



1380 Energy Park Place Suite 104 St. Paul, MN 55106



(612) 659-7230



institute@metrostate.edu



metrostateipd.org/

How to Enter a Zoom Meeting for Participants

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from https://zoom.us/download.

Otherwise, you will be prompted to download and install Zoom when you click a join link.

1. Each participant should have received an invite to the meeting from the host. The invite will look similar to this:

Join Zoom Meeting

https://minnstate.zoom.us/j/xxxxxxxxxx

Meeting ID: xxx xxxx xxxx

Password: xxxxxx

- 2. The participant will need to click on the link (example highlighted above) and may be prompted to enter the Meeting ID.
- 3. If the participant does not have a microphone built into their computer, they will need to call in via a phone in order to communicate with the host. The meeting invite will contain phone numbers.
- 4. The participant should immediately enter the meeting.

This information is available on the Zoom website at https://support.zoom.us/hc/en-us