

Using ZOOM During A Meeting

Accessing A Meeting

- As a participant, you are not required to have a ZOOM account to access a meeting; only the Host requires an account.
- If you are joining the meeting from a computer/laptop:
 - Click the link provided in the confirmation email you received upon registering for the meeting. This link will connect you directly to the meeting. OR
 - Open the ZOOM program on your computer/laptop and click on JOIN MEETING. Enter meeting ID #, your name and local #. The Meeting ID # is provided in your meeting invite as well as in your confirmation email.
- If you are joining the meeting from a smartphone/tablet:
 - Open the ZOOM app on your device.
 - Click JOIN A MEETING
 - Enter the meeting ID number, your name and local #
 - Check your audio and video settings before clicking JOIN
- Upon entering the meeting, you will be placed in a waiting room until the Host opens the meeting.

Trouble connecting with the link provided? No problem.

- Open the ZOOM program on your computer.
- Click JOIN A MEETING
- Enter the MEETING ID # provided in your invitation and/or confirmation email(s)
- Enter your NAME and LOCAL #
- Click JOIN

Can't find your ZOOM program on your computer? No problem.

- Visit the ZOOM website at <https://zoom.us>
- Click on JOIN A MEETING in the top right hand corner of the screen/window
- Enter the MEETING ID # provided in your invitation and/or confirmation email(s)
- Click JOIN MEETING
 - The ZOOM system will automatically launch the ZOOM program for you.
 - If you have never used ZOOM on the device, you will be prompted to run/download the program before entering the meeting.

Updating Your Name and Local Information

- Computer/laptop
 - Open the participants panel
 - Click the right pointing arrow on the left side of your name, select RENAME
 - Enter your name and local # into the text field that appears.
 - Hit ENTER to update your information make the change.
- Smartphone/tablet
 - Tap screen
 - Select Participants
 - Select and hold your name
 - Choose RENAME option
 - Update the information in the name field
 - Click Done

Muting/Unmuting Your Audio

- Computer/laptop:
 - Roll your mouse over the bottom of your screen to view the in-meeting features menu.
 - Select the MICROPHONE icon to turn off (red line) or on your microphone.
 - You will still be able to hear others as they speak.
- Smartphone/tablet:
 - Tap your screen to view the in-meeting features menu
 - Select the MICROPHONE icon to turn off (red line) or on your audio.
 - You will still be able to hear others as you speak.
- If you are having difficulty, please let the host know using the chat room feature (see below).
- The Host will be monitoring participants connections as they enter the meeting and can assist you in connecting.
- PHONE IN ONLY option:
 - If you have joined the meeting through the Phone-in Only option (no video or computer), you may MUTE/UNMUTE your phone by entering *6 on your phone.
- The Host has the ability to mute or unmute the audio for all participants or an individual participant.

Turning On/Off Your Camera/Video

- Computer/laptop:
 - Roll your mouse over the bottom of your screen to view the in-meeting features menu.
 - Select the CAMERA icon to turn off (red line) or on your camera.
- Smartphone/tablet:
 - Tap your screen to view the in-meeting features menu
 - Select the CAMERA icon to turn off (red line) or on your camera.
- If you are having difficulty, please let the host know using the chat feature.
- The Host will be monitoring participants connections as they enter the meeting, if you are having difficulty connecting your video, the Host can send you an “invite” to turn on your camera. Simply accept the invite and your camera will connect to the meeting.

Changing Your View Settings

- ZOOM Meetings provide two (2) options for setting your screen view – gallery view or speaker view.
 - Gallery view (recommended) will show up to 25 video feeds at once on one screen. This view allows you to see all of the participants at the same time.
 - Speaker’s view will create a film strip (top or side of screen) of all the participants, the feed from the speaker will appear in the remainder of the window.
- To change your view settings:
 - Computer/laptop
 - View settings are located in the top right-hand corner of the screen.
 - Click on Gallery View to have all video feeds appear on screen at once OR select Speaker View to have the video feed of the speaker appear on the screen, with a “film strip” of other participants.
 - Smartphone/Tablet:
 - Swipe left to change your view set up.

Leaving A Meeting

- Computer/laptop
 - Roll your mouse over the bottom of your screen to view the in-meeting features menu.
 - Select LEAVE MEETING (red text) on bottom right hand side of screen.
 - Confirm your request to leave the meeting.
- Smartphone/tablet:
 - Tap your screen to view the in-meeting features menu.
 - Select LEAVE MEETING (red text) in the top right-hand side of screen.
 - Confirm your request to leave the meeting.
- In addition, the Host can end the meeting for all participants or can remove individual participants.

IN MEETING FEATURES

Participants List

- To view the list of who has joined or left the call:
 - Computer/laptop:
 - Roll your mouse over the bottom of your screen to see the in-meeting features menu.
 - Select the PARTICIPANTS icon to open the list of attendees; this window will appear on the right-hand side of your screen.
 - To close the list (1) click the Participants icon again or (2) click the small down arrow on the top right of the Participants window and select close.
 - Smartphone/tablet
 - Tap your screen to see the in-meeting features menu.
 - Select the PARTICIPANTS icon to open the list of attendees; this menu will take over your screen.
 - To close the list, select DONE at the top left-hand corner of your screen.

Non-verbal Cues

- Participants can raise their hand if they have a question, agree or disagree, or tell the host to slow down all by using non-verbal cues with the in-meeting features.
- To access the non-verbal cues:
 - Computer/laptop:
 - Roll your mouse over the bottom of the screen to see the in-meeting features menu.
 - Select the PARTICIPANTS icon to open the list of Participants.
 - The non-verbal cues appear under the list of PARTICIPANTS:
 - Raise/lower hand
 - Yes/No
 - Go slower/faster
 - More – thumbs up/down, gone to get a coffee, need s a break, etc
 - Select the cues as required.
 - Smartphone/Tablet:
 - Tap on the bottom of the screen to see the in-meeting features menu.
 - Select the MORE (...) icon and select the cue required.
 - Phone Only Option: This option provided very limited non-verbal cues within the in-meeting features.
 - Raise/lower hand: enter *9 on your phone to use this feature.

Chat Room

- Participants can ask questions or leave a note for the group or individual participants through the Chat Room feature.
- To access the Chat Room:
 - Computer/laptop:
 - Roll your mouse over the bottom of the screen to see the in-meeting features menu.
 - Select the CHAT icon to open chat window.
 - Select EVERYONE in the TO field to send a message to all participants OR select the individual participants name from the drop-down list of names.
 - Smartphone/Tablet:
 - Tap your screen to see the in-meeting features menu.
 - Select the PARTICIPANTS icon to open the list of attendees; this menu will take over your screen.
 - Select CHAT from the bottom left hand corner of your participants window to open the chat window
 - Select EVERYONE in the SEND TO field to send a message to all participants OR select an individual participant's name from the drop-down list of names.
 - To close the list, select CLOSE at the top left-hand corner of your screen.