

## How to Read a Zoom Meeting Invitation

Zoom meeting invitations provide more information that most people need, so I want to break it down for you. The invitations are generated by Zoom, so you will see the same information for all Zoom meetings.

**If you are going to connect from a device with audio and video**, you just need to click the link at the beginning of the invite and enter the meeting number if prompted to do so.

For example:

Join Zoom Meeting

<https://zoom.us/j/582869084>

**If you are going to connect from a device without audio and video**, you need to do two things. First, click the link at the beginning of the invite, so you can see my screen. Second, you need to dial in to hear the audio portion by using one of the numbers provided on the invite. Since Zoom is a global application, many numbers are provided. Choose the one close to your location.

Join Zoom Meeting

<https://zoom.us/j/582869084>

Dial by your location

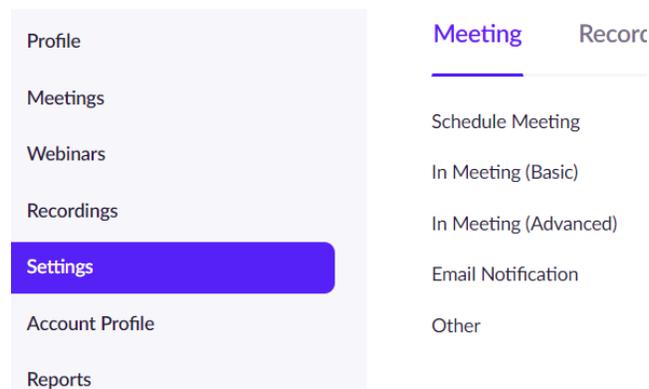
+1 346 248 7799 US (Houston)

**If you are going to use your smart phone**, you will need to download the Zoom app and create a user id. You then enter the meeting ID into the app to connect.

Ignore "Join by SIP" or "Join by H.323"

## How to stop the “Your Attendees are waiting” messages

After you login to the Zoom website at zoom.us, click on Settings in the left-side menu, then click on Email Notification.



The turn off “When attendees join meeting before host” under Settings:

When attendees join meeting before host

Notify host when participants join the meeting before them

