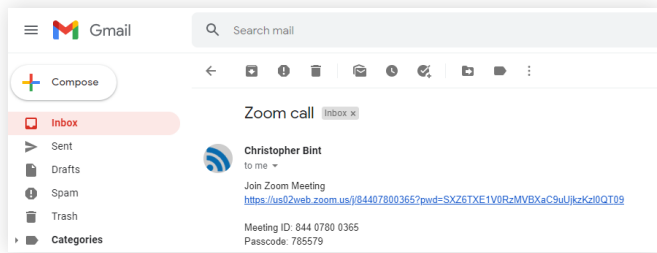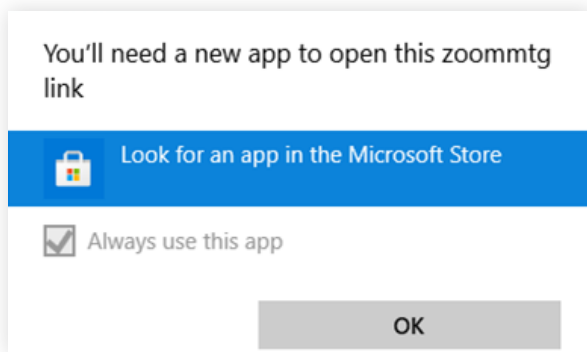# TECHCOACHES TOOLBOX

HOW TO INSTALL AND JOIN A ZOOM MEETING VIA EMAIL INVITE
— MICROSOFT WINDOWS —

1

Open the email message sent by the individual who has invited you to join their Zoom Meeting. Click the **blue underlined link** once with the left mouse button.
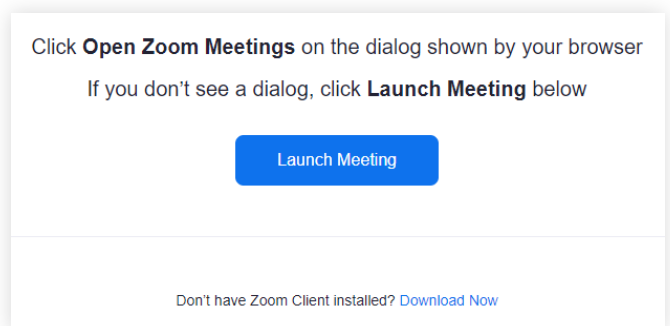

It's possible that the computer shows you this message. Please ignore it. By clicking the left mouse button somewhere on the screen outside of this message, it should disappear.
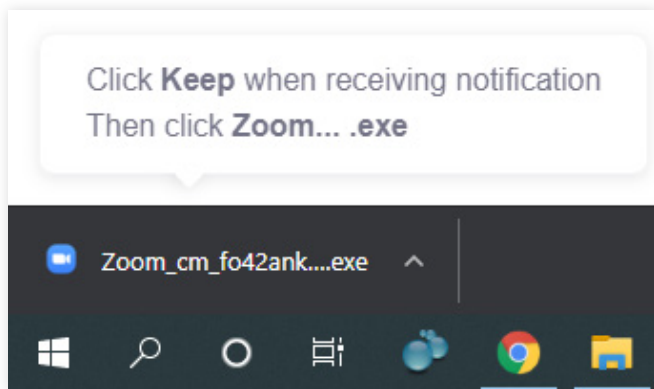

2

A new website will appear that helps us install the Zoom software. Click on the words **Download Now** to start the process.
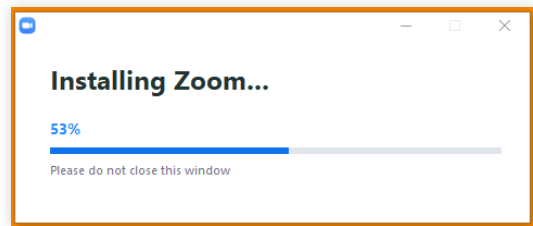

Keep going!

3

When the download is complete, it should appear near the bottom left corner of the screen. Click on the file to begin installing Zoom.

Click **Keep** when receiving notification Then click **Zoom... .exe**

Zoom_cm_fo42ank....exe

4

The computer will display the message "Installing Zoom…" This should only take a moment and you do not need to do anything except wait. When this is complete, the Zoom Meeting should begin automatically.

Installing Zoom...

53%

Please do not close this window

5

Upon entering the meeting, a prompt will appear, "To hear others please join audio". Click on **Join with Computer Audio** and the Zoom Meeting will start with your microphone turned on!

Choose ONE of the audio conference options

Phone Call   Computer Audio

Join with Computer Audio

To hear others, click the Join Audio button

Test Speaker and Microphone

Automatically join audio by computer when joining a meeting