

How to join a Zoom meeting: What are the requirements?

To join a Zoom meeting, a host (**headspace Ballarat**) first has to create a meeting and share the invite URL or meeting ID. **You do not need a Zoom login to join a meeting, all you need is that meeting URL or ID.**

- The Zoom link has been sent you via email

Once headspace Ballarat starts the meeting, participants can join and you will go into a waiting room.

How to join a Zoom meeting on desktop via meeting invite link

1. Click on the meeting invite URL that headspace Ballarat has shared via email or text.
2. Open the Zoom app.
3. Approve the request for permission to use your computer's audio and camera.

We have set up a waiting room, when we see you in the waiting room, we will then accept you into the 'meeting' this is to help protect our privacy and ensure no one is entering our sessions that haven't registered with us.

How to join a Zoom meeting through a web browser

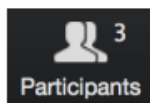
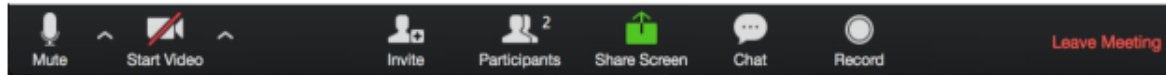
You don't need to install any extra software to join or even host a Zoom meeting. You can do it all through a web browser.

1. Click on the meeting invite URL that the host shared via email or text.
2. A new tab will open on your preferred web browser. If you don't have the Zoom desktop app installed, the page will urge you to download the app.
3. Ignore that and skip down to the small print: "If you cannot download or run the application, join from your browser."
4. Click the highlighted text in "join from your browser".
5. Sign in with your name to join the meeting.

How to join a Zoom meeting on mobile (iPhone, Android)

1. Download the [Zoom app for iOS](#) or for [Android on Google Play](#), and set it up using your contact information — which the host can use to "call" you. Then, either
2. Your app will ring when the host "calls" you (*Accept the call*)
or
3. Open the mobile app.
4. Tap on "Join a Meeting."
5. Enter the meeting ID and your name and set audio/video permissions.
or
6. Tap on the meeting invite URL that the host shared via email or text, which will open the Zoom app. *The app may ask for permission to use your phone's camera.*

Icons across the bottom of your screen



Participants

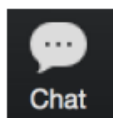
If you click on Participants, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself.

- **Raise Hand** - notifies host and shows a prompt to simulate hand raise
- **Rename** - hover over your name to change it as it is seen in the participants list and video window



[Share Screen](#)

If the host allows, you can share your screen in the meeting. The host will have the ability to stop your screen share.

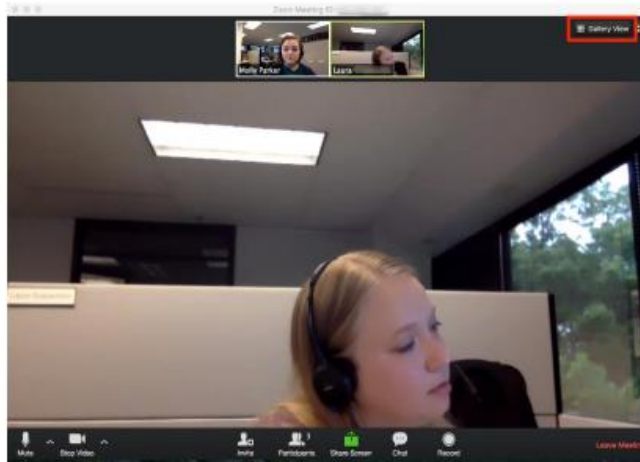


[Chat](#)

Chat with individuals or everyone in the meeting. Click **Chat** to open up the chat window and chat with other participants or view chat messages. Select the drop down next to **To:** to change who you are chatting with.

Choose video layout

At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share.



The picture left is on 'speaker view'

The picture to the right is on 'grid view'

We promise not to look this scary in our sessions



Leave Meeting

You can leave the meeting at any time by clicking on the **Leave Meeting** option at the lower right corner of the Zoom window.
