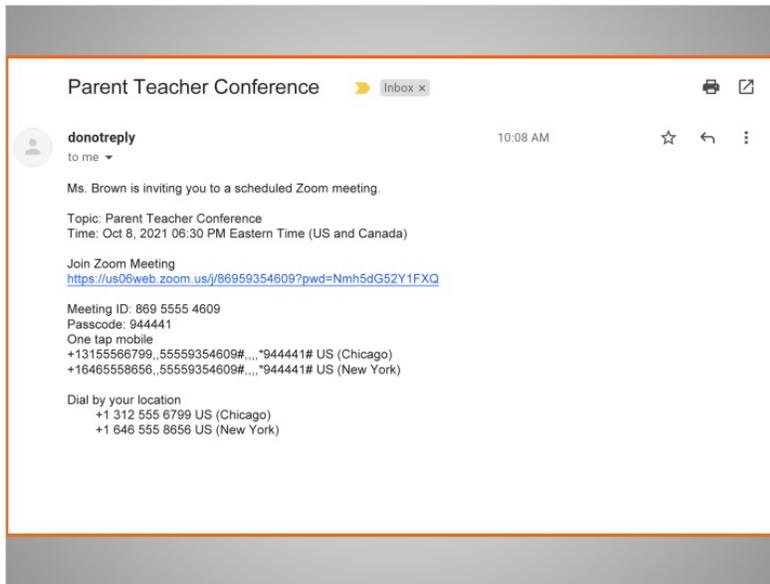


Basics of Video Conferencing

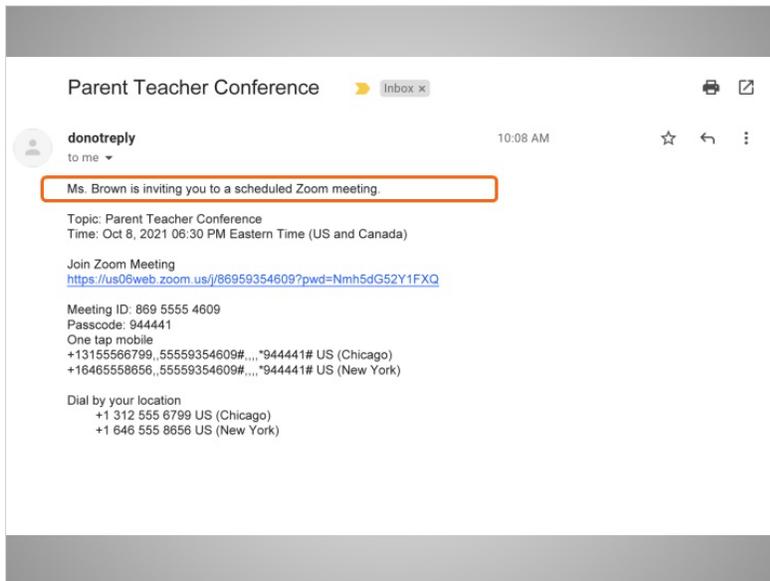
Joining an Online Meeting



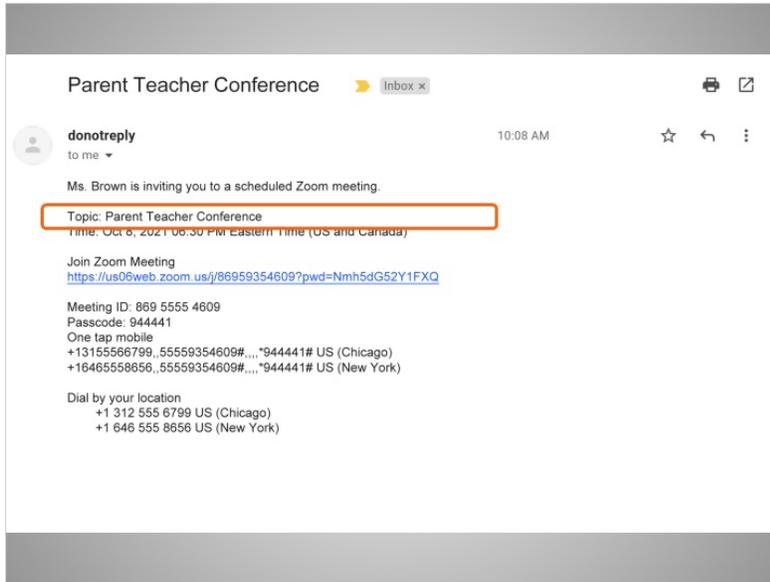
In this lesson, Bo is invited to an online meeting. In today's example Bo is using Zoom.



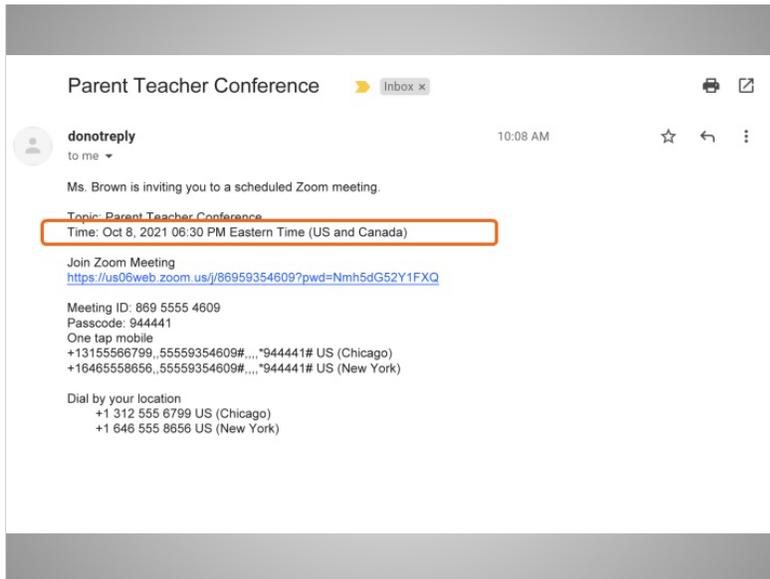
Bo recently received an email invitation from his daughter's teacher to join a video conference.



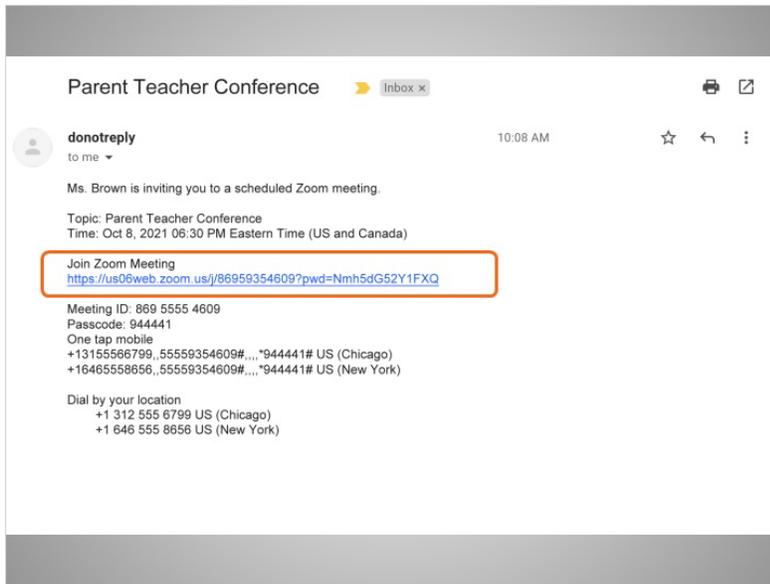
The invitation includes who is inviting Bo to the meeting,



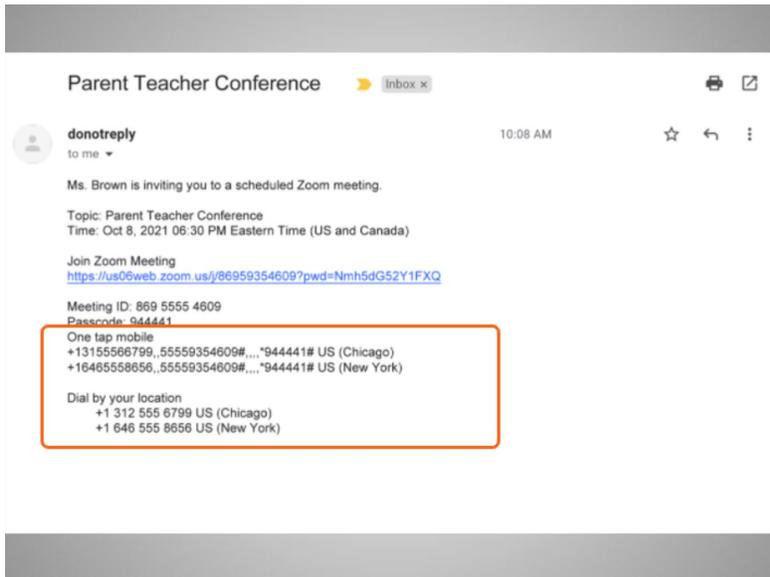
the purpose of the meeting,



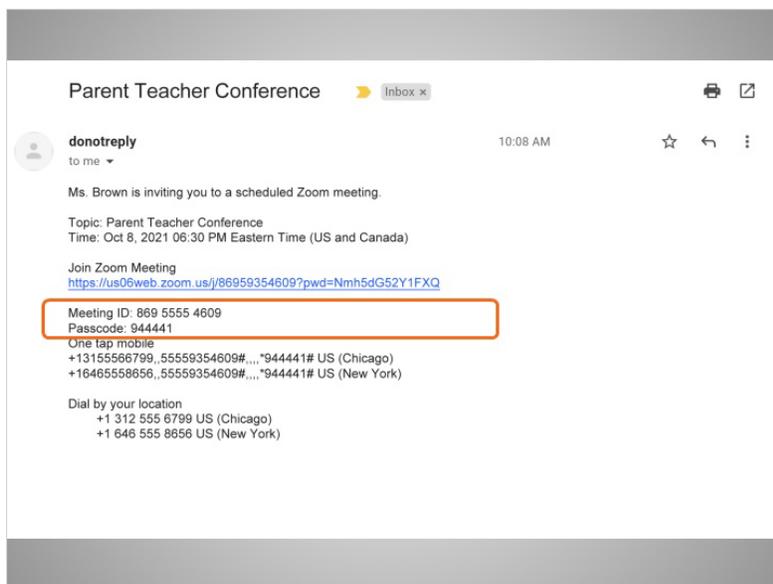
the date and time,



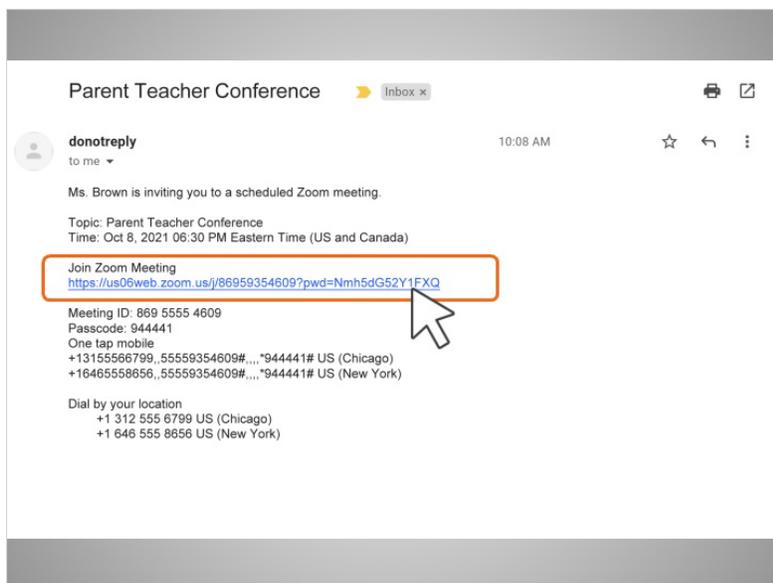
a link to join the meeting,



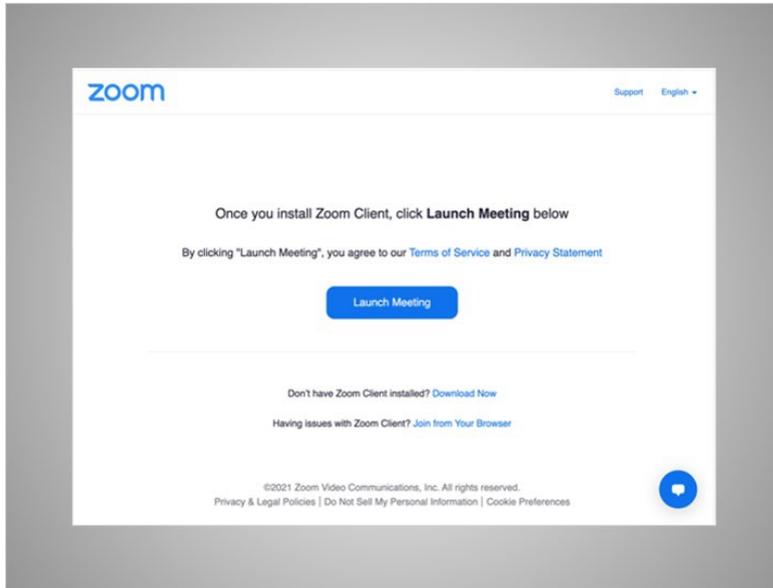
and may include telephone numbers Bo can use to call into the meeting.



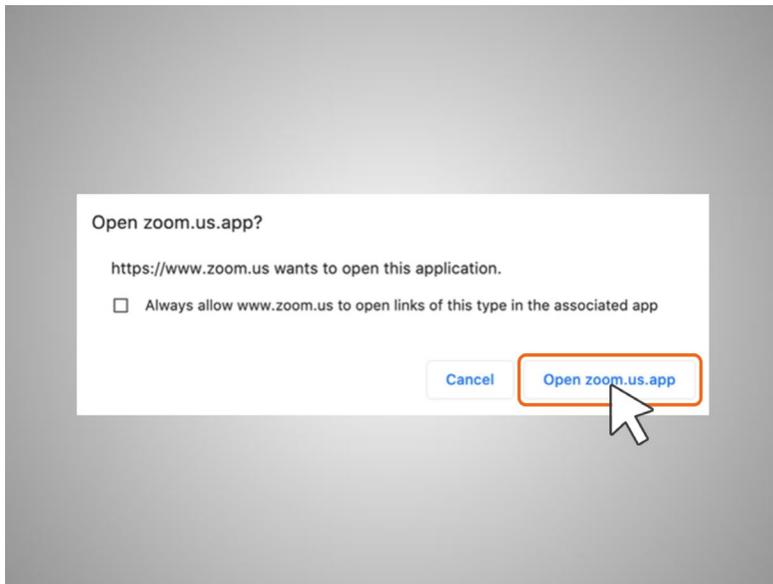
Bo can still attend a meeting using his phone, even if he doesn't have access to a computer, the internet, or a mobile device with a camera. When calling in from his phone, Bo may need to use his telephone keypad to enter the meeting ID and passcode.



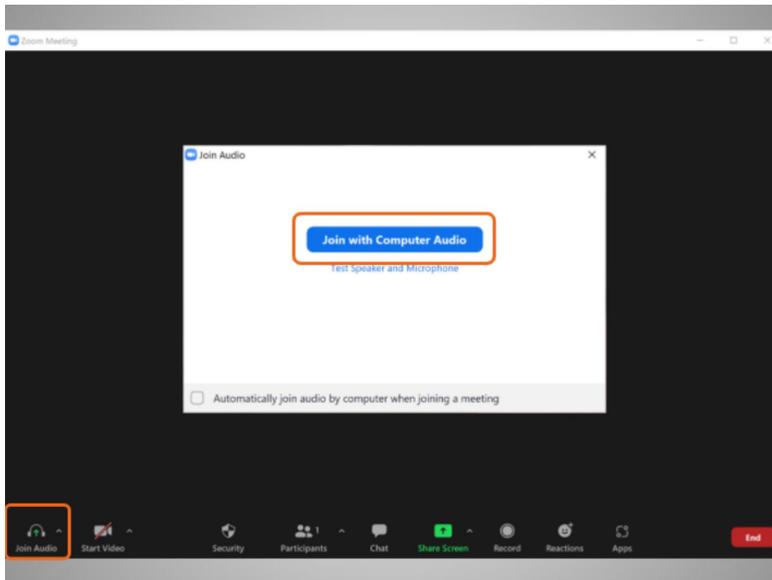
On the day and time of the meeting, Bo clicks on the Join Zoom Meeting link in the email he received from the teacher. Bo can also access the meeting by pasting this link into an internet browser.



Because this is the first time Bo has used Zoom, he is asked to download and open a Zoom app. Bo follow the prompts on screen to install the application.

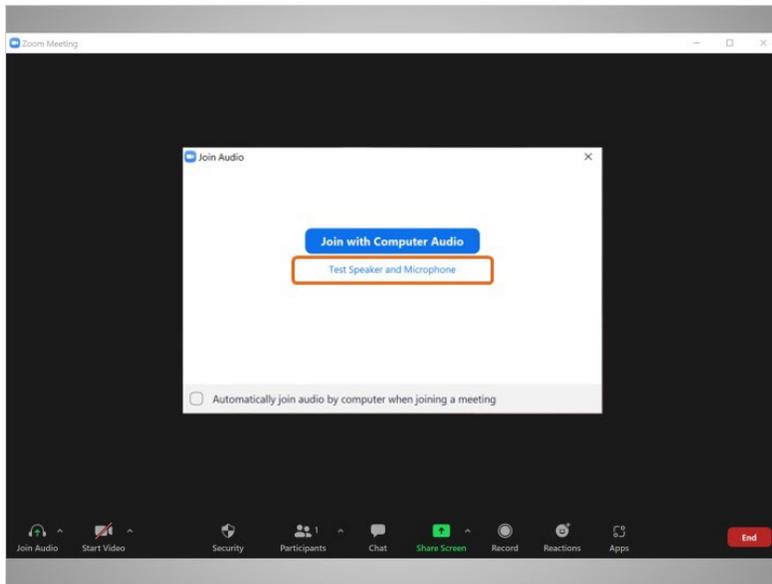


After it is installed, a popup window displays, Bo clicks Open Zoom.us.app. In most cases Bo will not need a Zoom account to join a meeting that he was invited to attend.

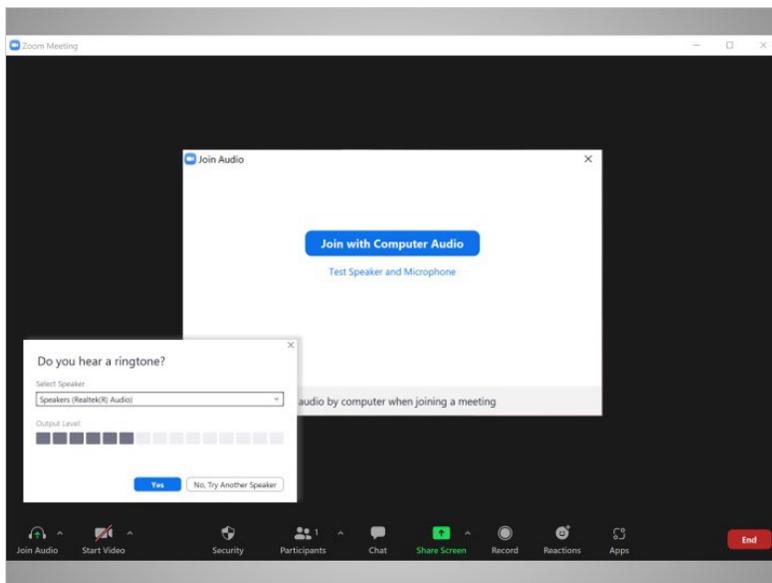


Once Bo logs into the meeting, a box appears with a message asking if he would like to Join with Computer Audio.

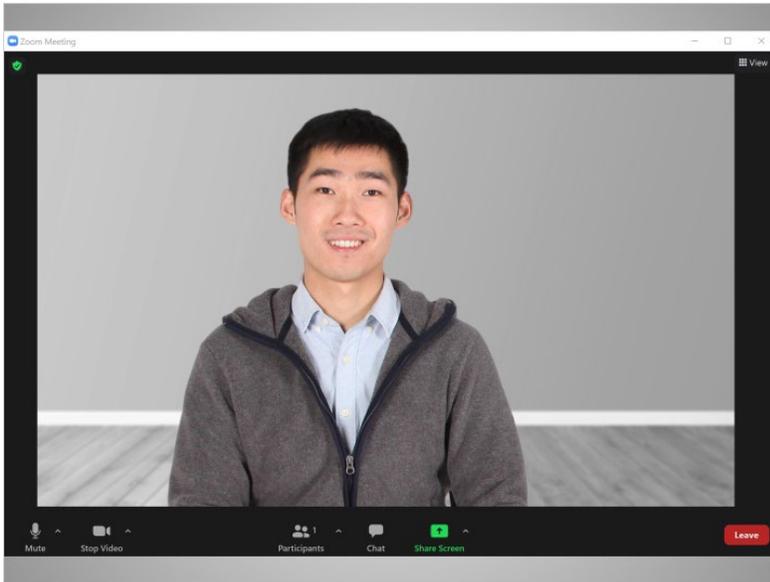
If Bo clicks on this link, he will enter the meeting. The computer will use the internal microphone and speakers during the meeting, or, the headset he has connected to his computer. A microphone is needed to make sure everyone in the meeting can hear Bo.



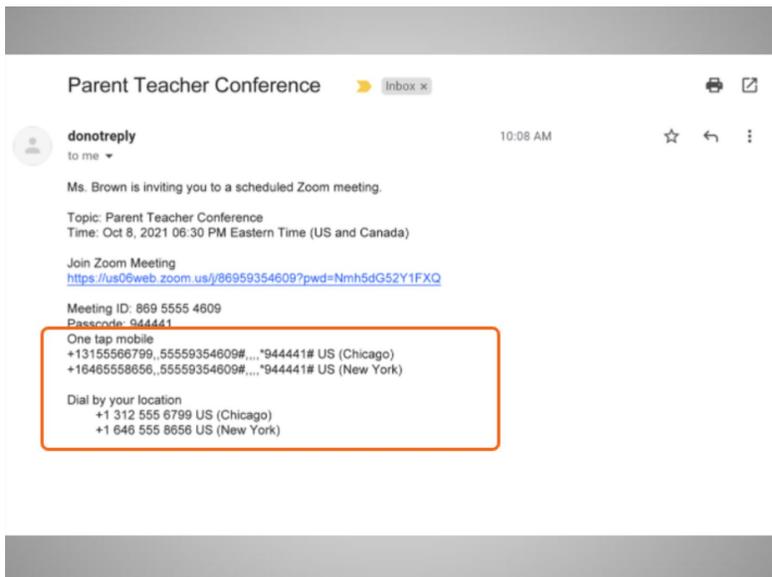
Bo can also click the link to Test Speaker and Microphone to check that his speaker and microphone work before he joins the meeting. If Bo clicks on the Test Speaker and Microphone link,



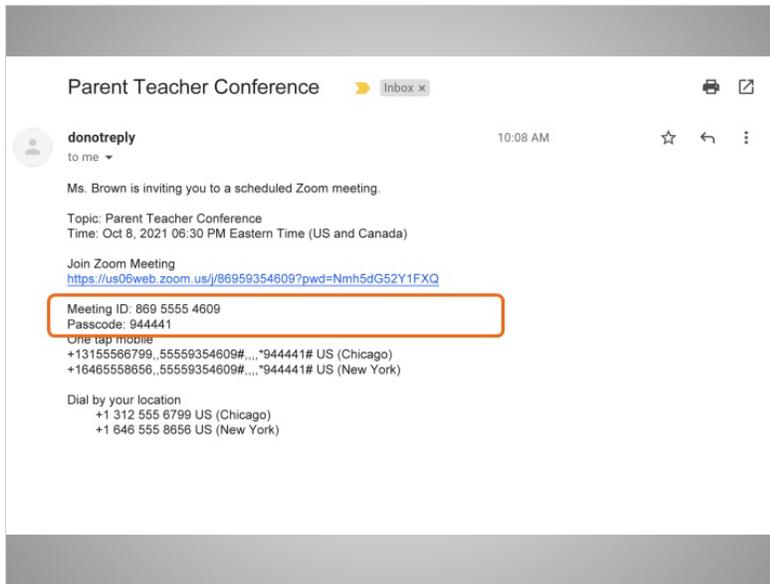
he will be asked to answer a few questions to verify his speaker and microphone work.



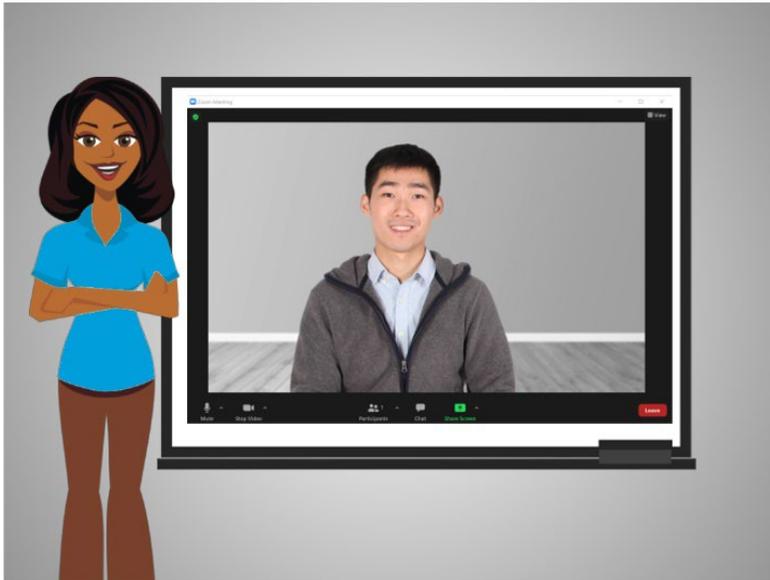
When the test is successfully completed, he will join the video conference.



If Bo does not have access to the internet or does not want to use the microphone on his computer, he may be able to join the meeting by calling a telephone number that was in the invitation.



He will be asked to enter the Meeting ID and passcode before he can join the meeting.



In this lesson, Bo learned how to join a meeting. In the next lesson Bo will learn how to use the video conferencing tool.