Zoom Workplace with Windows 11 Joining and Participating in

a Meeting

This tutorial outlines how to join and participate in a zoom meeting on a Windows 11 computer. It also describes all of the available controls in a Zoom meeting and what they are used for!

Assumptions Made in this Tutorial

Some assumptions have been made throughout the creation of this tutorial. They are as follows:

- You are using a Windows 11 desktop or laptop computer.
- The latest version of the Zoom Workplace application is installed on your computer. At the time of writing (12 December 2025), the latest version is 6.6.11.
- You are familiar with the use of email.

What is Zoom Workplace?

Zoom Workplace, known simply as 'Zoom', is a video conferencing platform that is often used to conduct meetings via the web. It works on Smartphones, Tablets, Desktop and Laptop computers. Zoom was originally used by businesses to conduct their meetings and conferences, however, more and more commonly, Zoom is used by individuals to stay in touch with family and friends! Best of all though, zoom is extremely easy to use!

Invitations to join Zoom meetings

Zoom meetings involve two types of user. A Host, who organises the meeting in the Zoom application, and Participants, who are invited to join

the meeting. Invitations to join Zoom Meetings are sent via email. Some invitations to Zoom meetings may require registration in order to join it.

If registration is required, the email will inform you that you need to "Register in advance for this meeting" and a link will be provided to register. If registration is not required, the email will include the text "Join Zoom Meeting" and a link will be provided to join the meeting.

Joining a Zoom Meeting from an Email Invitation

When you are invited to join a Zoom meeting, the organiser includes the relevant meeting information in the email message. For example, the date and time of the meeting, a Meeting ID and Password. Also included in this message, will be a link, which when activated, starts the joining process by taking you to a web page on the Zoom web site.

To join a Zoom meeting from an email invitation, follow these steps:

1.   Start your email program.

2.   Locate and open the email message which contains the Zoom meeting invitation.

3.   Activate the invitation link. For reference, this will start with "https://us". Upon doing this, you will be taken to a web page on the Zoom web site.

4.   On the Zoom web page, focus should be on a button labelled "Cancel". To the left of this button, you will find another button labelled "Open Zoom Meetings". Activate this button! Upon doing this, depending on how the host has configured the meeting, you will either join the meeting, or be directed to a virtual Waiting Room.

Note 1: If you don't see the Open Zoom Meetings button, activate the button labelled Launch Meeting. Upon doing this, the Open Zoom Meeting button will become available!

5.   If you arrive at the virtual Waiting Room, a message will be displayed which says " Host has joined. We've let them know you're here. ". The Host will admit you to the meeting when they are ready to start. Hopefully, you shouldn't have to wait too long!

Note 2: Upon joining a meeting, a popup window may be displayed which contains a Zoom Meeting ID. If this is the case, you will be prompted to choose an audio source for the meeting. There are a couple of options available, but the one you want is 'Join with Computer Audio'. Activate this option!

Congratulations, you have successfully joined the Zoom Meeting!

Description of the Zoom Meeting Screen

The Zoom Meeting screen consists of a video area, which takes up the vast majority of the screen. Running along the bottom of the screen, you will find a toolbar, on which are situated the most commonly used controls.

From left to right, the controls on the toolbar at the bottom of the screen are: Audio, Audio Settings, Video, Video Settings, Participants, More Options for Participants, Chat, More Options for Chat, Meeting Information, Share and Leave. Each button, and what it is used for, is described below:

The Audio Button

The Audio button is situated at the extreme left of the toolbar. It has an associated graphic of an old-fashioned speaker! When the audio is muted, the graphic has a red line running through it, to show that the microphone is inactive. Activate this button to mute and unmute your microphone.

The Audio Settings Button

To the right of the Audio button, you will find the Audio Settings button. This has an associated graphic of an arrow head pointing upwards! This button, when activated, displays a menu consisting of options for specifying a microphone to be used throughout the meeting. Also, there is an option for specifying which speakers to use. In this menu, you will also find an option for testing your microphone and speakers as well as an option for leaving the audio. It is not usually necessary to access the options in this menu, so they won't be discussed further in this tutorial.

The Video Button

The Video button has an associated graphic of an old-fashioned video camera. When the video is stopped, the graphic has a red line running through it, to show that the video is inactive. Activate this button to start and stop your video.

The Video Settings Button

To the right of the Video button, you will find the Video Settings button. It has an associated graphic of an arrow head pointing upwards! This button, when activated, displays a menu consisting of options for choosing a camera to be used throughout the meeting. Also, you will find an option for specifying a virtual background, as well as an option for applying filters. It is not usually necessary to access the options in this menu, so they won't be discussed further in this tutorial.

The Participants button

The Participants button has an associated graphic of the head and shoulders of 2 cartoon people. It also shows the number of participants currently in the meeting. When this button is activated, the Participants panel is displayed. This consists of all

of the names of those who are attending the meeting. Alongside each participants name, you will find information relating to the status of their audio and video settings.

The More Options for Participants Button

To the right of the Participants button, you will find the More Options for Participants button. It has an associated graphic of an arrow head pointing upwards! This button, when activated, displays a menu consisting of just two options. These are Invite and Copy Invite Link. These options allow you to invite someone else to join the meeting. It's not usually necessary to invite someone else to a meeting once it has been started, so this button won't be discussed further.

The Chat Button

The Chat button has an associated graphic of two speech bubbles and 3 dots. This button, when activated, shows or hides the Chat panel. This includes an edit box, for typing a chat message, which by default will be sent to the meeting host.

The More Options for Chat Button

The More Options for Chat button has an associated graphic of an arrow head pointing upwards. When this button is activated, a menu is displayed consisting of just one option. This is the "Show Chat Previews" check box. You shouldn't need to change this setting, so it won't be discussed further.

The React Button

The React button has an associated graphic of the outline of a heart. When this button is activated, a menu is displayed which contains the following options: Clap, Thumbs Up, Joy, Open Mouth, Heart and Tada.

There's also an option for raising your hand. When you activate any of the options, sighted participants, along with the Host, will be able to see an icon associated with the reaction you activated, in your video stream.

The More Options for React Button

The More Actions for React button has an associated graphic of an arrow head pointing upwards. When this button is activated, a menu is displayed consisting of just two options. These are "Recognise Hand Gestures" and "Play Chime for Raised Hands". These won't be discussed further.

The Share Button

The Share button has an associated graphic of an upwards pointing arrow inside a rectangle. This button is used to display options for sharing your computer's screen. By default, only the Host can share screens, therefore, this option won't be discussed further.

The Meeting Info Button

The Meeting Info button has an associated graphic of a circle with the letter "i" inside it. When this button is activated, a popup window is displayed which contains information about the meeting. This includes the Meeting ID, the Passcode, a link for inviting another person and the name of the meeting organiser.

The Leave Button

The Leave button has an associated graphic of a red hexagon, with the word "Leave" displayed inside it. When you activate this button, a popup window is displayed which contains 2 buttons - Leave Meeting and Cancel.

Activating the Leave Meeting button results in you leaving the meeting! Activating the Cancel button results in you being returned to the meeting!

This concludes the description of the meeting controls.

The View Button

There is one other button available in the Zoom meeting screen. This is the Leave button, situated at the top right corner of the screen. It has an associated graphic of a rectangle, with 3 dots sitting on the top line. When this button is activated, a menu is displayed, consisting of the following options: Full Screen, Speaker View and Gallery View. Full screen fits the currently displayed video feed to the whole screen. Speaker View shows just the person who is currently speaking. Gallery View displays all participants in a grid structure, 9 at a time. The associated graphic changes, depending on which view type you are using!

Asking a Question During a Zoom Meeting

If you wish to ask a question during a Zoom Meeting, first activate the React button, and then from the resulting menu, activate the Raise Hand button. Upon doing this, all participants, along with the host, will be able to see the Raise Hand icon, in your video stream.

Note 3: You can also raise and lower your hand by pressing the keyboard shortcut **ALT and Y**.

Sending and Reading Chat Messages

It is possible to send short chat messages to other participants in a Zoom meeting. Some of the reasons for sending chat messages are to ask a question, provide an answer to a question or to share contact details with other participants.

By default, when you send a message, it is sent to everyone. However, it is also possible to send a message to a specific participant! For completeness, both scenarios are discussed below.

Sending a Message to Everyone

To send a chat message to everyone in the meeting, follow these suggested steps:

1.   Activate the Chat button. Upon doing this, the Chat panel will be displayed.

Note 4: An alternative way of displaying the Chat panel is to press the keyboard shortcut **ALT and H**.

2.   In the Chat panel, activate the edit box labelled "Type message here". Type your message and then press CTRL and ENTER. Upon doing this, all participants will receive your message! The message you just sent, along with any messages you have received, will now be displayed in reverse-chronological order towards the top of the Chat panel!

Sending a Message to a Specific Participant

To send a message to a specific participant in the meeting, follow these suggested steps:

1.   With the Chat panel on screen, press CTRL and N. Upon doing this, a new chat will be created and you will be positioned inside the New Message To edit box. This contains a list of all participants in the meeting.

2.   Press DOWN ARROW or Up ARROW, until the name of the person you want to send the message to is selected and then press ENTER. Upon doing this, the message you are about to send will be directed to them.

3.   Activate the "Type Message Here" edit box. Then, type your message.

4.   Finally, press CTRL and ENTER to send your message. Upon doing this, the participant you specified will receive the message.

When you have finished chatting, press ALT and U to close the Chat panel and return to the Zoom meeting screen.

Recommendations for Attending a Zoom Meeting

When attending a Zoom meeting, it is recommended that you mute your audio when other participants are speaking. This will ensure that any background noises from your location are not picked up by your microphone. Finally, it is recommended to have as little activity going on behind you as possible, as this could be distracting to other participants. Of course, you could always turn off your video, but this may not always be practical!

Exiting a Zoom Meeting

There are 2 methods of exiting a Zoom Meeting. The first, and most common way, is for the Host to end the meeting. Upon doing this, all participants will be disconnected from the meeting. The second method is to activate the red Leave button, situated towards the end of the toolbar. Upon doing this, a popup window will be displayed consisting of 2 options - Leave and Cancel. Activate the Leave button to exit the meeting!

Note 5: It is also possible to display the options for leaving a meeting by pressing the keyboard shortcut ALT and Q.

Zoom Keyboard Shortcuts

There are many useful keyboard shortcuts you can press to quickly activate the buttons on the toolbar. The most common shortcuts are as follows:

ALT and A..............Mute or Unmute the Audio (microphone)
ALT and V..............Start or Stop the Video
ALT and U..............Show or Hide the Participants Panel
ALT and H..............Show or Hide the Chat Panel
ALT and Y..............Raise or Lower your Hand
CTRL and SHIFT and Y   Show or ide the Reactions panel
Alt and F ....Switch to Full Screen view
ALT and Q ....Activate the Leave button

This concludes the introduction to joining and participating in a Zoom Meeting on a Windows computer. Happy Zooming!

For further information about participating in a Zoom meeting, contact the author, Gary Eady, using the following email address.

technology@sightforsurrey.org.uk