

# Join Zoom Meeting

## Instructions

### How do I get Zoom and join the meeting?

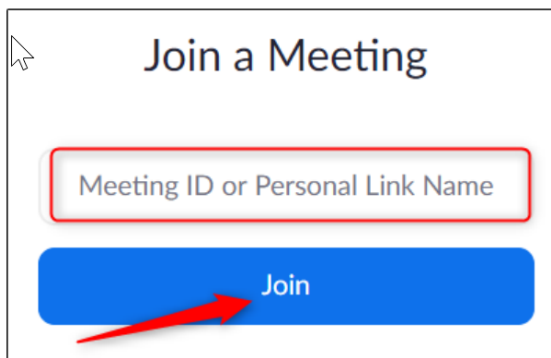
For web access, go to <https://www.zoom.us/> to download a free copy  
For mobile access, go to Zoom cloud in your store to install a free copy

#### Joining Zoom via the website:

- Click the “Sign up, It’s Free” icon

Once registered, go to your email to activate your account. (If you have not received the email from Zoom, refer to the information the below section, “*I am having problems receiving email messages from Zoom*”

- Click “Join” (If you already have Zoom, click “Join a Meeting”)
- Enter the *Meeting ID* number provided by the host you received from the email invite



- Click on “Join”
- Enter the passcode/password provided by the host
- Click on “Join with Computer Audio”
- You are now in the meeting

#### Joining Zoom via email link:

- Click on the link from the email invite



- Click on either “Join with Video” or “Join without Video” (whatever your preference)
- Click on “Join with Computer Audio”
- You are now in the meeting

#### Joining Zoom via mobile device:

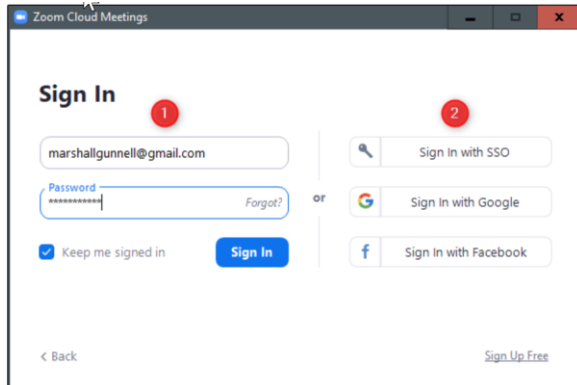
- Dial the number provided in the email invite
- Enter the *Meeting ID* number provided by the host and press the # sign
- Enter the password provided by the host and press the # sign
- You are now in the meeting (attendees will be muted upon entering the meeting)

# Join Zoom Meeting Instructions

## Joining Zoom via App

You must have Zoom installed

- Open Zoom, and you'll be prompted to sign in
- Following are the options to sign-in:
  - Sign in with SSO, Google, or Facebook. Selecting Google or Facebook will bring you to its respective sign-in page.
  - If you Sign in using SSO, use *aerospace-org.zoomgov.us*



Whichever sign-in method you choose, once that process is complete, you'll be on the home page of the Zoom app.

- Select *"Join a Meeting"*
- Enter the *Meeting ID* number provided by the host you received from the email invite
- Click *Join Meeting*
- Enter the password/passcode provided by the host
- Click Got It when prompt, *"Allow Zoom access permission"*
- Click Allow
- Click either *"Join with Video"* or *"Join without Video"* (whatever your preference)
- You are now in the meeting

You can also access the App using the link provided by the host from the email invite

- Click on the link from the email invite
- Click on Join Meeting
- Enter your name; please do not use nicknames
- Click either *"Join with Video"* or *"Join without Video"* (whatever your preference)
- You are now in the meeting

## **Join Zoom Meeting Instructions**

### **I am having problems receiving email messages from Zoom**

Zoom notifications and activation emails can usually take 30 minutes or longer to arrive. But if it doesn't arrive, you need to make sure that your email is configured properly.

- You may need to ask your IT department to whitelist Zoom's email IP addresses. The administrator should whitelist the no-reply@zoom.com email along with the following IP addresses:
  - 198.2.179.123
  - 198.2.179.168
  - 198.2.179.86
- If you're using Gmail or a personal emailing service, check your spam folder; emails will come from [no-reply@zoom.us](mailto:no-reply@zoom.us).

Aerospace employees:

Click on link in email invite

Select Join with Video or Join without video