# How to Join and Participate in a Zoom Meeting

Hello and, on behalf of the Theosophical Society in America, welcome to Zoom! This document will show you how to join and participate in a Zoom meeting.

First, open the email invitation you received from the Theosophical Society for the online program you will be attending. This email includes a link to join the meeting, as well as the meeting ID.
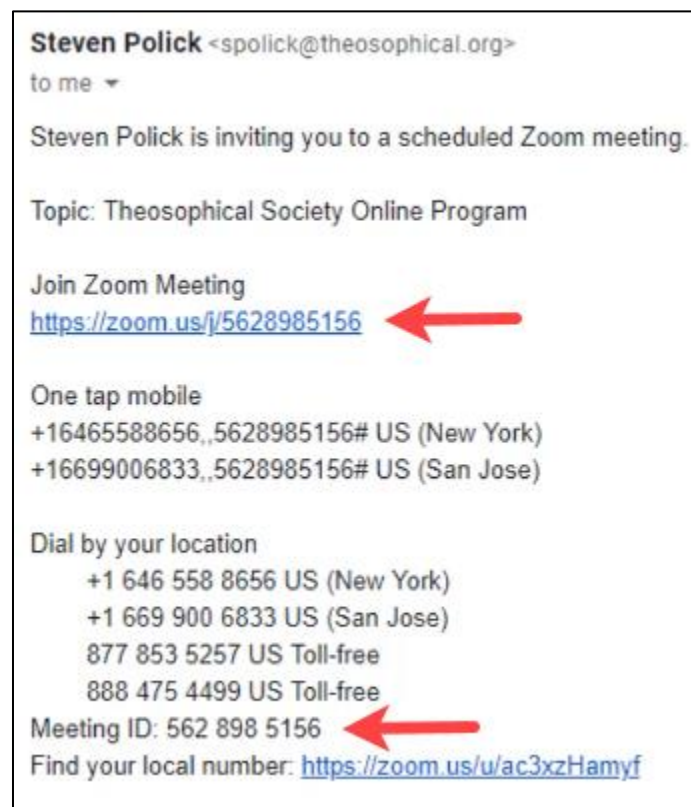

Click on the **Join Zoom Meeting** link. If this is your first time using Zoom, follow the on-screen instructions to install the program on your computer. For more details about this process, please see our video tutorials.

When the Zoom application launches, choose **Join with Computer Audio** to enter the meeting. You can also choose to test your speaker and microphone.
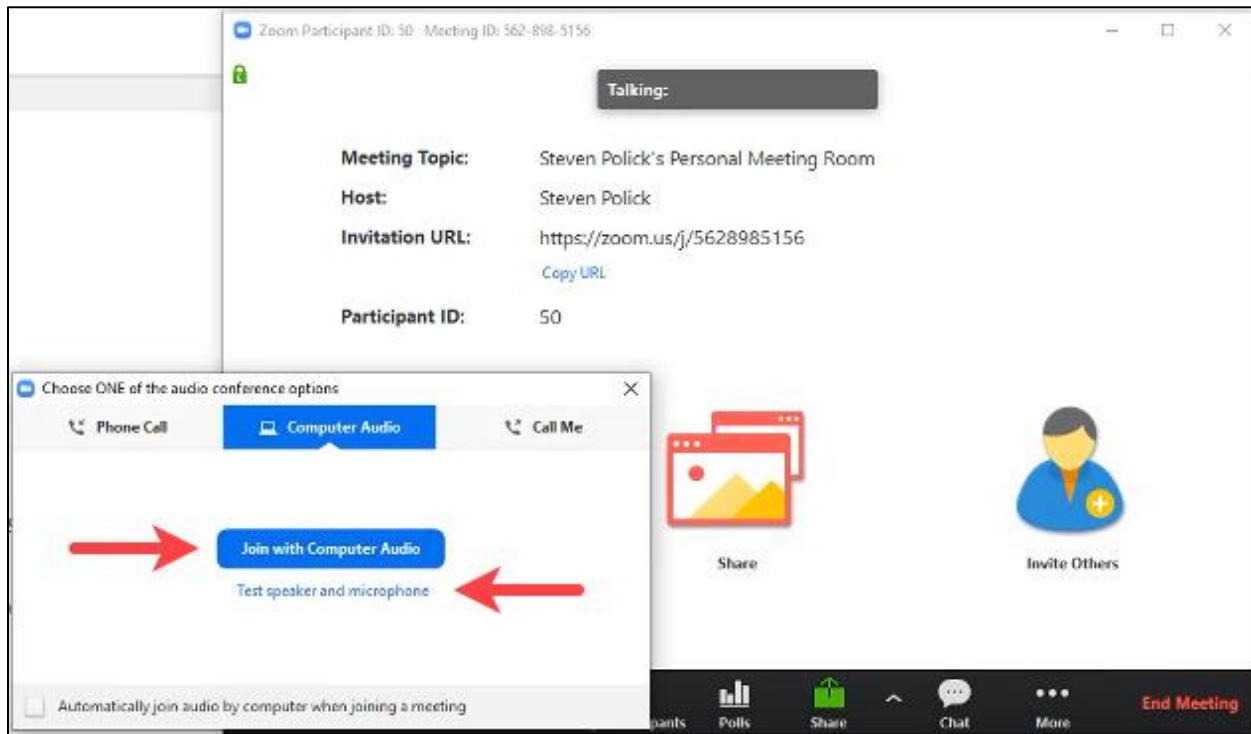

The default video layout is **Gallery View**, in which participants are displayed in a grid pattern that expands and contracts as participants join and leave. To switch the video layout to Active Speaker View, click the **Speaker View** button in the upper right corner. If participant videos are turned off, you will see participant names or profile pictures instead.
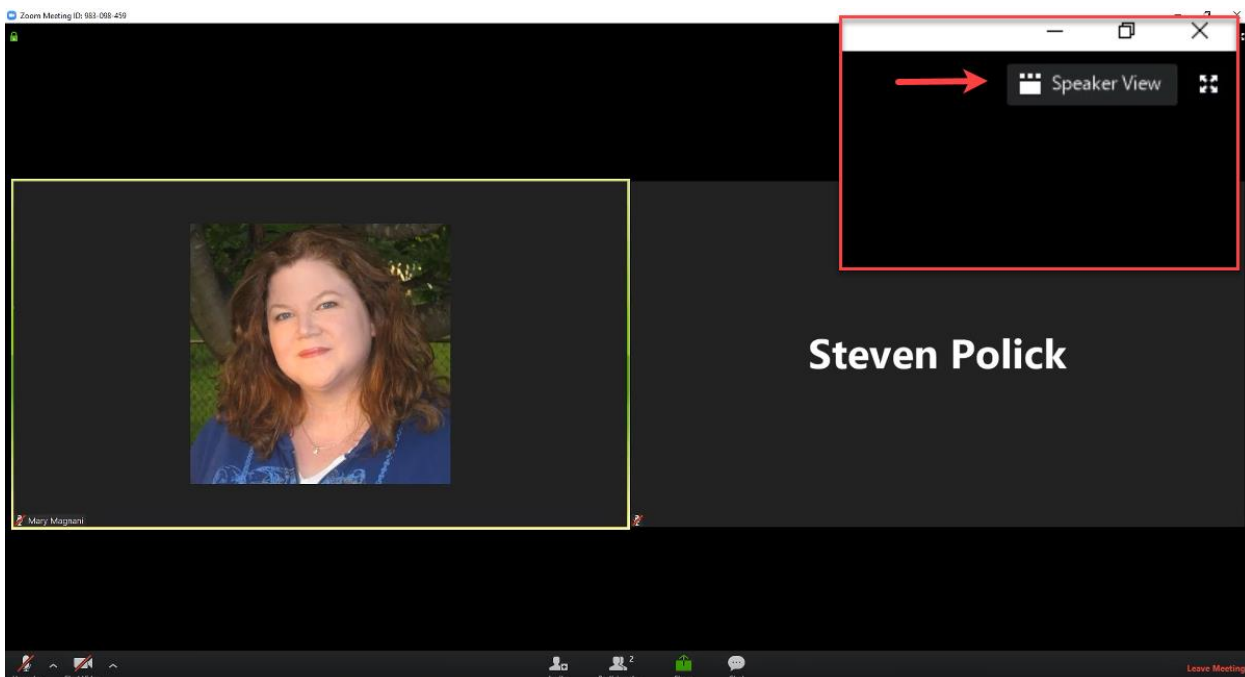
Active Speaker View will switch the large video window to the currently active speaker. Other videos appear smaller at the top. Click the button in the upper right again to return to Gallery View. More layout options will appear in the upper right as the meeting progresses, so don't hesitate to try the different options until you get the layout just the way you want it.
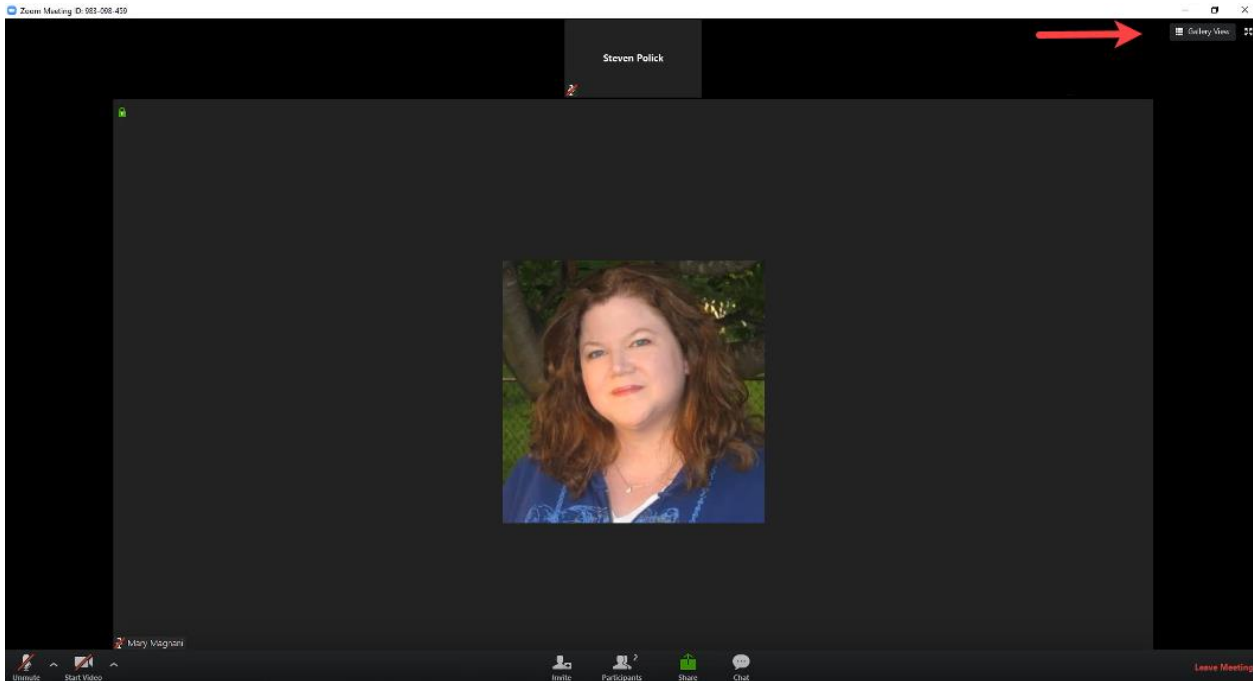
At the bottom left of the screen is the **Mute/Unmute** icon. The red line means your microphone is muted, and other meeting participants will not hear what you are saying. Click to unmute; the red line will disappear, and you will see the microphone symbol turn green when you speak. Click the **Start Video/Stop Video** icon to turn your webcam on and off in the meeting.
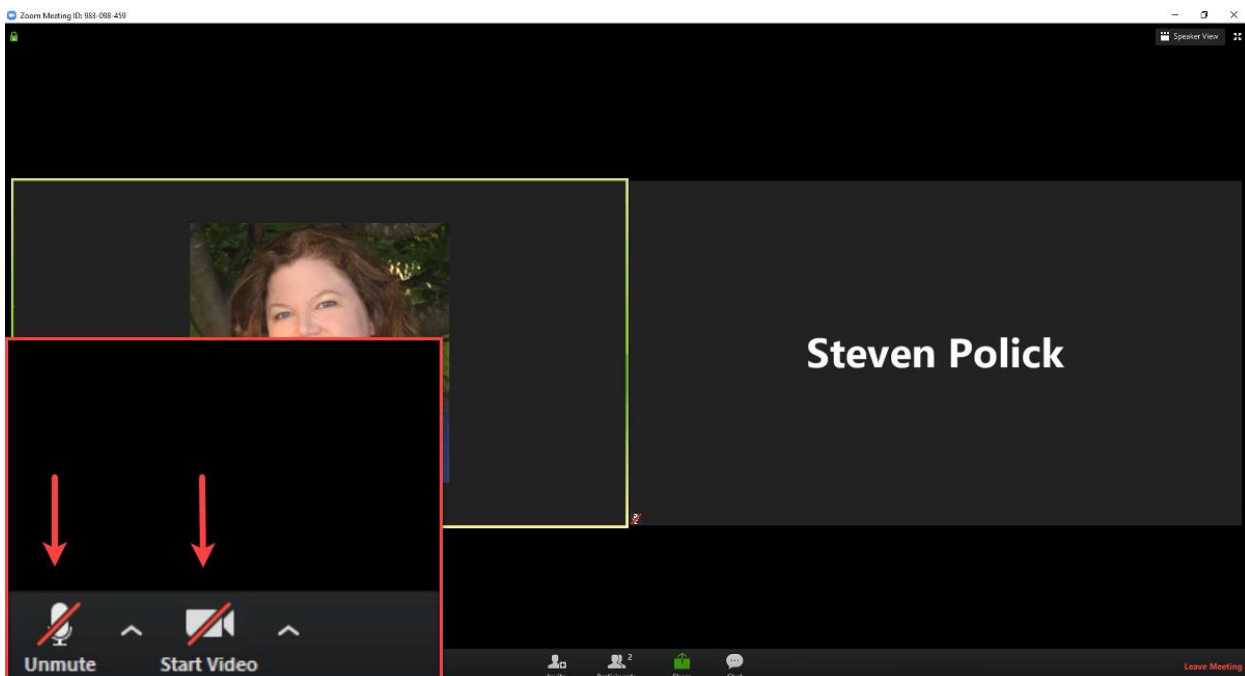
Click the **Chat** icon to open the chat window. This feature allows you to exchange typed messages with other participants during the meeting. Use the drop down arrow to specify if you want to send a message to everyone in the meeting, or a private message to an individual participant. You can also chat with the host if you are having any technical difficulties.
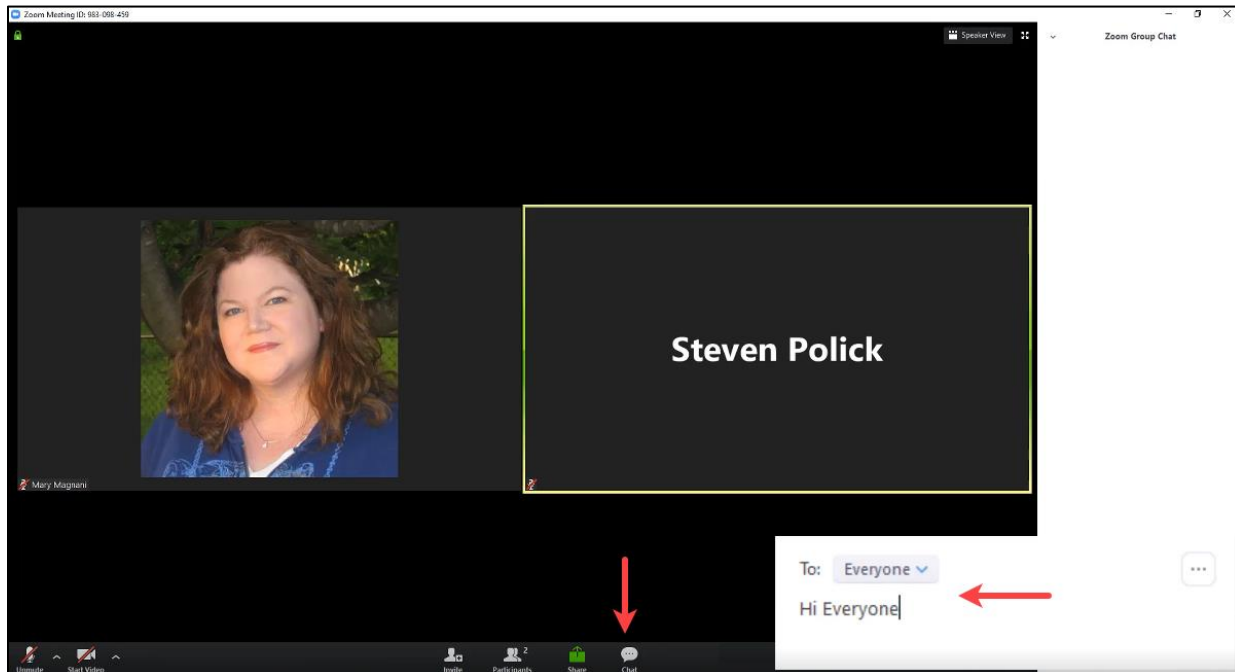
When you are ready to exit the meeting, choose **Leave Meeting** at the bottom right, then confirm you want to leave.