Joining, Starting, Ending, and Leaving a Zoom Meeting

This guide will provide an overview of how to join, start, end, and leave a Zoom meeting.

Attendees can directly access a Zoom meeting by clicking on the link provided by the host of the meeting. If the host of the meeting did not send a URL link, but instead sent the meeting ID number, follow the steps below to enter the scheduled meeting using the meeting ID number.

Joining a Zoom meeting using a computer

1. Open a preferred web browser. This example will show images from a “Google Chrome” browser.

2. Select “join.zoom.us” to be redirected to “Join a Meeting” using the meeting ID.

3. Enter the meeting ID provided by the host.

4. Select “Join.”

5. Select “Open Zoom Meetings.”
6. Select “Join with Computer Audio.”

7. Select “Join with Video.”
Starting a Scheduled Meeting as the Host

Follow these quick steps to start a scheduled meeting as the host.

1. Click the link “My Meetings” to be directed to log into Zoom. The “Upcoming Meetings” tab will be open.

2. Under “Upcoming Meetings,” click “Start.”

3. Select “Open Zoom Meetings” to launch Zoom, and begin the meeting.

4. Select “Join with Computer Audio.”
5. Select “Join with Video.”

![Video Preview]

**Ending or Leaving a Meeting**

This guide will provide an overview of the steps of how to end or leave a meeting as the host or as the participant.

- **End the meeting as a host.**
  1. Select the “End Meeting” button.
  2. When selecting “End Meeting” as the host, a pop up will prompt you to “End the meeting for All” or to “Leave Meeting.”
• Leave the meeting as a participant.

1. Select the “Leave Meeting” button. When leaving a meeting as a participant, the meeting will still continue with the other attendees.