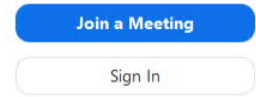


# GUIDE TO ZOOM MEETINGS FOR PARTICIPANTS

## JOINING A MEETING

- Click the link on the invitation email, or download Zoom and either log in or click Join a Meeting
- Connect audio—click “Join with Computer Audio” upon entry into the meeting, or click the Phone Call tab to view numbers to call to join the meeting by phone instead
- Connect Video— click the camera icon labeled Start Video while you are in the meeting
- Zoom is available as an app on Android or Apple devices

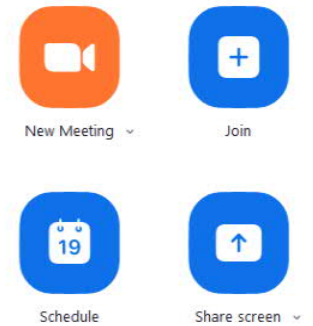
zoom



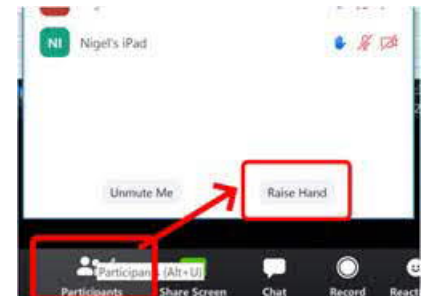
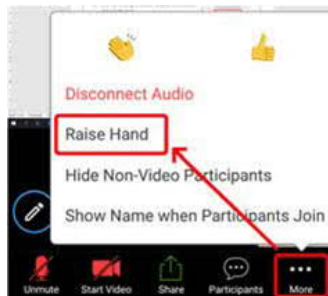
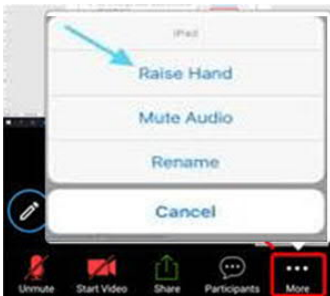
This window appears when you open Zoom on a computer.

## BEST PRACTICES

- To cut down on feedback and allow everyone to hear the speaker, mute yourself until you are ready to speak
- You can join with computer audio OR just call in (instructions for calling in are in the email invitation)
- You can use the video feature or not - your choice!
- You don't have to have a Zoom account, but if you create one and login before joining a meeting, your name will appear in a list with other participants
- The host will let you know how to participate— you may be allowed to unmute yourself, type your questions in a chat or Q&A, or raise your hand by using an icon (see below)
- Speaker View enlarges the person who is speaking, Gallery View shows everyone in a grid. On mobile devices you may have to swipe to see more.



Once you open the program, you may choose to start, join, or schedule a meeting.



The Raise Hand feature as seen on IOS, Android, and Desktop versions

## TROUBLESHOOTING

- Test audio and video in Settings before joining the meeting
- No audio or video? On the bottom left of the meeting screen, click on Join Audio or Start Video
- Try exiting the meeting and rejoining, or closing unnecessary programs or tabs
- If you don't have a microphone on your computer, you can use a landline or cell phone to call in
- If you do not have a phone, tablet, or computer, or do not have internet access, you can listen to the meeting by calling the number in the invitation on a cell phone or landline