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 once 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 or Join without Video.

**Note:**
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.

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**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**.

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**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

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**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).

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**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.

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**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.

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**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.

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