## CTS-DOL

Participate in a Zoom Meeting (Participant Only)

# Participate in a Zoom Meeting on a Desktop/Laptop

- 1. Open a Browser, navigate to ctschicago-edu.zoom.us
- 2. Your browser will direct you to CTS's Zoom Sign-in page. Select Join



3. Enter the Zoom Meeting ID and press Join

(A Zoom Meeting ID is the 9-digit meeting number associated with a scheduled meeting. Zoom generates a Meeting ID each time an individual schedules a meeting. This number is located in the Meeting invitation request)



# Join a Meeting

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4. Next, if Zoom is already installed on your computer, click launch meeting.

(If Zoom is not already installed on your computer, the system will prompt a window to install the Zoom application.

If your browser does not prompt a window to install Zoom, click download and run Zoom)

Launch Meeting - Zoom × +				-		×
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zoom			Support	Eng	lish 👻	
	When system dialog prompts click Open Zoom Meetings					
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	If your browser does not prompt a window to install Zoom, click download and ru	ın Zoo	om			
	If you have Zoom Client installed, launch meeting. Otherwise, download and run Zoom.					
	If you cannot download or run the application, join from your browser.					
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5. Once the Zoom App is launched, a window will prompt you to Enter your name. Next, click Join Meeting



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6. Zoom will launch and turn on your camera. Click Join with Video

Uideo Preview	×
Always show video preview dialog when joining a video meeting	
Join with Video	

- 7. Click Allow your Microphone and Camera
- 8. The audio conference window will prompt, click Join With Computer Audio
- 9. The Zoom bar will show at the bottom of your screen to configure the program

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Mute	Stop Video	Invite	Manage Participants	Share Screen	Cha	t Record	Closed Caption Breakout Rooms	

10. When the meeting is finished, click End Meeting