zoom

Instructions for Participants

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.

2. We will send you log-in instruction for each meeting in an email. The email will include will include a link to "Join via computer" as well as phone numbers for a conference call option. It will also include the 9-digit (usually) Meeting ID.

To join the videoconference:

1. At the start time of your meeting, click on the link in your invitation to join via computer. You maybe instructed to download the Zoom application.

2. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID provided in the email. If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.

2. Enter the Meeting ID number (also provided in your invitation) when prompted using your touch-tone keypad.

3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:

Using the icons in the lower left corner of the Zoom screen, you can:

• Mute/Unmute your microphone (far left)

• Turn on/off camera ("Start/Stop Video")

• Invite other participants

• View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand

• Change your screen name that is seen in the participant list and video window

• Share your screen

Somewhere on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.