

## 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

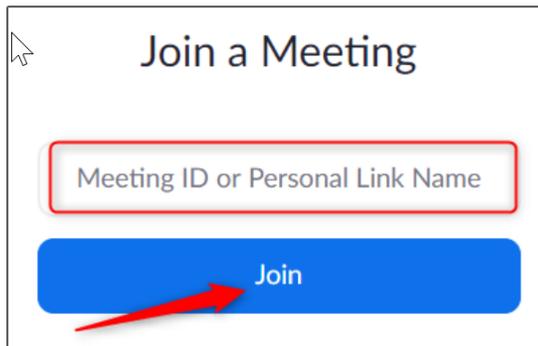
For mobile access, go to Zoom cloud in your store to install a free copy

#### 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 Join Meeting
- Enter your name; please do not use nicknames
- 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

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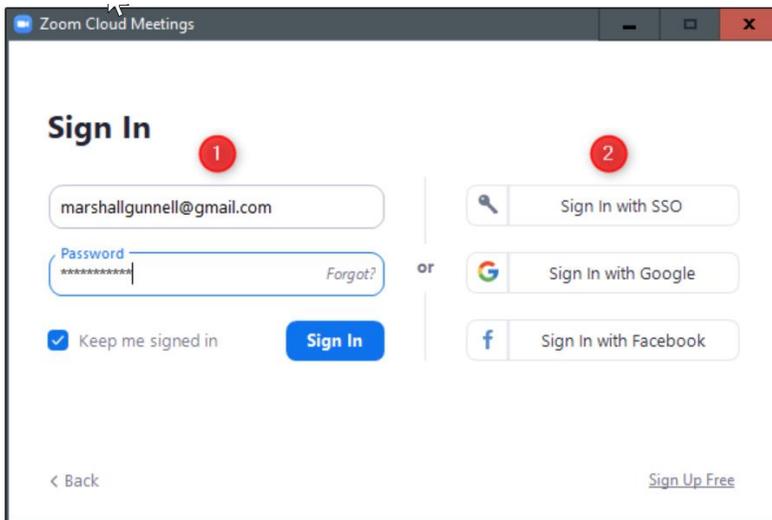
### Joining Zoom via mobile device:

- 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)

### 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](https://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

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### *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](mailto: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