SON Office of Educational Quality & Innovation

Joining a Zoom Meeting

Zoom is a web conferencing service used at the JHU School of Nursing, and is best used for online meetings that need advanced sharing capabilities, including video collaboration, video recording, and screen sharing. **Note:** Additional documentation is available via the Zoom online knowledge base: https://support.zoom.us/
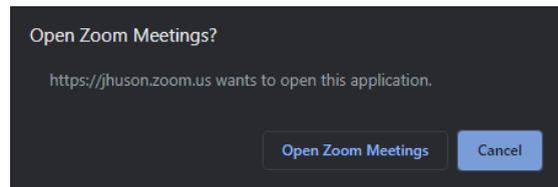
What You Need To Get Started

- An internet connected computer, laptop, or device
- Your meeting ID # and/or meeting link, e.g., https://jhuson.zoom.us/j/61635446056. (Here, the meeting ID is 616 354 460 56)
- A headset or ear buds
- A phone (if you're unable to receive audio via your computer)

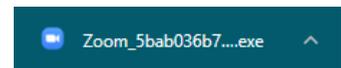## *How to Launch Zoom and Participate in Your Meeting*

- **JOIN:** Click on the Zoom meeting link you were provided OR go to the SON Zoom page (https://jhuson.zoom.us) click the **Join** button, paste in the meeting ID and click **Join**.

- **OPEN ZOOM MEETINGS**: The next steps are the same for either option you chose above: A window will open in your computer's default web browser, and a small pop-up will appear that says "Open Zoom Meetings?" – select the Open Zoom Meetings button to launch the meeting in the meeting in the Zoom app.

- **DOWNLOAD & RUN ZOOM:** If you do not have the Zoom app on your computer, you will be prompted to download it. You may need to click on the **download & run Zoom** link. Once you click the link, a Zoom.exe file will download. You will need to double click on the exe file to launch the Zoom app. Your meeting will automatically launch as well.

- **AUDIO:** Once you've entered the meeting, a window will appear asking you to choose one of the audio conference options:
- *Phone call*: you call in, using the call-in info in the invite.
- *Computer audio:* You use your computer speaker and microphone for audio. (This is easiest.)
- *Call me:* You have Zoom call you (a good alternative when computer audio is not working).