

## Zoom You are invited

For Zoom meetings where a Host reaches out to 1 or more individuals to join in a meeting, this paper discusses the process of the invitee interaction.

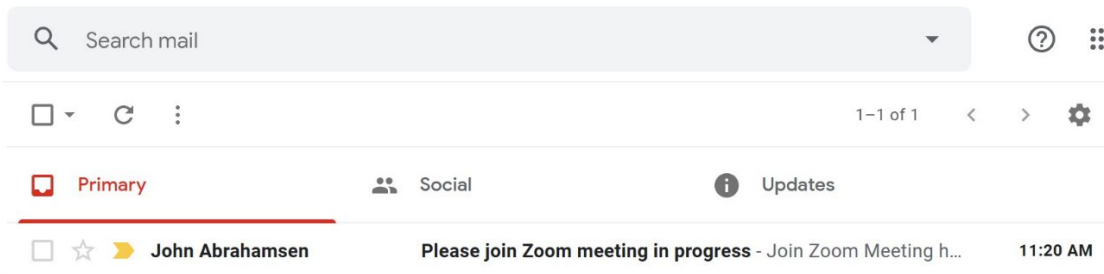
This paper reviews a Windows 10 PC with mouse using MS Edge browser, Google Gmail and the Zoom app. The author installed the Zoom app from the microsoft store prior to the meeting. This paper uses email as the connecting agent, alternately an invite can be texted. The device used to answer the email or text is the one that Zooms, such as a tablet, laptop, PC or phone.

A day and time is established by the host for the meeting. At that time the host starts a Zoom meeting and invites each of the participants, one at a time, by sending an email to the invitee.

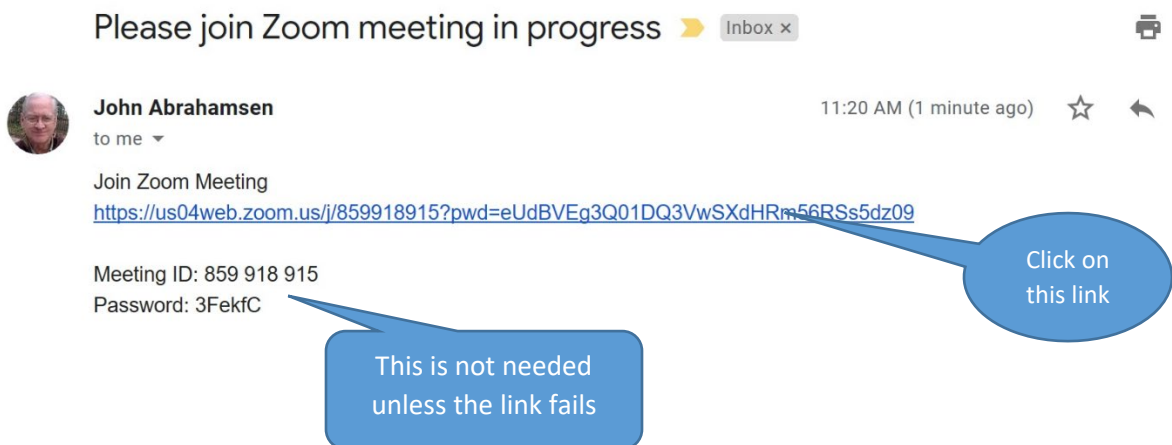
The invitee should have the PC on and the email inbox visible at the time of the meeting. If this is the first zoom link, it is suggested that the invitee have a phone within reach. If the meeting uses the smartphone as the connection, then it is easier to deal with issues if the invitee has another phone nearby.

The host is using a Zoom session at this point but the invitee is not. The invitee will be using the received email to trigger the zoom session. Other variations can be done but are not reviewed herein.

This is the incoming email the invitee is looking for:

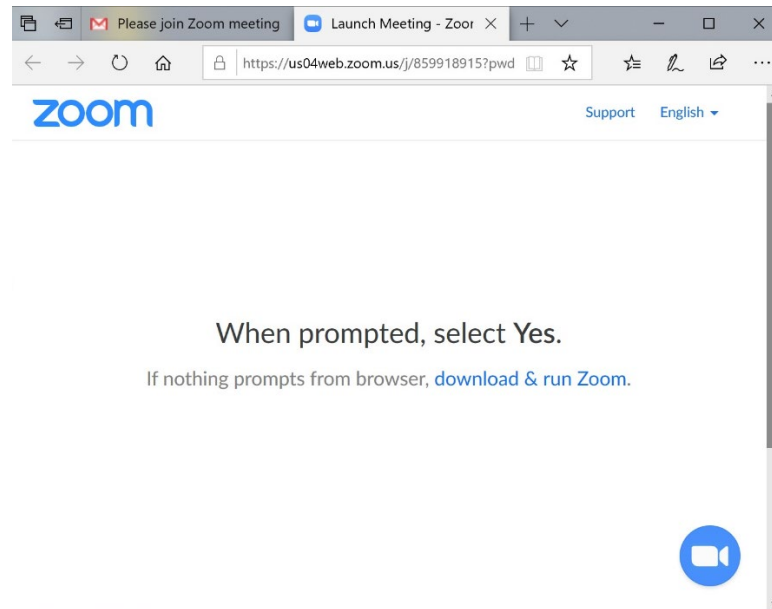


Open the “Please join Zoom meeting in progress” email.



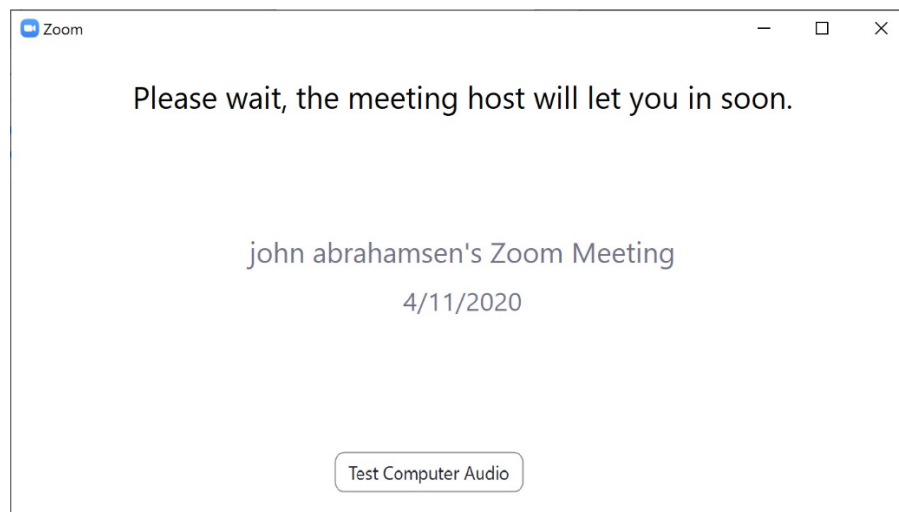
If you got this email before the meeting and choose to run the Zoom app, then you need to use the meeting ID and password. Remember the password is case-sensitive. If you use Zoom directly and also click the email then you will appear twice in the meeting on the Host side. Don't do that.

The invitee has clicked on the link and is waiting for:



If the zoom app was not installed on your PC or this is your first Zoom session, then nothing more will happen until you click on the "download & run Zoom." Link in the browser window. Then you will have to follow the install instructions and wait until Zoom has finished installing.

Otherwise, this appears



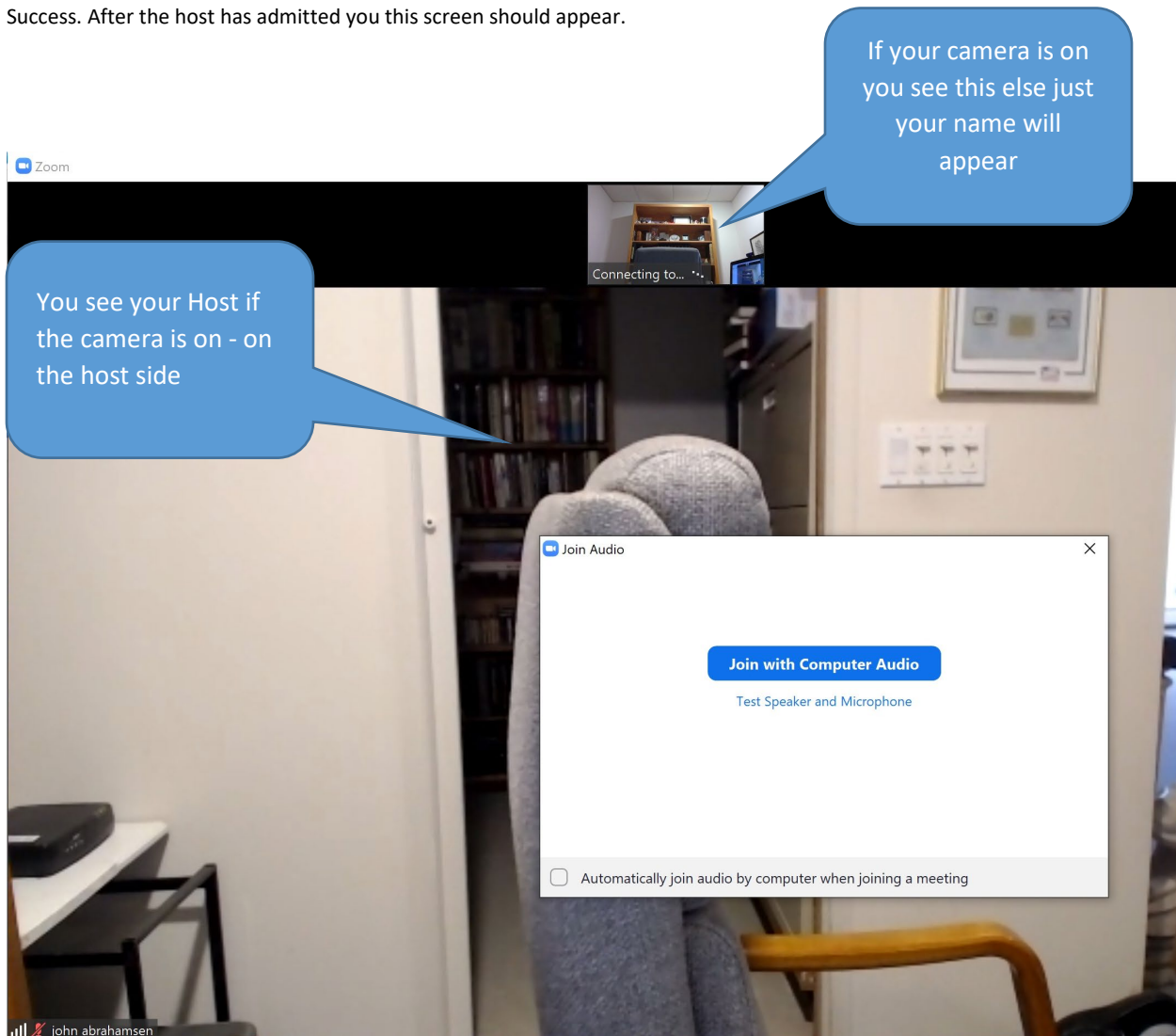
Again this will take time because the Host has to click the "admit" button on the host side of the session. If the meeting is already in progress the host may be distracted.

This is one of those moments when being able to talk to the host would confirm if everything worked and that the host is seeing you trying to connect. Once routine, answering the connect request is quick enough that you don't get concerned.

This is something to have prearranged by discussion with the host as to how to proceed. A good host will have one of the connected invitees call you and relay to the host what is happening. If you are not hearing anything after a few minutes, then

you have to call the host. But do give every step a few minutes first. Wherever possible let the Host concentrate on running the session.

Success. After the host has admitted you this screen should appear.



You need to click the button “Join with Computer Audio”. It is best to announce yourself if you do not see video in your window (at the top).

Remember both your window and the Host window have controls to mute (turn off mic) and stop video. And if your camera is on when you enter but the host has mute ALL, then you’re talking will not get through.

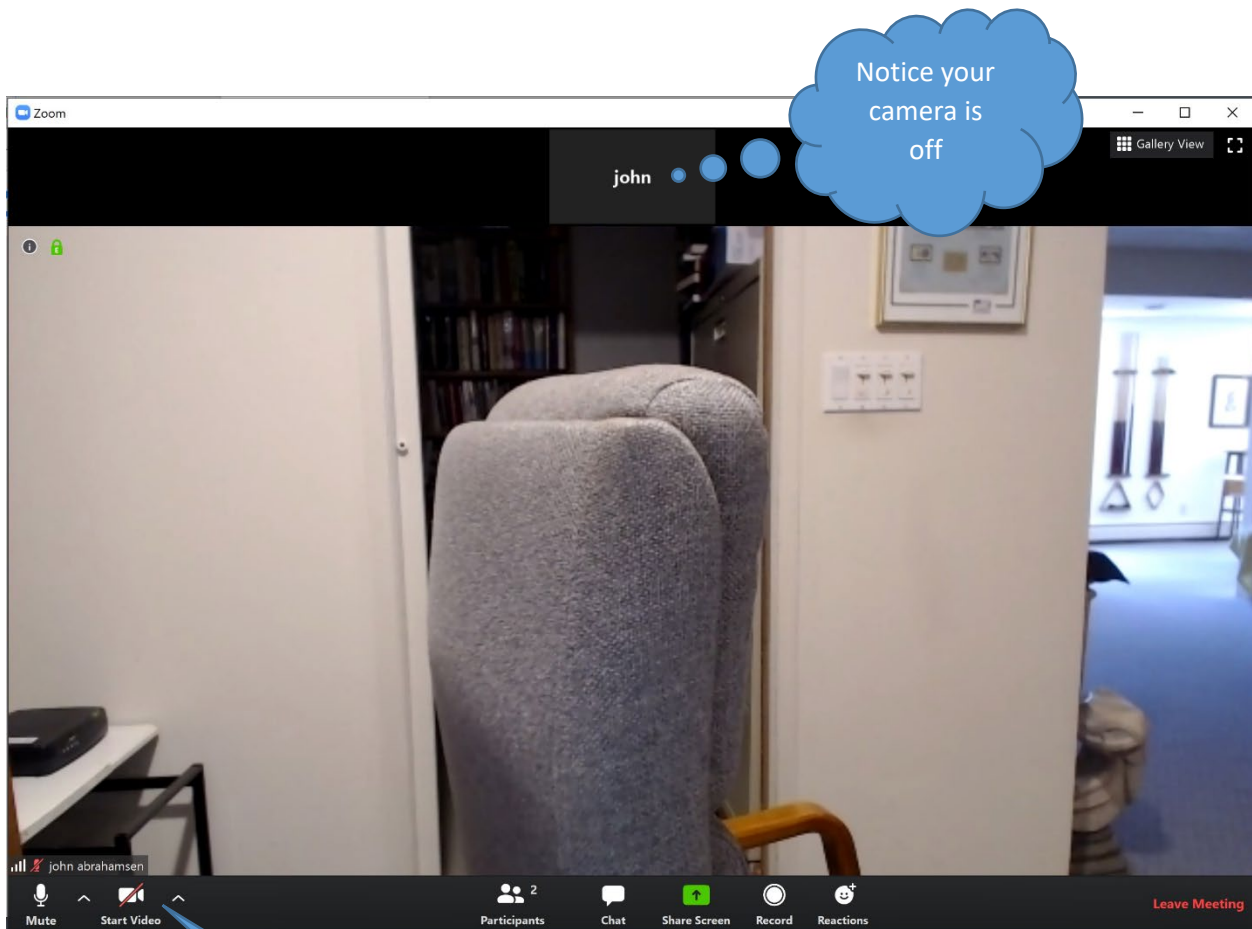
Both the host and the invitee should consider having some cards with simple messages like:

Card 1 “John”

Card 2 “turn on your audio”

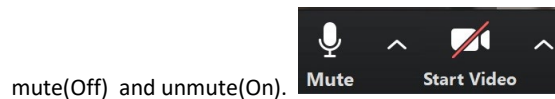
So how you turn on and off your audio and video is next.

The bar at the bottom of your window appears when you move the mouse over the bottom edge of the window.



The video (camera) has a line across to indicate OFF

You need to click the camera picture to (toggle) the camera on and off. The same is true for the microphone



mute(Off) and unmute(On).

**Leave Meeting**

you should click "Leave Meeting" to leave the meeting, just close the window using the X on the top right corner.

which is on the bottom right. It is not good to