID will be listed in the email.
3. If you were sent a member/user ID, you will be prompted to enter this number as well.

Lastly, If you are attending a Zoom Meeting as a viewer, you can follow the link posted on our website under, Governance - Remote Meetings. Click the Zoom link of the meeting you wish to view. The Zoom client will automatically open and request permission to install. Follow the

onscreen instructions to proceed. If you already have Zoom installed, simply allow the Zoom client to connect to the meeting. Keep in mind that some meetings may open just a few minutes later than posted so if you cannot connect, wait a minute and try again.

For more information and support with using Zoom, please visit, https://support.zoom.us/hc/en-us/articles/206175806