ovacome..
The ovarian cancer community

STAYING CONNECTED

How to join a Zoom meeting on your computer

Setup

To join a Zoom meeting on your computer, you will need a camera, microphone and speakers. Almost all laptops will have these built into them, so if you are using a laptop you shouldn't have to worry about needing any extra items.

If you are using a desktop computer, you may need to check whether you have a webcam. If you don't, it will just mean that other participants won't be able to see you, but you will still be able to see them and hear/speak with them (provided that you have speakers and a microphone).

If your desktop computer doesn't have speakers or a microphone, you can try plugging earphones into your computer, but these must have a microphone on them (please see the images below for some examples of earphones with a microphone).





If you are using a desktop computer and don't have a microphone or speaker of any kind, you may have to join the meeting in another way (please see our other instruction sheets).

Joining the meeting

Ahead of your meeting, the Ovacome team will send you details which will look like this:

Ovacome Office is inviting you to a scheduled Zoom meeting.

Topic: My Meeting
Time: Apr 3, 2020 08:00 London

Join Zoom Meeting
https://zoom.us/j/145397223?pwd=V04xbkxXaWdpN3g1Wmc2R0FKTVgwUT09

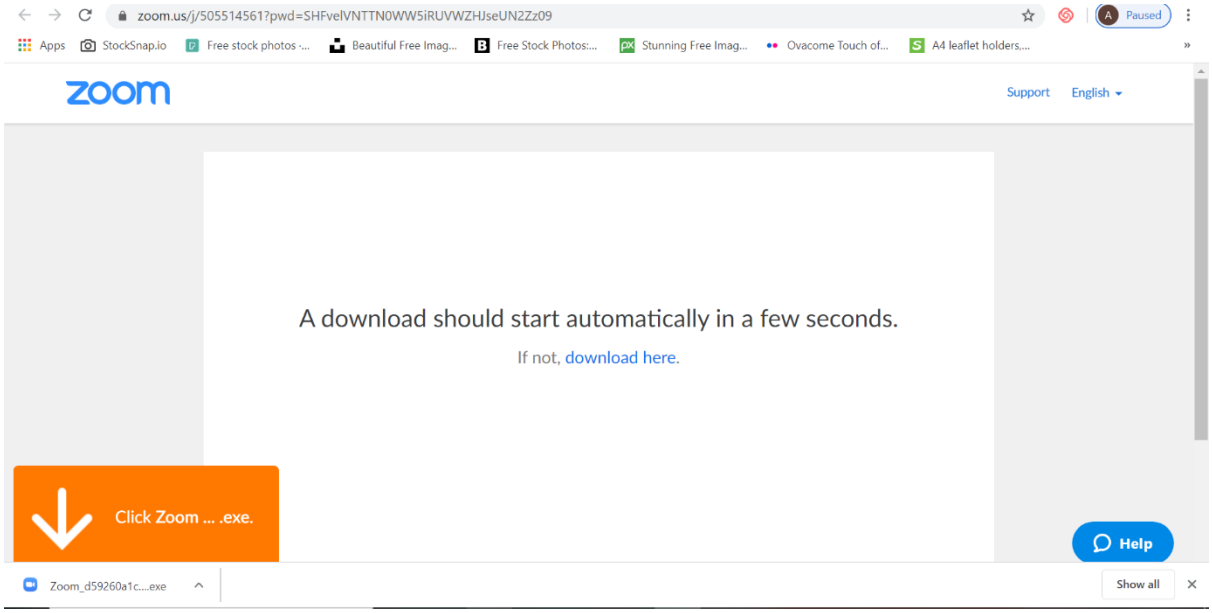
Meeting ID: 145 397 223
Password: 827615

One tap mobile
+442080806591,,145397223# United Kingdom
+442080806592,,145397223# United Kingdom

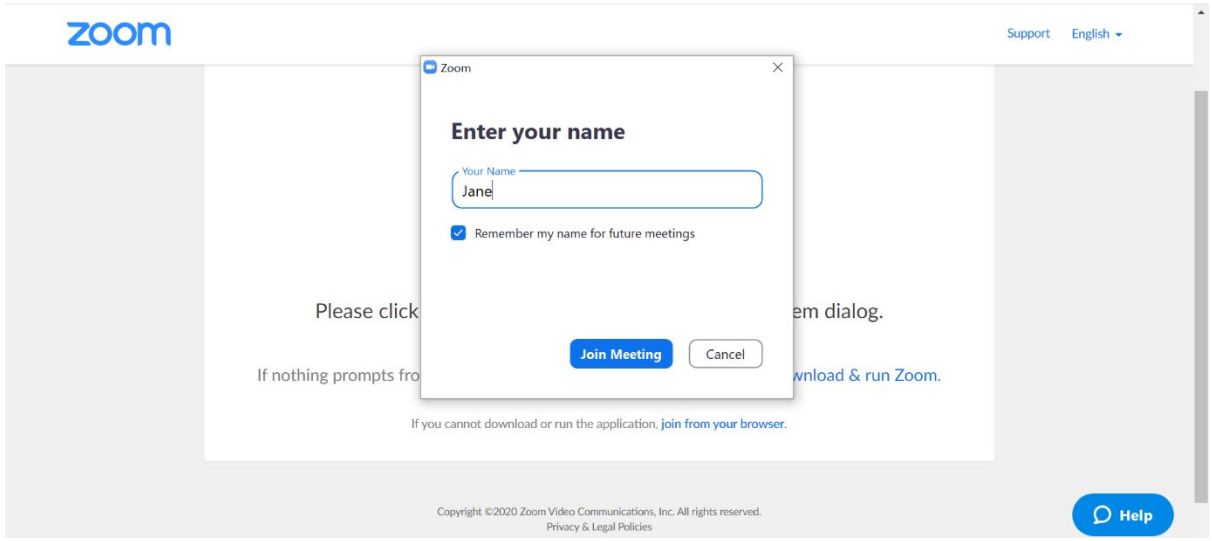
Dial by your location
+44 208 080 6591 United Kingdom
+44 208 080 6592 United Kingdom
+44 330 088 5830 United Kingdom
+44 131 460 1196 United Kingdom
+44 203 481 5237 United Kingdom
+44 203 481 5240 United Kingdom
Meeting ID: 145 397 223

Five minutes or so before the scheduled start time of your meeting, click on the link under ‘Join Zoom Meeting’.

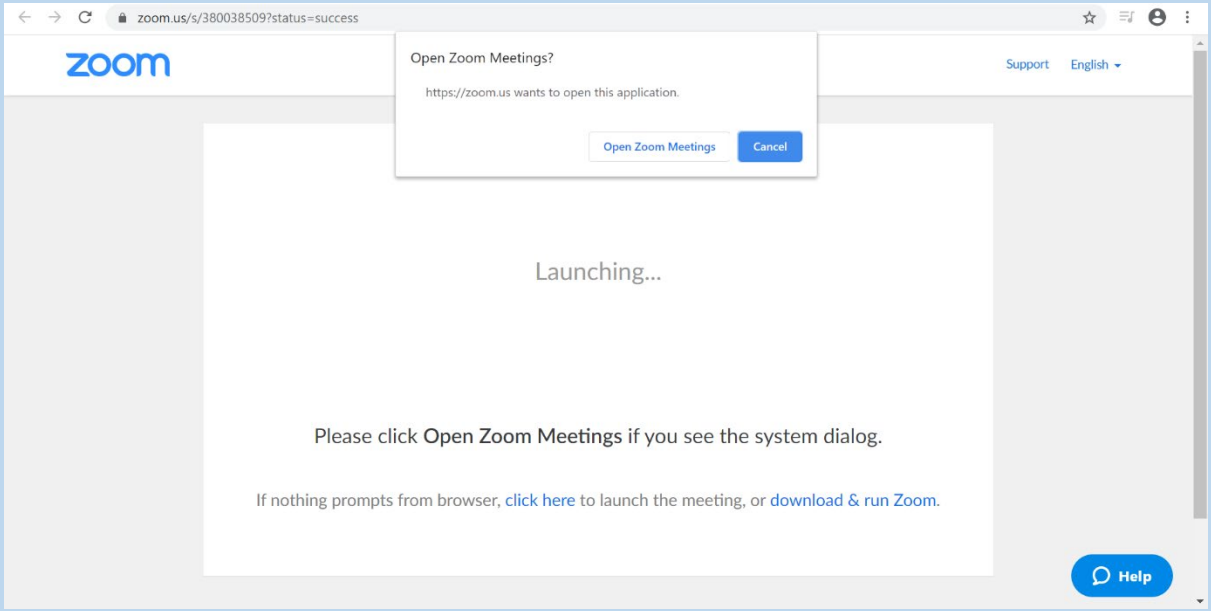
Your web browser should pop up. If you have never used Zoom before on your computer, it should automatically download (if does not, click on ‘download here’). Your screen will look something like this:



Click on the Zoom download (which the arrow in the big orange box is pointing to). The meeting will then open. You will be asked to enter your name, as below. Then, click ‘Join Meeting’.

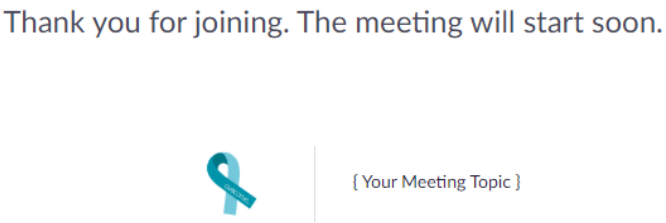


If you already had Zoom downloaded, then your web browser would have looked something like this:

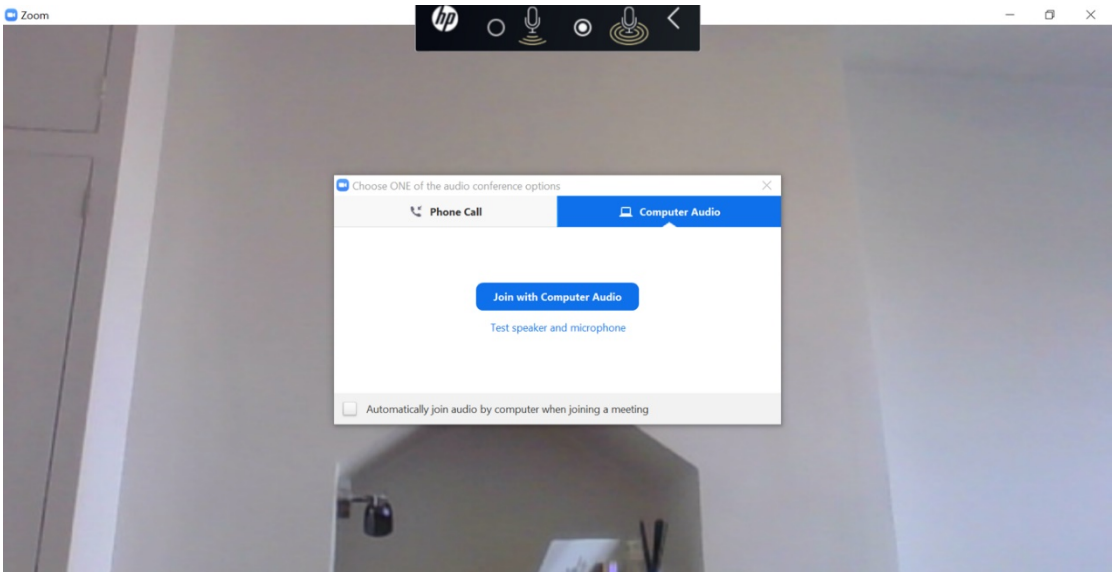


Click on 'Open Zoom Meetings'. The meeting will then open.

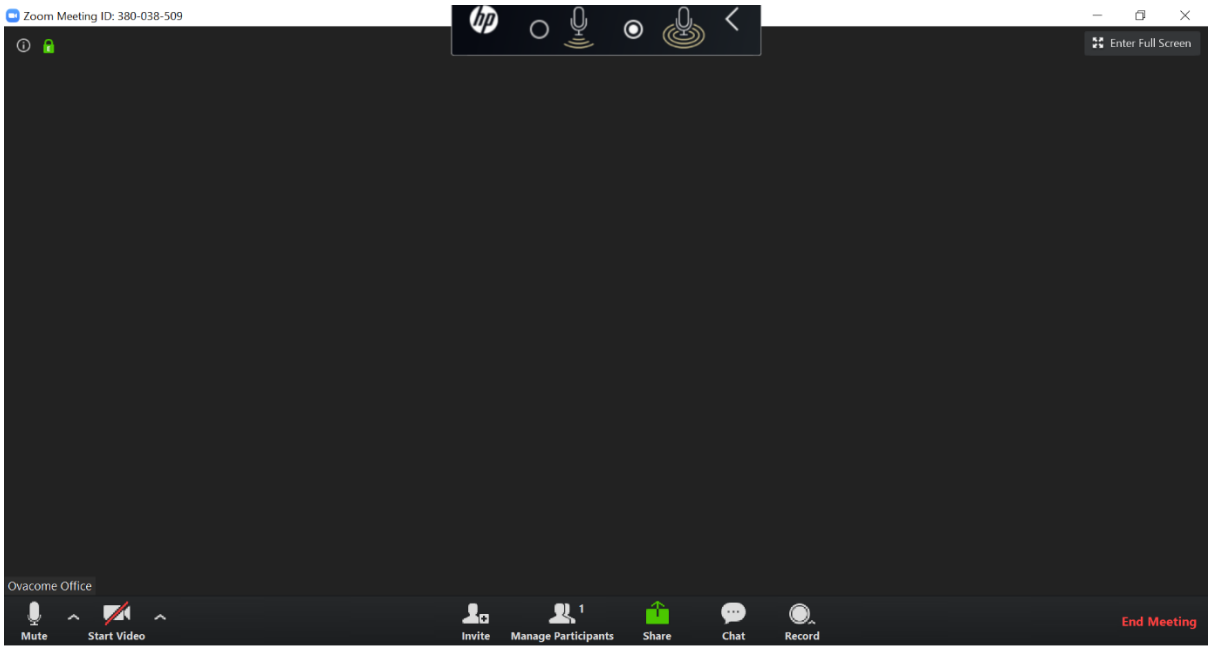
Once Zoom has opened, you may be entered in a 'waiting room' until the host starts the meeting. You do not have to do anything, just wait until the host starts the meeting. The screen will show a message like this:



Once the meeting starts, your screen should look like this:



Click on ‘Join with computer audio’. Your screen should then look something like this:



You should now be able to hear and speak to other participants. If you don’t want the other participants to be able to see you, leave everything as is. If you would like them to be able to see you, click on the ‘Start video’ button in the bottom left of the screen.

Do make sure that you are not on mute (make sure that there is not a red cross through the microphone icon in the bottom left of the screen – if there is, just click once on the icon).

If you have any problems, call us on the number provided in your joining email.