

## How to Join a Zoom Meeting and use the simultaneous feature

Before the meeting, be sure to download the Zoom app to your device by going to the App Store, Google Play or by going to <https://zoom.us/download>. You may also do this by clicking the link of the invitation to join the Zoom meeting and then proceed to download the app. **Please note that the Zoom Simultaneous feature is not available on Chromebooks.**

\*\*\*From time to time, make sure you have the latest version of Zoom by checking your setting or available updates.\*\*\*

The Zoom App is very easy to use. Once you have created your account, you may simply join the meeting by:

- Clicking the link of the invite or inserting the unique 9, 10, or 11-digit number called a meeting ID. One of these will be required to join a Zoom meeting. If you do use the unique number, you may need to insert a password (if it is required) that is provided in the invitation right next to the meeting ID
- If you are joining via telephone, you will need the teleconferencing number provided in the invitation

After joining, you will most likely be put in a waiting room and the host of the meeting will let you in at the appropriate time or you may be let straight into the meeting.

Once in the meeting you will be asked to join with computer audio and with your camera.

You will see a number of control buttons at the lower part of your screen as you hover over these controls or at the top (or a split between the bottom or the top or your screen depending on the device you use).

The main controls you need to become familiar with are:

Mute/Unmute	Share screen
Start/Stop video	Record
Participants	Reactions
Chat	Leave

Once the host activates the simultaneous feature, you **must** select your channel (i.e.: English or Spanish) by clicking on More, a globe, or three dots (...), depending on your device, then selecting Languages and then your language.

Once you are done with the Zoom meeting, you may leave the meeting by clicking the Leave button (on the bottom or top right of your screen) or the host will end the meeting and it will automatically exit you.

For a short tutorial please watch the following video on how to [Join a meeting](#).

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>