

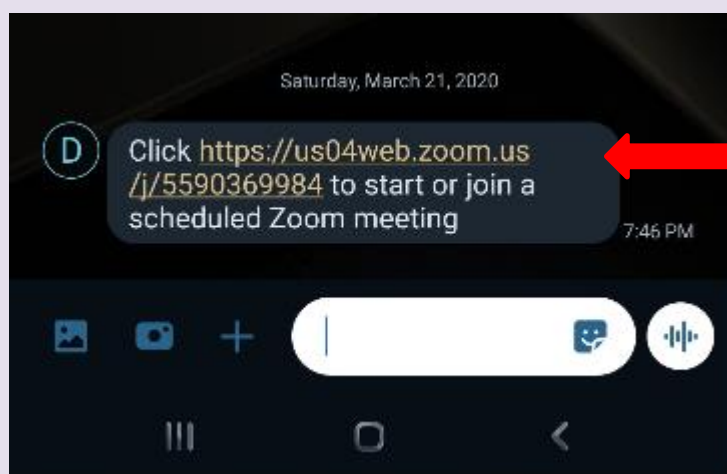
**Title:** How to Log Into Zoom Meetings on PCs and Cell Phones.

**Purpose:** To document the necessary steps to accept and log into Zoom meeting sessions on both cell phones and PCs/ laptops. We recommend that you download the mobile app (ZOOM Cloud Meetings) from the Apple App Store or Google Play Store.

**Steps:** Logging in using a cell phone for the first time via text invitation. The following instructions use an Android. However, the steps are the same with IOS/ iPhones.

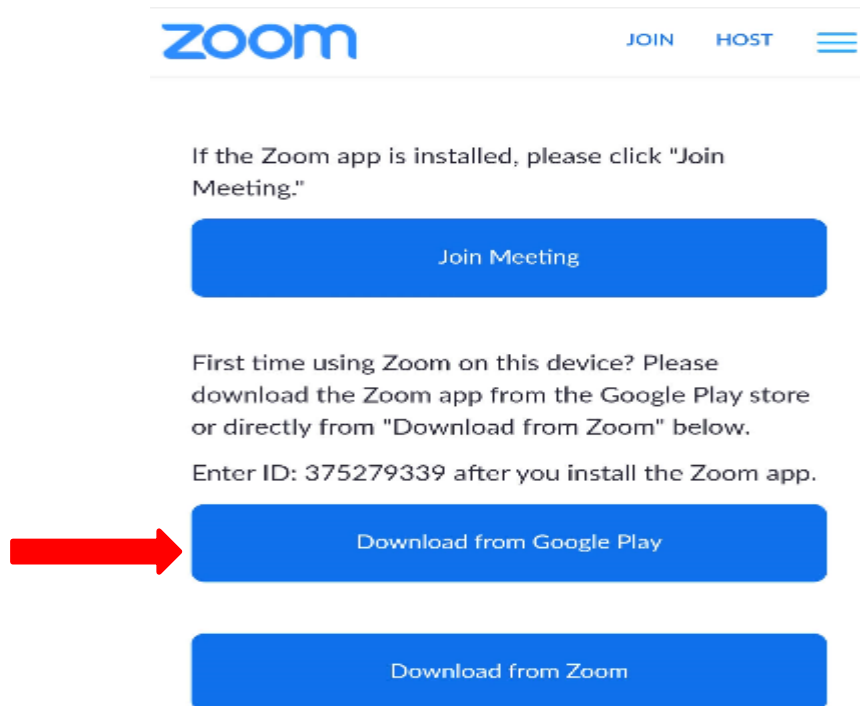
- Once you've received a Zoom Meeting invitation, Click the Zoom Meeting link in the days leading up to your meeting.
- Ensure you have a good internet connection. If on Wi-Fi make sure you are in a strong signal area.
- Think about your surroundings, noise, lighting etc.

1. Access your text messages, and navigate to the Zoom Meeting Invite. Click the link to join as instructed.

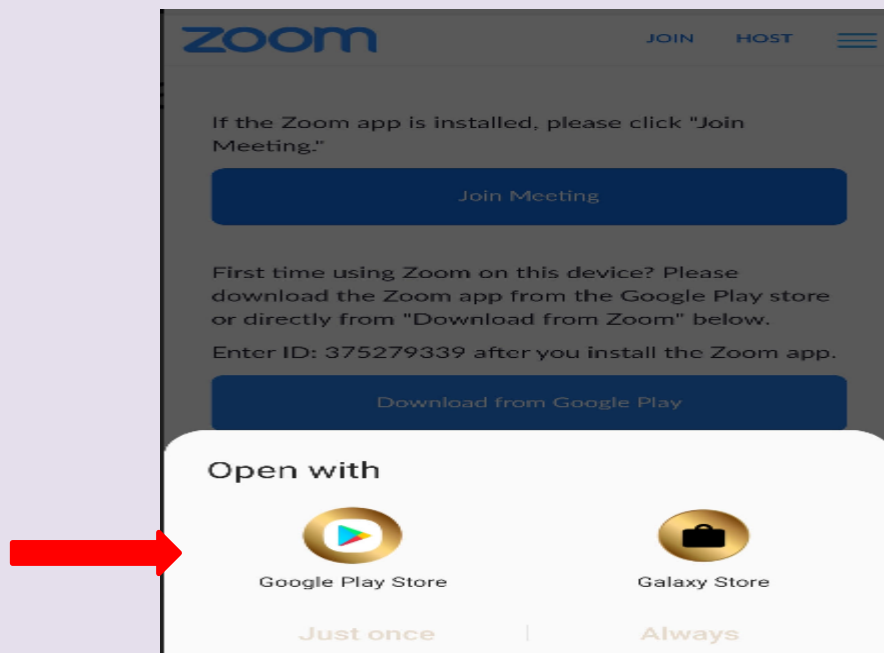


# TIPSHEET

2. You will be lead to the Join Meeting Screen. Since Zoom has not ben installed, select the “Download From Google Play Option”.

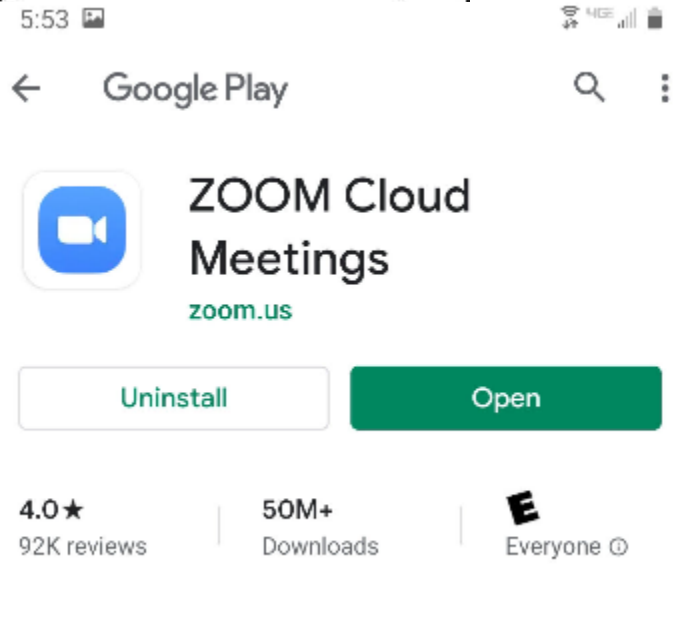


3. Select Open With **Google Play Store**



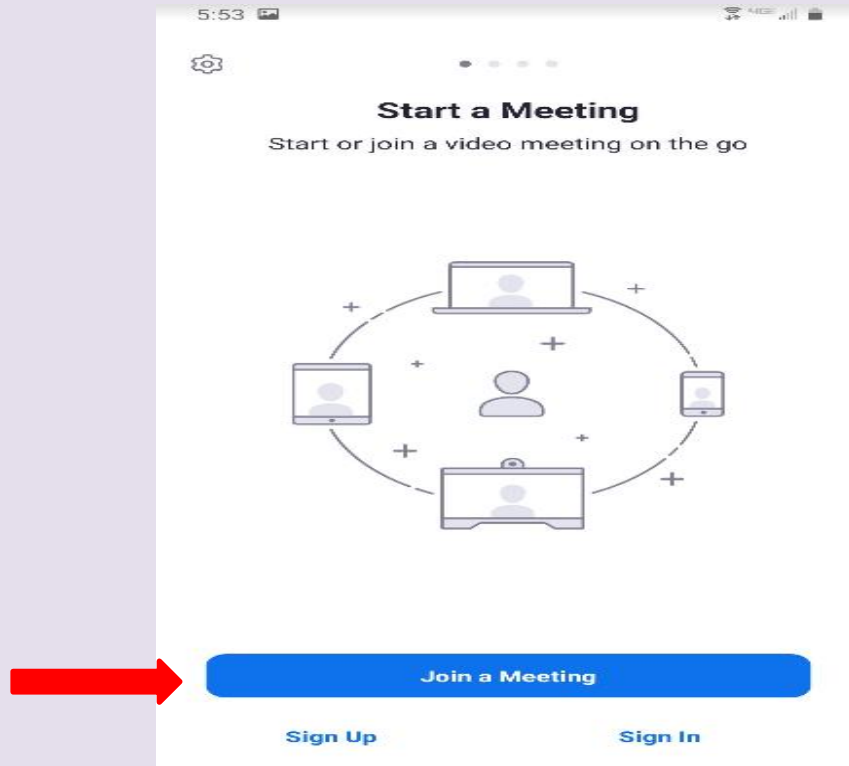
# TIPSHEET

4. In the Google Play Store, select **Install** and **Open**.

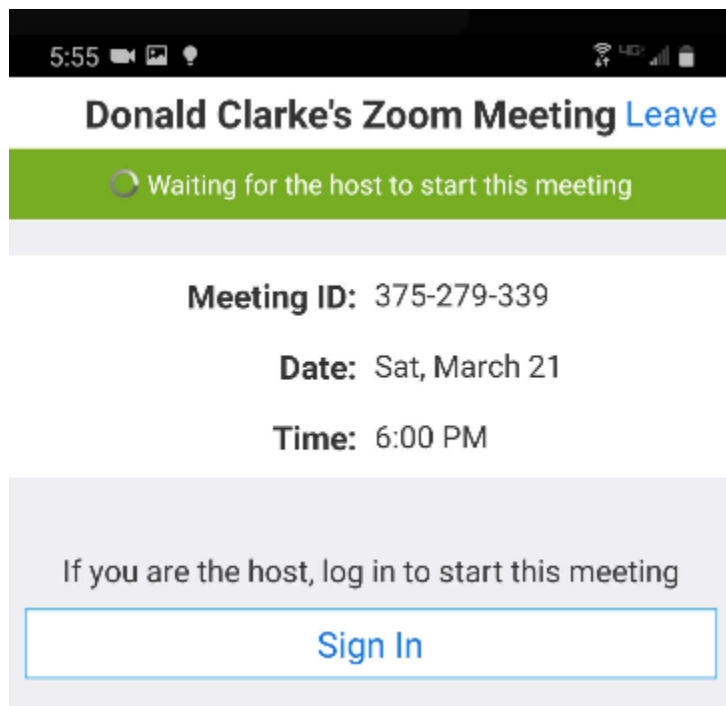


# TIPSHEET

5. On the log in screen select **Join Meeting**. Or you can sign up and create an account

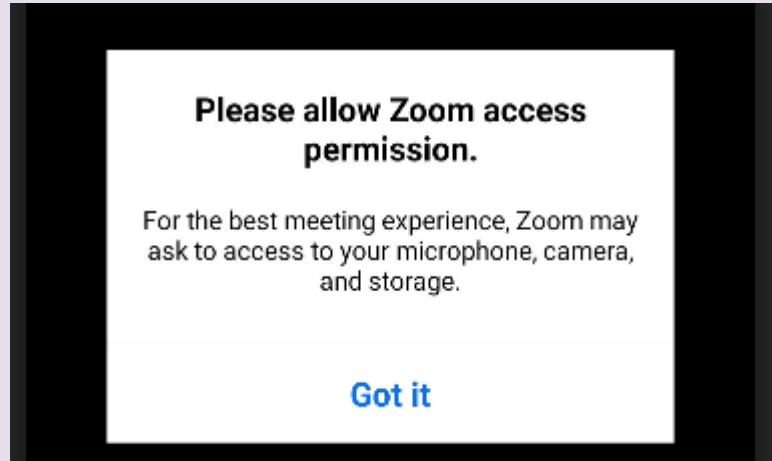


6. If the meeting has not begun, you will see this message.

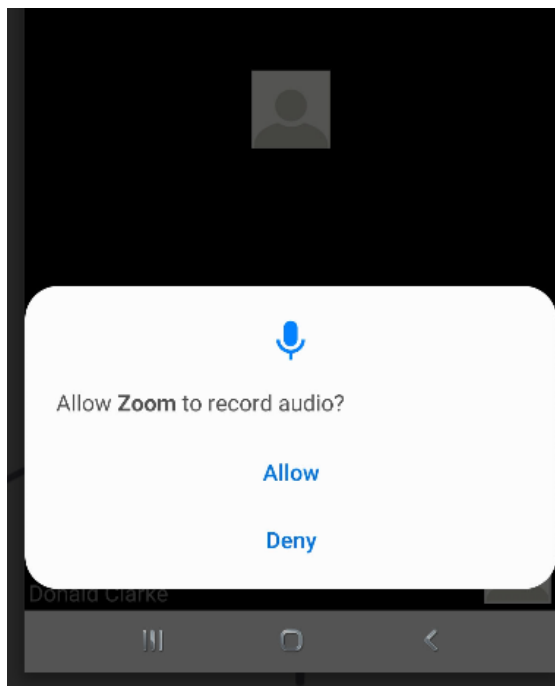


# TIPSHEET

7. Once the meeting has started, the following configuration options will load.

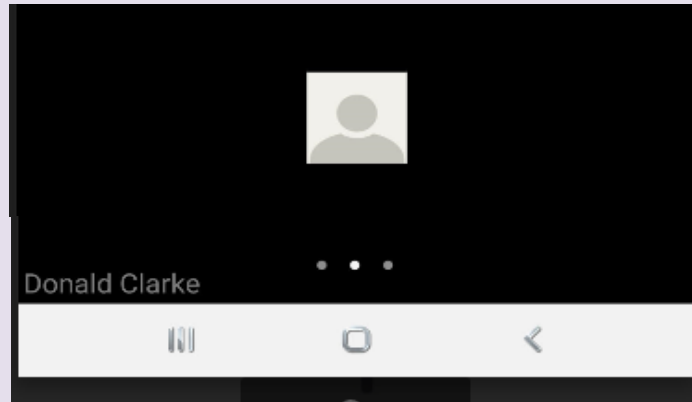


8. Select Deny.

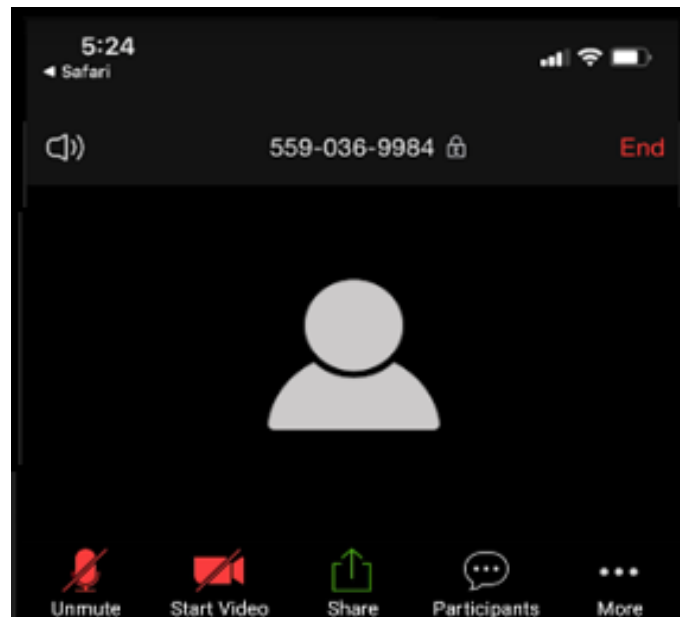


# TIPSHEET

9. Once you have logged in and your name appears in the lower left corner, you will be in the meeting and should hear all audio.

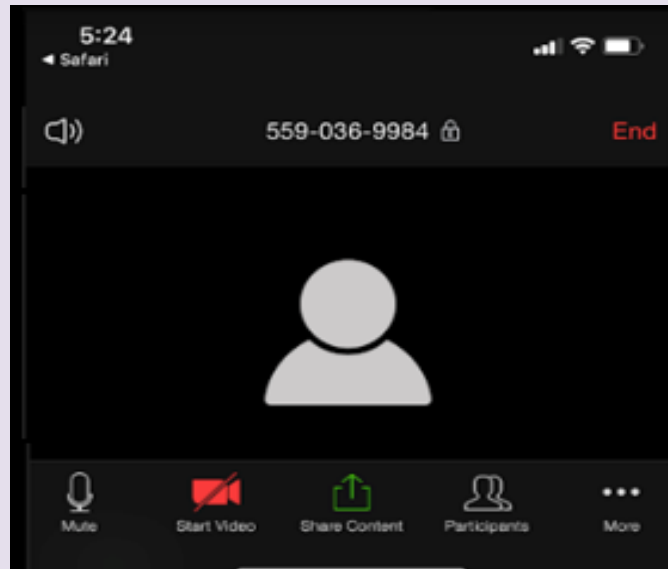


11. Clicking on your name will load the meeting options.



# TIPSHEET

12. To speak, simply tap the microphone icon, to unmute. Please be sure to mute again once you have finished speaking.

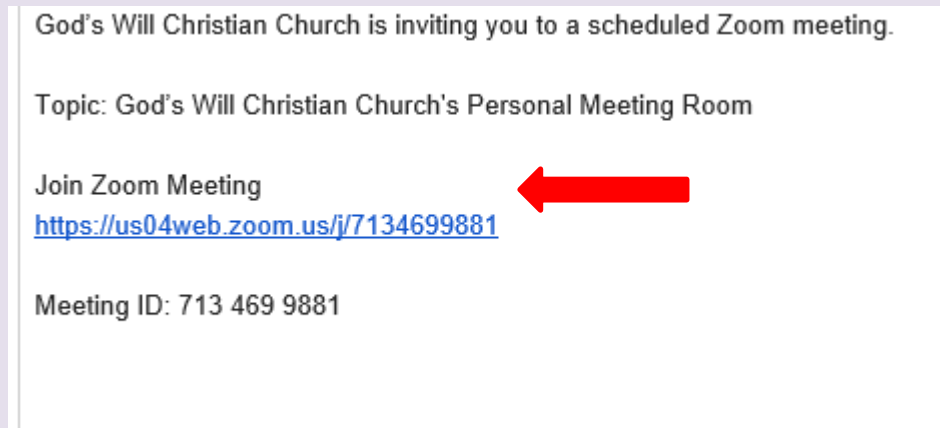


**Note:** Sliding your screen to the left and right will give you different options. Don't be alarmed.

# TIPSHEET

If connecting for the first time from an Email Message Invite follow the steps listed below.

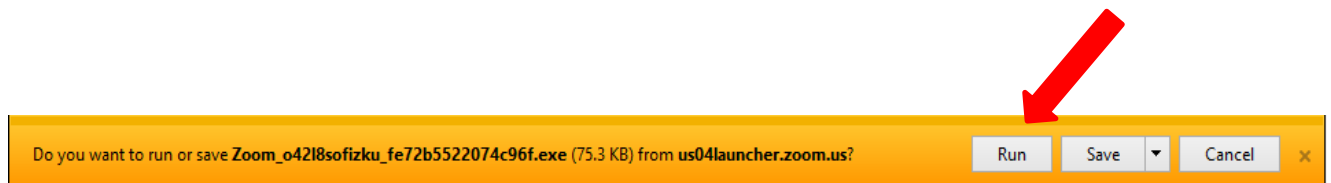
1. From the message, click the link below Join Zoom Meeting.  
Please note the Meeting ID/ Password, as you will need them later.



2. Follow the download instructions.

When prompted, select Run.

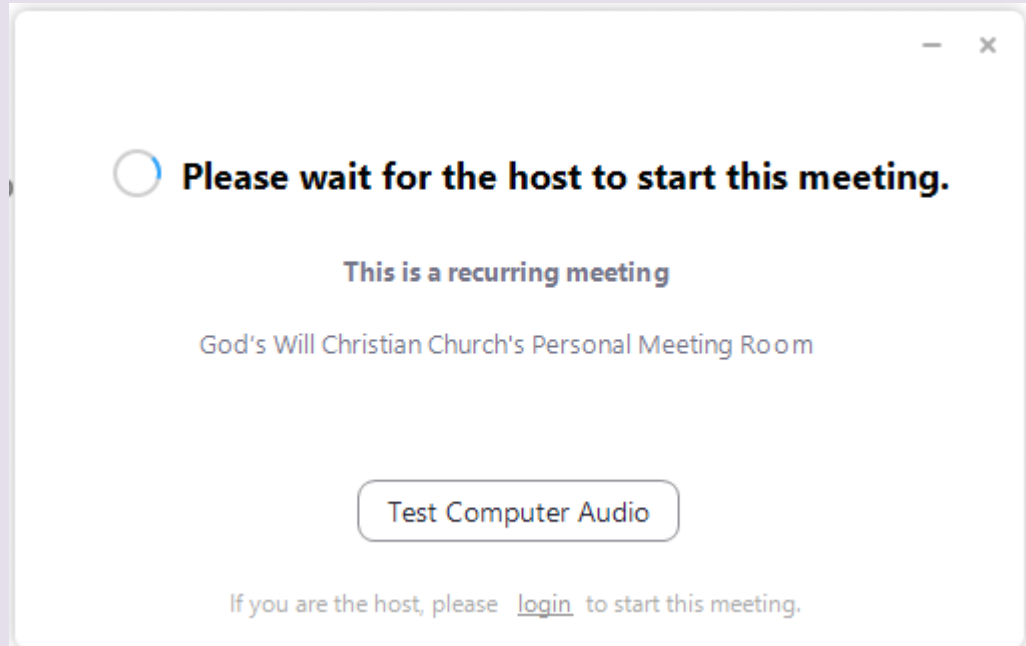
A download should start automatically in a few seconds. If not, [download here](#).





# TIPSHEET

3. If the meeting has not started, follow instructions to test Audio/ video.



**Remember to mute your microphone and disable your camera one you join the meeting.**