UNIVERSITY OF NOTRE DAME
Engineering & Science Computing

PROCEDURES & PROCESSES

JOINING A ZOOM VIDEO CONFERENCE

Background
In able to utilize Notre Dame's Cisco/Tandberg video conference infrastructure for video conferences, remote participants without an H.323 and/or SIP compatible endpoint can browse to Zoom.us from any computer that has a webcam, microphone and speakers connected to it. That allows them to participate, as a remote participant, in a video conference.

Process Overview
Browse to zoom.us and join a meeting. Zoom add-on may need to be installed and the meeting number must be known and entered to join that specific meeting.

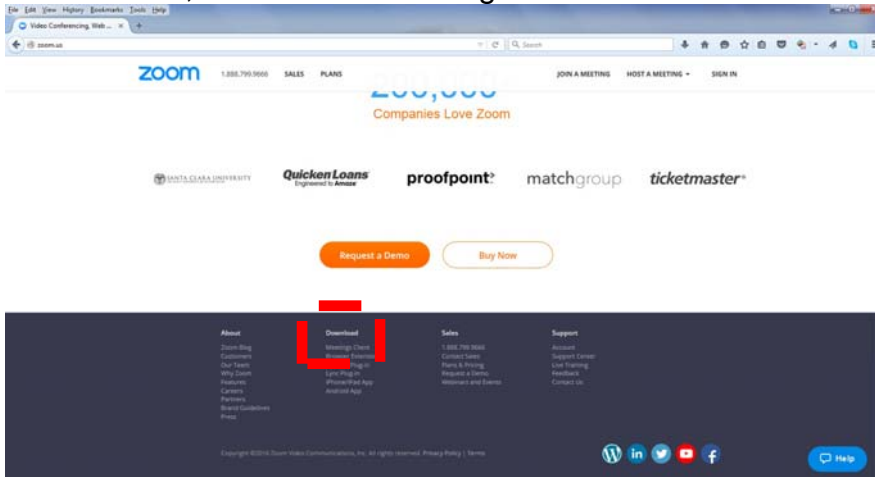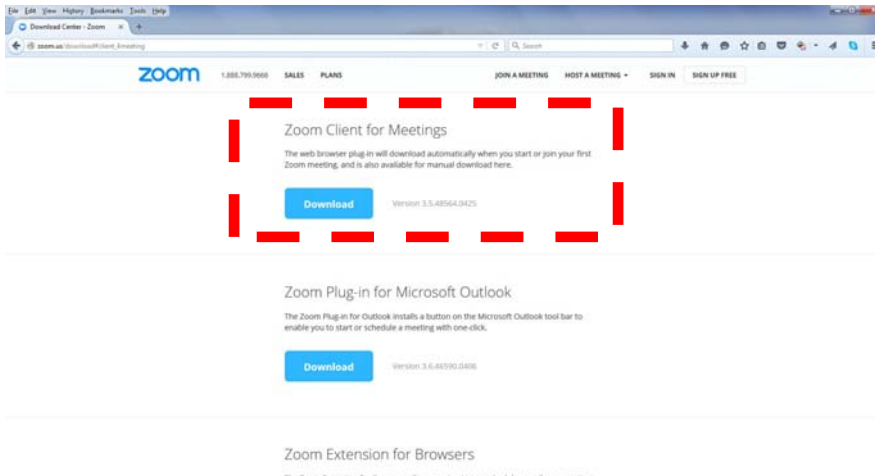| 1	On a computer that you wish to use to join the video conference (has a webcam, microphone & speakers connected to it), open a browser.	Open a browser.
2	Navigate to Zoom.us.	Zoom.us.

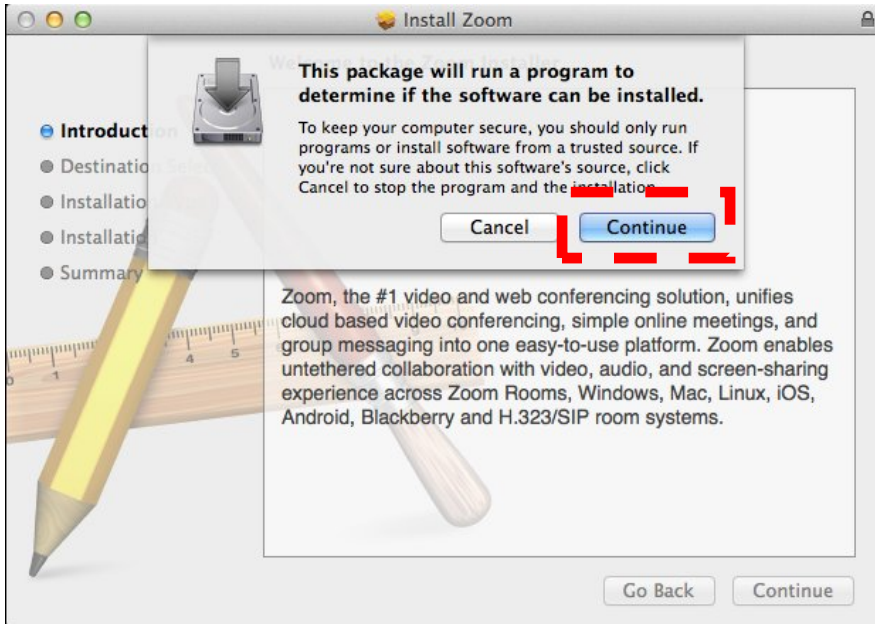| 3	Scroll down to the bottom of the screen and under "Downloads", click on the "Meetings Client" link.	Meetings Client link.
4	In the "Zoom Client for Meetings", click on the Download button.	Download the Zoom client for meetings.

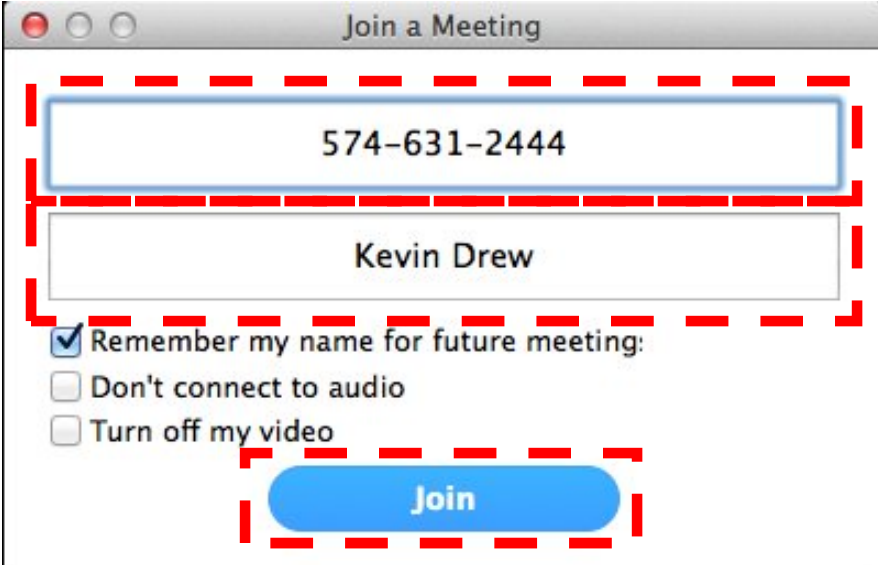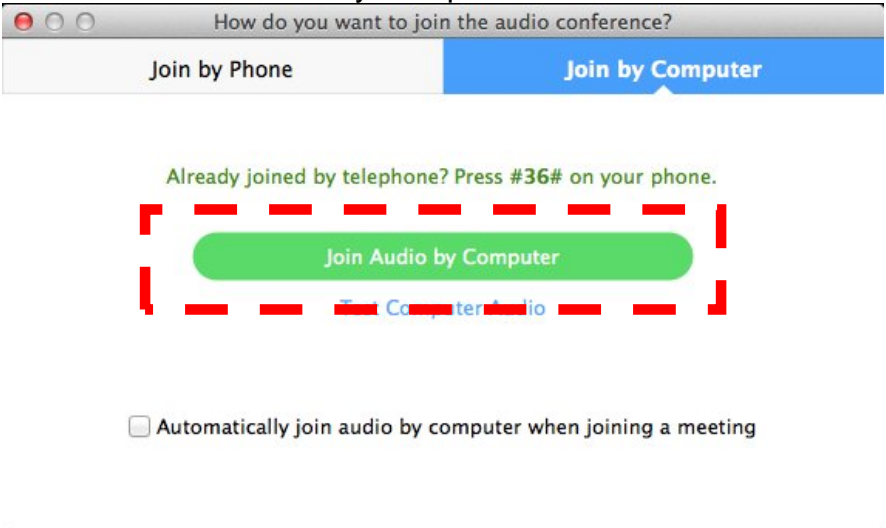| 5	Navigate to the "Downloads" icon on the desktop of you Mac-based computer and launch the "zoomusInstaller.pkg" download.	Launch zoomusInstall.pkg download.
6	Click on the "Continue" button.	Continue

7	Click on the "Join a Meeting" button.	Join a meeting.
8	Type in the meeting ID of the Zoom meeting that you'll be joining in the first field. Then type your name or an appropriate name/title in the second field. Then click on the "Join" button. 	Meeting ID, name and then the Join button.

9	Click on the Join Audio by Computer button.	Join Audio by Computer button.
10	You are now in the Zoom meeting. When it is over, place your mouse cursor over the video so that the toolbar on the bottom appears. Then click on the "Leave Meeting" button in the bottom right-hand corner. 	Cursor over video. Then "Leave Meeting".

11	While the Zoom application's icon is on the Mac "Dock" toolbar, right-click on it, go to "Options" and select "Keep in Dock". This will make it easier to launch the Zoom join meeting application in the future (you won't have to go to the Applications folder to launch it). 	Keep Zoom icon in dock.
12	If you repeat the process, you should see that the "Keep in Dock" option is now checked. Don't click on it or you will uncheck/deselect the "Keep in Dock" option. 	Verify