**Attending a Zoom Meeting**

 **(Via Web Browser)**

1. Click on the link that you received from the meeting host in the invitation email.
2. **“Launch Application”** will pop up. Click **“Zoom Meetings”** and then click **“Open Link”**
3. You will then be prompted to download and open **“Zoom\_launcher.exe.”** Click **“Save File.” The Zoom meeting will then open in a window in your browser.**
4. Select your audio option. We recommend you use the call-in option with your phone, but you can also opt to **“Join with Computer Audio.”**
5. To **mute/unmute** yourself in the meeting, click on the **microphone icon on the bottom left.**
6. As a non-host participant you can interact with the host and other participants by using the **“chat”** option in the bottom bar. To have a side conversation, click on the **“Invite”** tab in the bottom bar.
7. Once the meeting is done, participants can wait until the host ends the meeting, or leave the meeting at any time by clicking the red **“Leave Meeting”** button in the bottom right corner.