

# How to Enter a Zoom Meeting

- Joining
- Muting Yourself
- Turning off Your Video

# Step 1 - Accept the Invitation

< Gmail

Edit



## Inbox

Search

★ [Redacted] 5:07 PM  
Zoom meeting  
Join Zoom Meeting <https://us04web.zoom.us/j/5701078354> [Redacted]



★ To [Redacted]

5:07 PM

### Zoom meeting

Join Zoom Meeting

<https://us04web.zoom.us/j/5701078354?>  
[Redacted]

Meeting ID: [Redacted]  
Passcode: [Redacted]

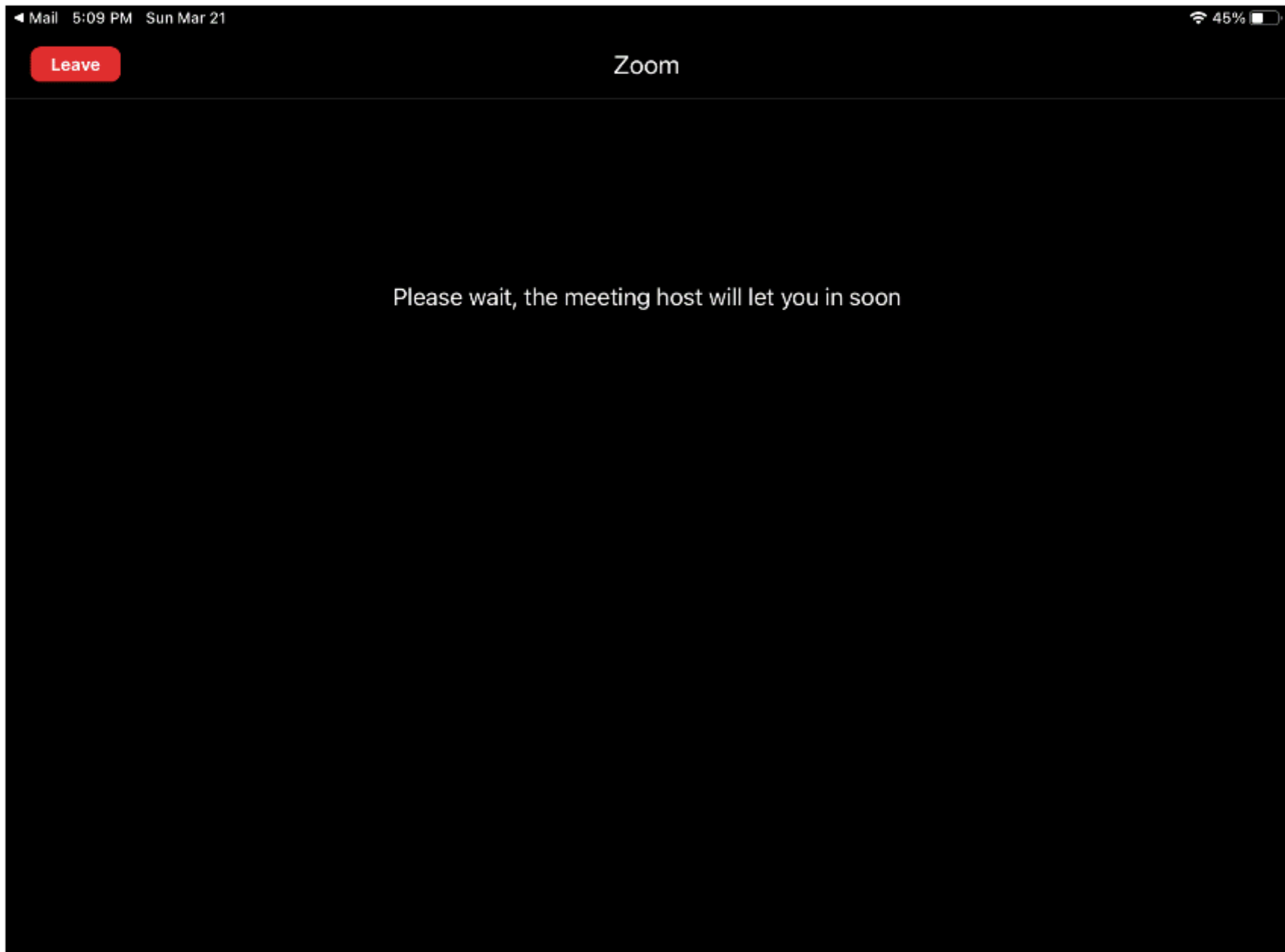
**TAP** the link to join the Zoom meeting.



Updated Just Now  
6,421 Unread

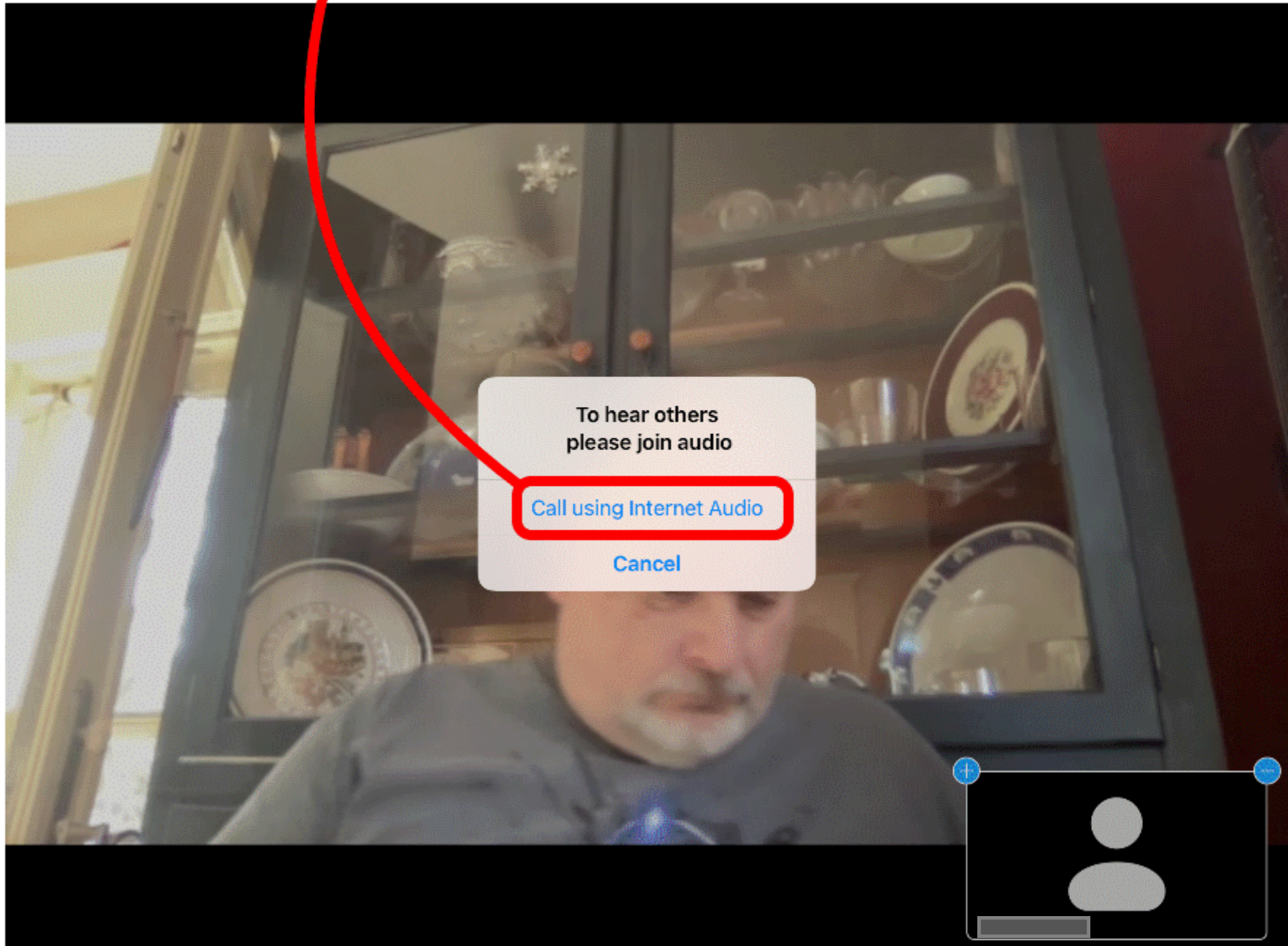
# Step 2 - Wait to Enter the Room

The meeting host will let you into the room.



# Step 3 - Turn on Audio

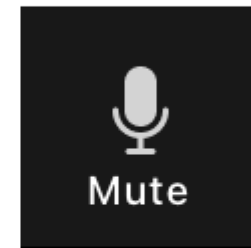
TAP "Call using Internet Audio" to hear people talking.



# Step 4 - Mute Yourself

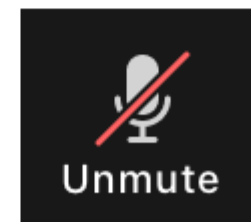
By default, the screen does not show controls.  
TAP the screen to show them.

At the top middle, you should see a microphone icon.  
TAP the microphone.



"Mute Jean"

The microphone icon will have a red line through it.  
You are now muted.

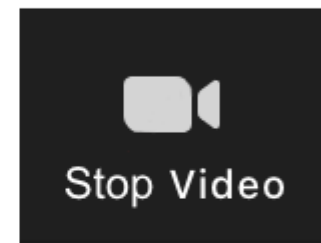


"Unmute Jean"

# Step 5 - Turn off your Camera

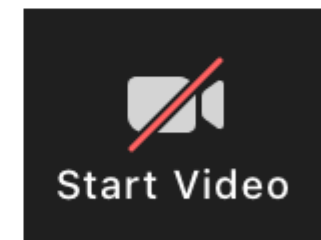
If you cannot see the controls, TAP the screen to show them.

There is a video camera icon to the right of the microphone.  
TAP the video camera icon.



"Stop Video for Jean"

The video camera icon will have a red line through it.  
YOUR camera is now turned off.



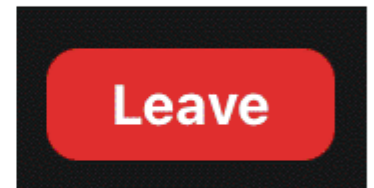
"Start Video for Jean"

You can still see the performers, but they cannot see you.

# Step 6 - Leave the Meeting

TAP the screen to show the controls.

At the top left, there is a red button that says "LEAVE".  
TAP the button to start leaving the meeting.



There will be another button that says "LEAVE MEETING".  
TAP that button to finish leaving.