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# Prerequisites to Participate in a Zoom Meeting

In order to participate actively in a UCI Zoom Grandest Rounds meeting, participants will need a computer with an Internet connection and a smartphone.

**! IMPORTANT:** *Since this meeting has Registration enabled, you will need to have either the Zoom application installed on your computer or the Zoom mobile app on your smartphone to join the meeting. Joining the Zoom meeting via Web is not a supported option for Zoom meetings with Registration enabled.*

1. Participants who do not have the Zoom application installed on their devices (computer and smartphone) will need to download and install it following the instructions available in Annex A to this document.
2. Participants who already have the Zoom application installed on their devices (computer and smartphone) will need to ensure that they are using the latest available version of Zoom client application (Desktop or Mobile) for attending UCI ZOOM Grandest Rounds
3. Please click on the following links for instructions on how to check your installed version and update it:

[Where can I see my Zoom version number?](#)

[Where Do I Download The Latest Version?](#)



# Register to the Zoom Meeting

**! IMPORTANT:** *Since this meeting has Registration enabled, you will need to have either the Zoom application installed on your computer or the Zoom mobile app on your smartphone to join the meeting. Joining the Zoom meeting via Web is not a supported option for Zoom meetings with Registration enabled.*

1. Click on the Zoom link to the registration form received in the invitation email from UCI Grandest Rounds and proceed with registering to the meeting. NOTE: UCI Grandest Rounds recommends completing the registration procedure **at least** one hour before the start of the meeting scheduled start time.

2. Enter your data in the Registration Form as indicated below.

3. A registration confirmation window will be displayed on your web browser where you can add the meeting to your calendar. In parallel, you will also receive a confirmation email from [no-reply@zoom.us](mailto:no-reply@zoom.us) with the link to access the virtual meeting (**this link is personal to you and cannot be shared**).

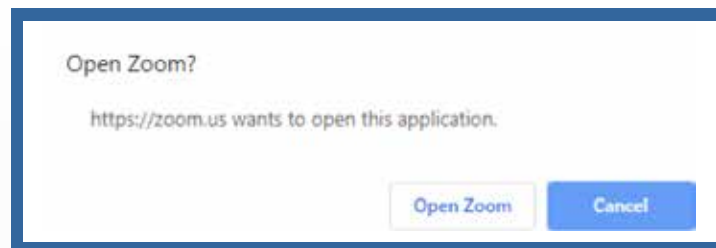
A screenshot of a web form titled "Meeting Registration". The form contains several input fields and dropdown menus. The "First Name" and "Last Name" fields are highlighted with red borders and have "This field is required." written below them. The "Email Address" field contains the text "urologygrandestrounds@hs.uci.edu". The "Country/Region" and "State/Province" fields are dropdown menus with "Select country/region" and "Select state/province" respectively. The "Job Title" field contains the text "Your job title". At the bottom, there is a text area with the instruction "Please answer the questions above with absolute accuracy. Thank you!" and a small empty text box below it.



# Joining a Meeting via the Zoom Application via Computer

## Option 1: Join via the personal Meeting url

1. Click the personal **Meeting URL** available after registration on your email inbox or in your Outlook calendar. The meeting link after registration is personal to you and cannot be shared with other participants.
2. If prompted to open the Zoom application, click **Open Zoom** (or **Yes**, depending on the browser) on the popup message.



3. Click on **Join with Computer Audio**.

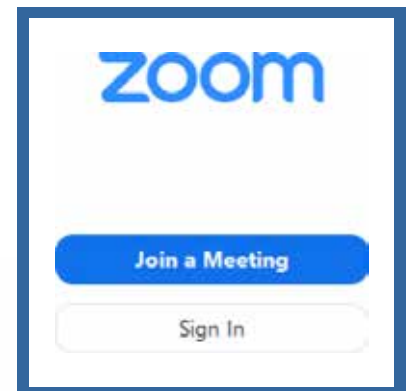
**NOTE:** For Zoom meetings where registration is enabled, you can only use the Zoom client or Zoom mobile app. You will not be allowed to join via Web browser.



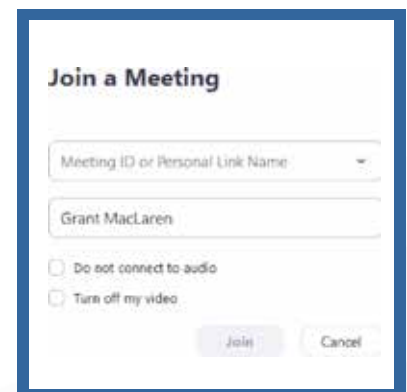
# Joining a Meeting via the Zoom Application via Computer

## Option 2: Join a Meeting via Meeting ID

1. Open the Zoom desktop client.
2. Click **Join a Meeting** if you want to join without signing in.
3. Enter the [meeting ID](#) number provided in the email confirmation after registration. Then type your First Name and Last Name.



4. Click **Join**.
5. You will be prompted to enter your email address: **you must enter the same email address used in the Zoom meeting registration form.**
6. Click on **Join with Computer Audio**.





# Joining a Meeting via the Zoom Application via Mobile Phone

## Option 3a: Join a Meeting from the mobile phone Zoom app (iPhone)

Download the app from the App Store (see Annex A).

1. Open the Zoom mobile app.
2. Join a meeting using one of these methods:
  - Tap **Join a Meeting** if you want to join without signing in.
3. Enter the meeting ID number and your display name.
  - If you're signed in, change your name if you don't want your default name to appear.
  - If you're not signed in, enter a display name.
4. You will be prompted to enter your email address: **you must enter the same email address used in the Zoom meeting registration form.**
5. Select if you would like to connect audio and/or video and select **Join**.

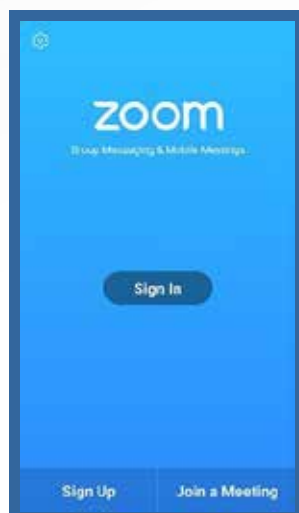




# Joining a Meeting via the Zoom Application via Mobile Phone

## Option 3b: Join a Meeting from the mobile phone Zoom app (Android)

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store (See ANNEX A).
2. Join a meeting using one of these methods:
  - Tap **Join a Meeting** if you want to join without signing in.
3. Enter the meeting ID number and your display name.
  - If you're signed in, change your name if you don't want your default name to appear.
  - If you're not signed in, enter a display name.
4. You will be prompted to enter your email address: **you must enter the same email address used in the Zoom meeting registration form.**
5. Select if you would like to connect audio and/or video and tap **Join Meeting**.



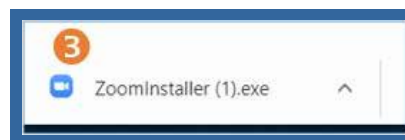
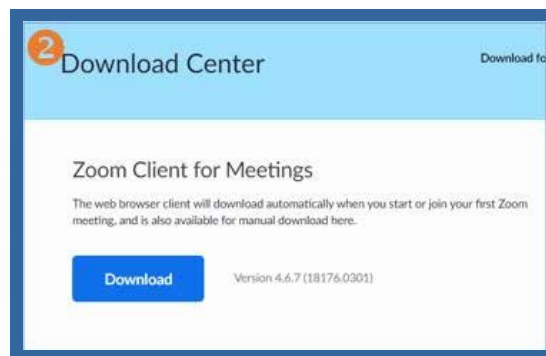


# ANNEX A: How to Install Zoom on Your Devices

In order to participate to the Executive Board meeting hosted on Zoom you will need to have the client installed on your computer or on your mobile device.

## On your computer

1. Go to the Zoom download website <https://www.zoom.us/download>
2. Click on **Download**
3. Once the **ZoomInstaller.exe** is downloaded, click on the file and install.





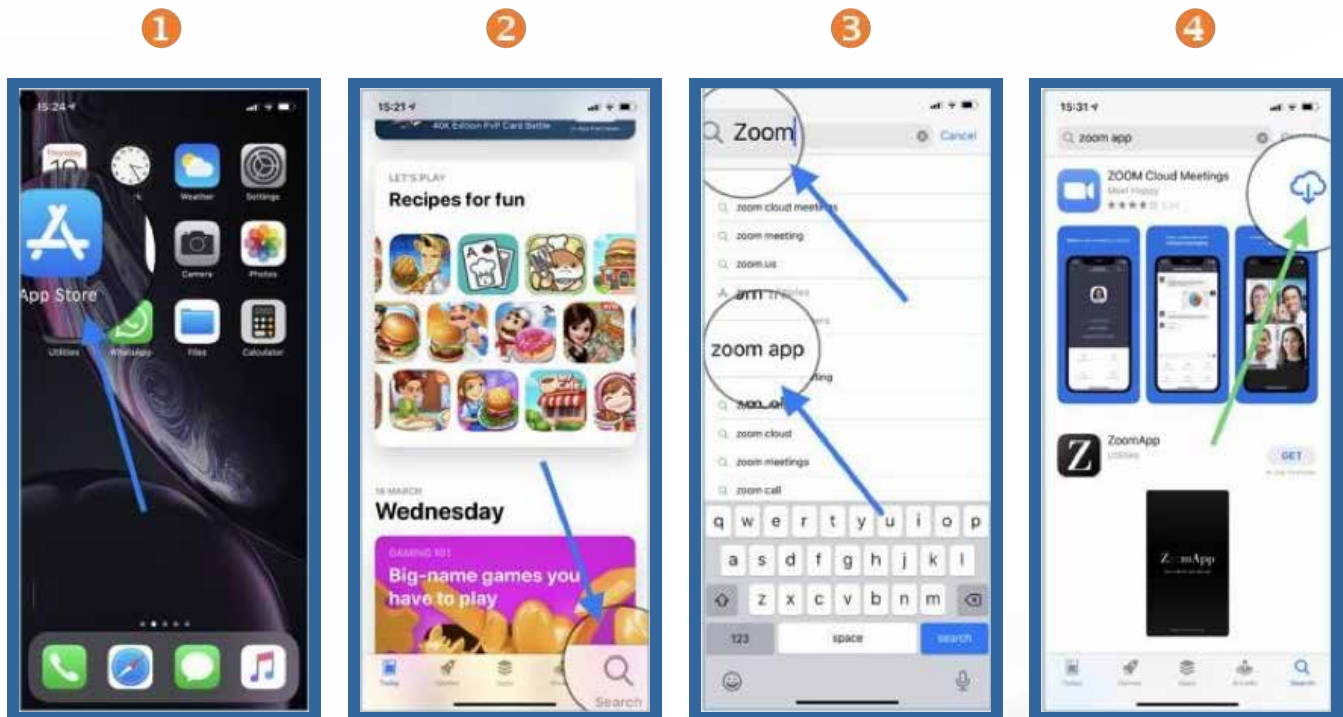


# ANNEX A: How to Install Zoom on Your Devices

In order to participate to the Executive Board meeting hosted on Zoom you will need to have the client installed on your computer or on your mobile device.

## On your iPhone/iPad

1. Open the **App Store**
2. Tap **Search**
3. Type in **Zoom** and tap **Get**
4. Tap **zoom app**





# ANNEX A: How to Install Zoom on Your Devices

In order to participate to the Executive Board meeting hosted on Zoom you will need to have the client installed on your computer or on your mobile device.

## On your Android device

1. Open the **Play Store**
2. Type in **zoom** and tap **Install**
3. Tap **ZOOM Cloud Meetings**

