

# HOW TO START OR JOIN A ZOOM MEETING

IN MIT SLOAN ROOMS E40-163, E40-175, & E40-175A



New Meeting ▾



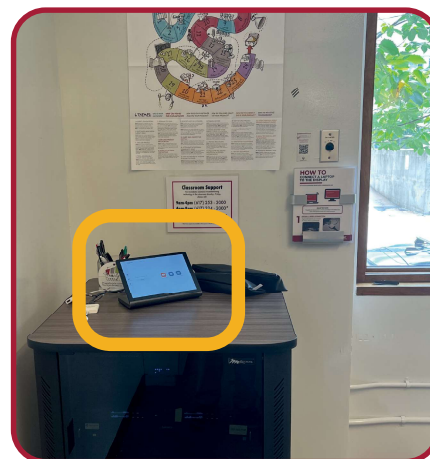
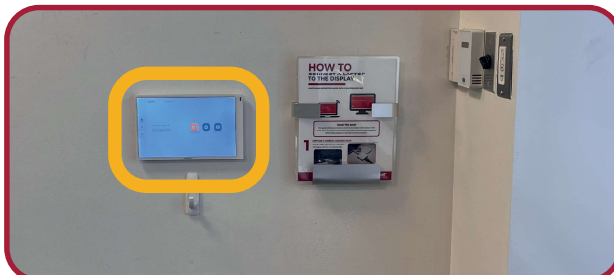
Join

## About This Guide

This guide will show you how to start or join a Zoom meeting using the touchpanel on the table or the wall. This will use the technology in the room to improve your overall meeting experience.

## 1 LOCATE THE ZOOM ROOM CONTROLLER

Find the touchpanel to control Zoom. It will be mounted on a wall near the main entrance. This will be the way you connect the room system to the Zoom meeting.



Need Additional Help?  
Call Sloan AV Help at (617) 324-2000

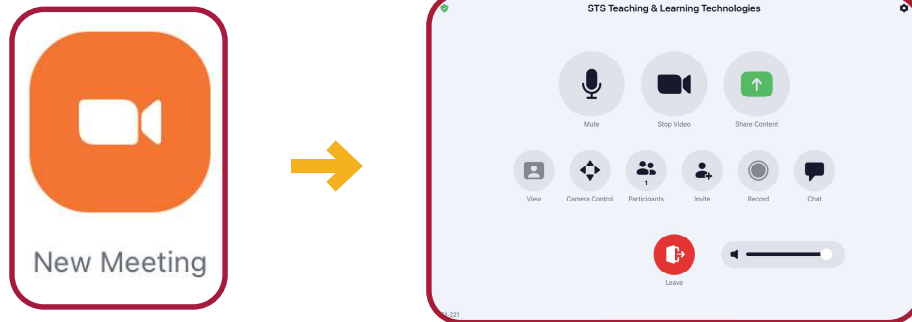


**MIT**  
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# 2

## OPTION 1: START A NEW MEETING

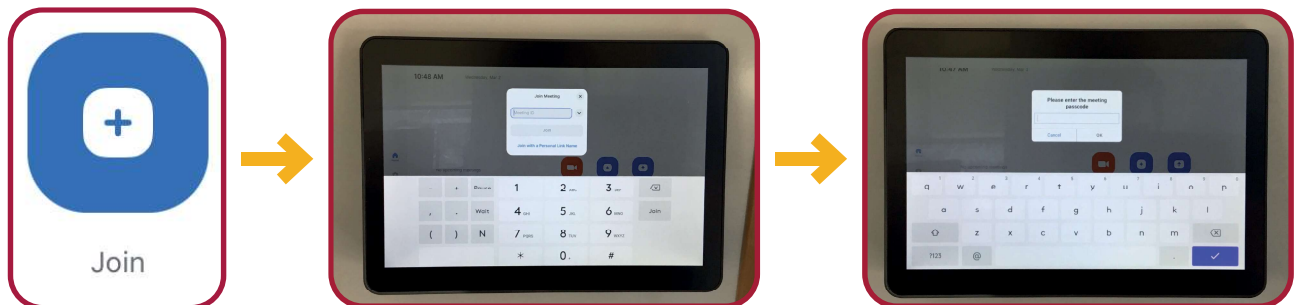
On the main page, tap **New Meeting** on the right. It will use the room's account to create a new meeting on the spot.



# 2


## OPTION 2: JOIN A MEETING

On the main page, tap **Join** on the left. It will prompt you to enter in the **Meeting ID** and enter in the meeting passcode (if applicable).



# 3

## GET MEETING INFORMATION

If you need to share meeting information with anyone else, find it by tapping on the green shield icon  next to the meeting's subject.

