ZOOM Instructions for Meeting Attendees

JOIN A MEETING

Join a meeting by clicking on the **Zoom link provided by the meeting host**. If this is your first Zoom meeting on your device, click download and run Zoom. The *Zoom.exe* file will download, and you will need to **open** the file. **Please note**: **this only needs to be done <u>once</u> for any device on which you use Zoom for the first time**. DO THIS WELL IN ADVANCE OF YOUR SCHEDULED MEETING.

Once set up: click Join a Meeting -> enter the Meeting ID -> then click Join -> enter Password if needed -> then Join Meeting. Choose: Join with Video <u>or</u> Join without Video.

<u>Note:</u>

When you join a Zoom meeting hosted by another person, you are considered an **Attendee**, and you'll have access to a range of controls, which will vary based on the Host's settings. Hover over the **bottom** of your active Zoom meeting window for the control bar.

MUTE/UNMUTE AND START/STOP VIDEO

You can **Mute/Unmute** by clicking the microphone icon at the **bottom left of control bar**. If your device has a camera, you can turn it on/off by clicking the **Start/Stop** icon at the **bottom left**.

PARTICIPANTS

If you click on **Participants** (bottom tool bar), you can see who is currently in the meeting. The participants list also gives you the option to **raise your hand** or **rename yourself**.

- **Raise Hand** - notifies host and shows a prompt to simulate hand raise
- **Rename** - hover over your name to change it as it is seen in the participants list & video window

SHARE SCREEN

If the host allows, you can share your screen in the meeting. When you are ready to show a PowerPoint file or show a YouTube video or display a document, hover over the bottom of your Zoom screen and click on **Share Screen**—*and additionally be sure to click in the tiny check box, lower left, for* **Share computer sound**. Then click on **Share Screen** (lower right). Click on **Stop Share** when you are done sharing your screen (red button, top of your active window).

CHAT

Chat with individuals or everyone in the meeting. Click **Chat** to open up the chat window and chat with other participants or view chat messages. Select the drop down next to **To:** to change who you are chatting with.
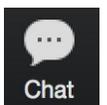
CHOOSE VIDEO LAYOUT

At the **upper right of your screen** you can switch between **Speaker View** and **Gallery View**. You can also **enter/exit** full screen by clicking icon to right of Gallery/Speaker View.

LEAVE MEETING

You can leave the meeting at any time by clicking on **Leave Meeting** at the lower right corner of the Zoom tool bar.

RESOURCES

- Zoom Training • Getting Started • Zoom Video Tutorials • Zoom Support • Mobile • Zoom Help Center • Host Control