

# How to Join a ZOOM Meeting

TMP 2022

## EXAMPLES OF EMAIL INVITATIONS

### OPTION 1

#### Email Link



- Locate and click on the **JOIN ZOOM MEETING** link in your email message
- If prompted, click **ALLOW** to enable ZOOM in your web browser

From: Robert Employer <remployer@pape.com>  
Date: Friday, December 30, 2022, at 4:52 PM  
To: John Employee <jemployee@pape.com>  
Subject: Great Pape Meeting

Robert Employer is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
<https://us02web.zoom.us/j/XXXXXXXXXXXXXXXXXXXXX>  
XXXXXX

### OPTION 2

#### Computer Web Browser



- Open web browser
- Go to **JOIN.ZOOM.US**
- Enter the **MEETING ID** provided by email invitation
- Click **JOIN**

From: Robert Employer <remployer@pape.com>  
Date: Friday, December 30, 2022, at 4:52 PM  
To: John Employee <jemployee@pape.com>  
Subject: Great Pape Meeting

Robert Employer is inviting you to a scheduled Zoom meeting.

**Meeting ID: 555 5555 5555**

### OPTION 3

#### Smartphone App



- Open ZOOM mobile app for either Android or iPhone
- Click **JOIN** and enter **MEETING ID** provided by email invitation
- Click **JOIN**

From: Robert Employer <remployer@pape.com>  
Date: Friday, December 30, 2022, at 4:52 PM  
To: John Employee <jemployee@pape.com>  
Subject: Great Pape Meeting

Robert Employer is inviting you to a scheduled Zoom meeting.

**Meeting ID: 555 5555 5555**



Join

### OPTION 4

#### Telephone Conference



- **DIAL** the phone number provided by email invitation
- Enter **MEETING ID** on dial pad
- This audio option can be enabled while viewing video on computer or smartphone

From: Robert Employer <remployer@pape.com>  
Date: Friday, December 30, 2022, at 4:52 PM  
To: John Employee <jemployee@pape.com>  
Subject: Great Pape Meeting

Robert Employer is inviting you to a scheduled Zoom meeting.

**Meeting ID: 555 5555 5555**

Passcode: 555555  
Dial by your location  
**+1 555 555 5555 US**

#### Note:

If you have already joined the meeting by computer, you will have the option to enter your 6-digit Passcode. Otherwise, simply press # again when prompted

#### FOR ADDITIONAL ASSISTANCE

From Pape: Email: [ZoomHelp@pape.com](mailto:ZoomHelp@pape.com)

Phone: 1-541-555-5050

From ZOOM: <http://support.zoom.com>

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