

You’ve received a Zoom Meeting invitation, what now?

* Click the Zoom Meeting link in the days leading up to your meeting.  
  Zoom will download, this should only take a few seconds, and launch you into the meeting. If you are having any issues with this there are some more detailed download instructions [here](https://blogs.otago.ac.nz/zoom/how-to-join-a-zoom-meeting-step-by-step/).
* When the Zoom window launches a box will pop up in the centre of your screen. Click the green button to ‘Join with Computer Audio’ .
* You can now click the up arrow ‘^’ next to the mic icon in the bottom left-hand corner of the Zoom window and select ‘Test Speaker & Microphone’. This will allow you to make sure you can hear and be heard. More info on that [here](https://blogs.otago.ac.nz/zoom/how-to-test-your-microphone-and-speakers-in-zoom/).
* Ensure you have a good internet connection. If on wifi make sure you are in a strong signal area. If at home, ensure others aren’t streaming or downloading content.
* Think about your surroundings, noise, lighting etc. There are some tips [here](https://blogs.otago.ac.nz/zoom/zoom-etiquette-attendee/).
* If you need to share something with others in the meeting it is very simple in Zoom. More info on that [here](https://blogs.otago.ac.nz/zoom/how-to-share-your-screen/).

That’s it, you should be ready to go with your Zoom Meeting now. If you would like to know more, have a look through the other pages on this blog for more tips and information.

-as shown on University of Otago’s web site <https://blogs.otago.ac.nz/zoom/so-youve-been-invited-to-a-zoom-meeting/>