



Zoom Meeting Participant Guide

April 2020

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What is Zoom?

Zoom is a web-based communications tool for video and audio conferencing, collaboration, chat, and webinars accessible by mobile devices, computer desktops, and telephones.

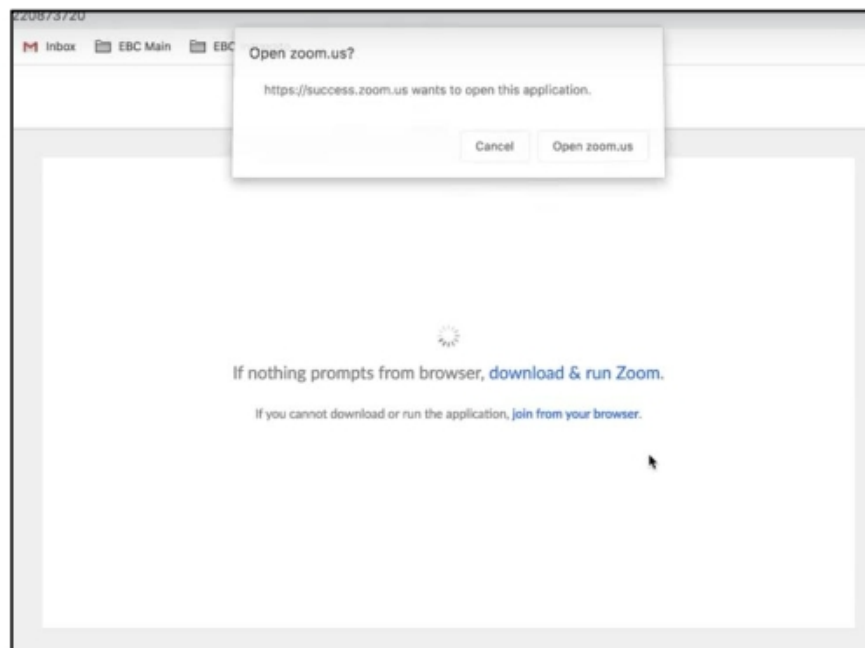
How to access a Zoom meeting

Anyone can join a meeting using a computer browser, the Zoom desktop applications for Windows and Mac, or mobile apps on a tablet or smartphone. It is not necessary to have a personal Zoom account to access this meeting platform, but creating an account is simple and free if you choose to do so.

For utilizing Zoom **video conferencing**, you will need:

1. An internet connection—broadband wired or wireless connection
2. Video capability—webcam built into your computer or a USB plug-in webcam on your computer
3. Audio capability—microphone built into your computer, headphones with a microphone, or a telephone

When provided with a Zoom meeting URL code in either a Google calendar invitation or a link in an email invitation, click the URL code and you will see the access screen option below. As shown below, you can “Open zoom.us” to enter with the app, or choose to “join from your browser.” You can either choose to a) download and run the Zoom application (recommended for best functionality) or b) simply click to join from your browser.



- A. Downloading Zoom application (*recommended*):
- a. When you click a link to join a meeting, you will be prompted to download and install Zoom. **You do not have to download Zoom to participate in a Zoom meeting.**
 - b. Or, before joining a Zoom meeting on a computer or mobile device, you can manually download the Zoom application from the Zoom download center at <https://zoom.us/download>. Select the “download” button under “Zoom client for meeting.” **You do not have to download Zoom to participate in a Zoom meeting.**

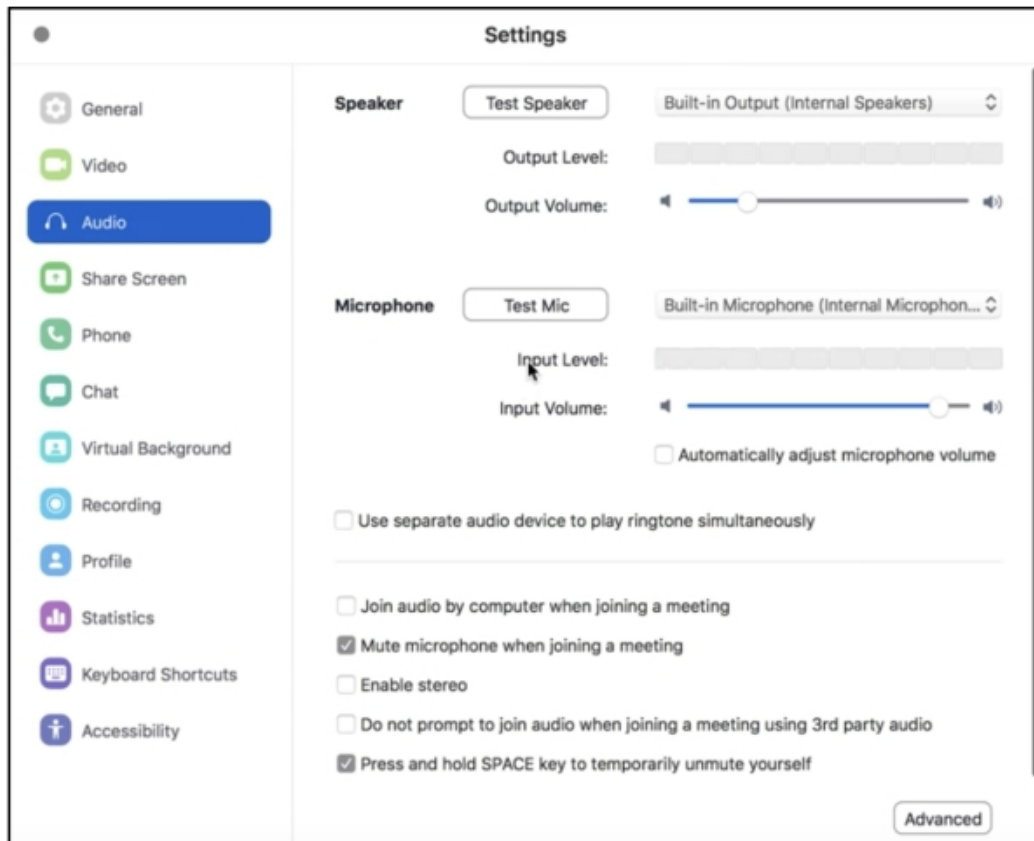
B. Accessing Zoom by web browser (*alternative*):

When you receive an invitation to a Zoom meeting, if you cannot or do not choose to download the Zoom app, you can simply click the URL link in the meeting invitation or paste the URL into your browser of choice to open the meeting. This will allow you to access the meeting without downloading the app, but will limit the functionality of your meeting participation options.

Note: Before joining the Zoom meeting, it is helpful to close all other programs you won’t be using, including email and messengers, to improve the overall quality of the meeting and provide better sound.

Testing your audio and video

After you launch the application, you can test your audio and video settings before entering the meeting. Go to the “settings” screen below by clicking on the top of your browser screen where it says “zoom.us” and selecting “preferences.” This will take you to the settings page shown below.



Audio Set-up

After launching the Zoom meeting from the meeting URL, you will be prompted to join the room's audio. Zoom allows audio participation (speaking and hearing audio) through your computer's speakers and microphone, a headset with a microphone, or a telephone.

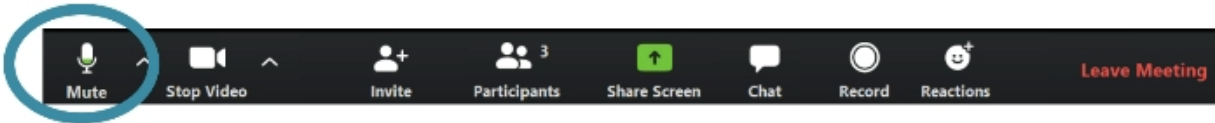
Note: Choose only one method for audio. Trying to use a headset microphone along with your computer microphone, or a telephone along with your computer microphone can lead to audio feedback problems (reverberation). If you live in an area where internet consistency may be spotty or interrupted, choose the "join by phone" audio method described in the Zoom invitation. You can then use the phone for audio and still see the meeting on the screen (so long as you have launched the Zoom meeting from your computer).

In the event that you use your phone for audio and your computer for video, be sure to mute the microphone on your computer to avoid feedback if your computer has a microphone. You can mute the microphone in Zoom by clicking on the picture of the microphone in the bottom left corner of the Zoom screen until it shows a line through the microphone and says "unmute."

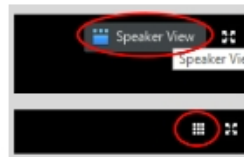
Functionality in the meeting

- **Mute-unmute your audio or start-stop your video image:** To mute your audio, click the microphone icon in the bottom-left corner. To unmute, click it again. Follow the same

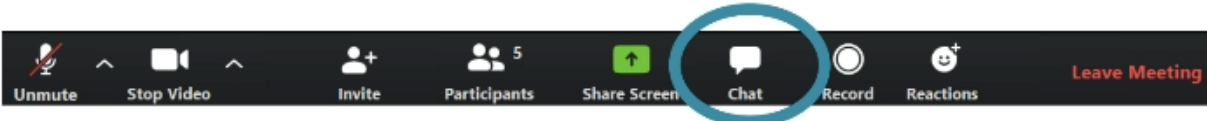
process to turn the video on and off. (Turning off the video turns off only your video image. You will still be able to see the other participants.) Clicking the upward arrows to the right of your audio & video icons opens a list of your audio and video options and lets you choose and test them.



- **Screen view:** In the upper right corner of your screen, you can toggle back and forth between “speaker view,” where the image of the person speaking is large, and everyone else is visible as a strip of thumbnails above them, or “gallery view,” where you can see every video participant in a grid of same-size images. In gallery view, the speaker’s image is highlighted.

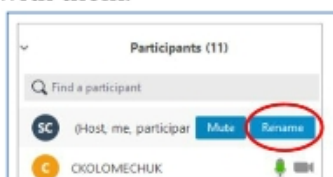


- **Hide non-video participants:** When you are in gallery view, if participants have joined the meeting by phone or do not have their video turned on, and you would like to remove their participant boxes from the gallery view, right-click on the participant’s video box or click on the three dots at the upper right corner of a participant’s video box. Choose “hide non-video participants” to hide all users who have their video off.
- **Participant list:** The participants list shows all the active members in the meeting. To open the participant list, click “participants” in the bottom toolbar menu. This will open a list on the right-hand side of the meeting screen. You can mute yourself or change your display name by hovering over your name in the participant list.
- **Chat:** In the middle of your toolbar menu, you can click the “chat” icon (see image below) to open up the chat window on the right side of the screen. You can close the chat window and reopen it with the same icon. Rather than leaving the chat window embedded in the sidebar, you can place it anywhere on the screen by opening chat and then selecting the drop-down option at the top left of the chat window and clicking “pop-out” to then detach and drop the chat box elsewhere on the screen. Chat allows you to write public messages to the whole group by selecting “everyone.” You can write private messages to a specific person by clicking the downward arrow on the blue button at the bottom of the chat window to see a list of participant names. If you choose a name, your chat message will go to that person, not everyone. Note that in some instances a meeting host may choose to disable the chat feature.

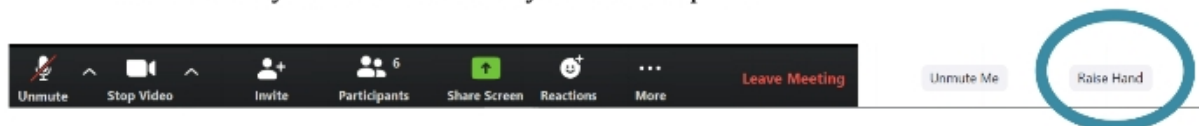


Meeting best practices

- **Announce yourself:** When it is your turn to speak, open by saying your name. When you're done speaking, say "done" or something similar, so you won't be interrupted until you've finished.
- **Rename yourself upon entry:** If your name is displayed on your participant box as your phone number, your email address, or something other than your actual name, please click on "participants" in the tool bar, hover over your name in the participant list (see image below), and click "rename" and enter your actual name. This will help other participants know who is in the meeting with them.

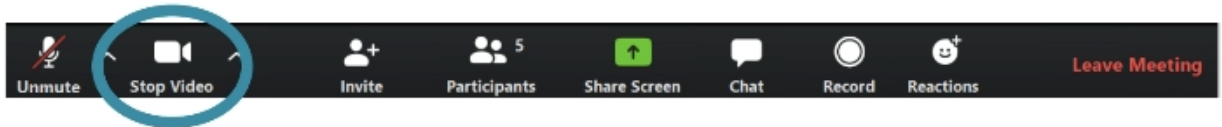


- **Mute yourself when not speaking:** On the bottom left of the taskbar at the bottom of the screen, click the microphone icon "mute." A red slash indicates you are muted. If you would like to talk, please remember to "unmute" yourself. On the bottom left of the black taskbar, click the microphone icon "unmute." When the red slash is gone, you are unmuted.
- **Again, don't phone in and use your computer audio at the same time:** Having two audio inputs active at the same time will create feedback interference audible to the entire group. Be sure to have only one source of audio and mute the other.
- **"Raise your hand" electronically:** To gain the attention of the facilitator, click on the "participants" icon. A white sidebar will appear. You will see "raise hand" at the bottom of the white sidebar (see image below). Click this to show a raised hand on your video image. This will notify the facilitator that you wish to speak.



- **Engage:** Come to the meeting with your camera on in order to recreate the feeling of an in-person meeting. We are asking all participants to turn their video on when possible.

- **However, if you receive a notification that says “unstable internet,”** turn off your video image by clicking on the “stop video” button on the bottom left of the taskbar on the bottom of the screen. Doing so will save bandwidth on your internet connection.



Additional Resources

Getting started with Zoom on Windows and Mac: <https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>

Joining a Zoom meeting:

<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

Contact

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