

# Transcript for Foundational Skills Video: How to log on to Zoom with a personal meeting link



Chapman Learning Commons

Hi folks, my name is Madeleine and I'm working with the Chapman learning commons. Today I will be teaching you how to log in to Zoom using a personal meeting link.

1. If Zoom is not embedded into your school platform for your course, or you want to join Zoom for any other reason, you will have either a personal meeting link or a meeting ID and a passcode. Or you will have both. If you have a link, you can join using just the link. If you do not have a link, or the link does not automatically open Zoom for you, follow the instructions for logging in using a meeting ID and passcode, in our other video.
2. If you have a link, simply click it, and it will open a new tab with a popup asking if you want to allow this page to open Zoom.
3. Click Allow. If you have the Zoom application downloaded, clicking the allow button will open Zoom, otherwise Zoom will open in a new tab in your browser.
4. If this meeting has not started yet, it will say "waiting for the host to start this meeting". In this case, you just wait.
5. Once the meeting has started it may say "connecting" for a bit, this is ok.
6. Once it has connected, depending on the settings your host has chosen for the meeting, you may get a popup with a video preview. Here you can choose whether you wish to join with or without the camera on yourself.
7. If you want other people to be able to see you, join with video.
8. If you do not want to be seen, join without video. You will still be able to see the other persons video, and you can choose to turn your video on later.
9. If you do not get this popup, your camera will be turned off when you are connected.
10. Then Zoom will ask you to choose an audio option. Choose join with computer audio.
11. When you are connected you will get a message on your screen that says "you are using the computer audio". Your audio will be turned off when you are connected.
12. Now you have joined the Zoom meeting and should be able to see and hear anyone else in the meeting.

Thanks for watching. For more information and to view our other foundational skills videos, visit [learningcommons.ubc.ca](http://learningcommons.ubc.ca)