

Zoom Tips for Participants

It's easy to join a Zoom meeting! You do not need to purchase anything or set up a Zoom account.

What You Need

- A device with an Internet connection – desktop, laptop, tablet, or smartphone
- To hear during the meeting, you can use your device's speakers or headphones.
- To be seen during the meeting, your device must have a camera. This is optional.
- To be heard during the meeting, your device must have a microphone. This is optional.
- If you do not have a camera or a microphone, you will still be able to see and hear. However, your only method of communication will be by typing into the "Chat" feature (see below).

Before Joining a Zoom Meeting

If you want to become acquainted with Zoom before your first meeting, go to **zoom.us/test**. In this fake meeting scenario, you will learn how to test your equipment and can practice using the controls.

Joining the Zoom Meeting

- For club meetings, you will receive an email message with a time and a link. This message is normally sent by the club member charged with hosting the meeting. Keep the email message handy, because you will need the link to join.
- Close applications you do not need during the meeting. This can improve the quality of your connection.
- Just prior to the meeting time, click on the link you received via email from the meeting host.
- If it's your first time, Zoom will prompt you to download the Zoom application when you join a meeting.
- Before entering the "meeting room," Zoom allows you to test your audio (speakers / headphones), video (camera) and microphone. Once completed, join the meeting.
- If you are earlier than the host, you will find yourself in a waiting area.
- Once the host is ready to start the meeting, they will admit you into the meeting from the waiting area.

Trouble Joining the Meeting

If you have trouble using the link, there is another way to join.

- Go to the email message and find the Meeting ID.
- On the Internet, go to zoom.us
- At the top in blue letters find “Join A Meeting.”
- Click on that, then enter the meeting number and password to join.

Zoom Meeting Room Features

Locating Controls

Many of the controls are hidden from view until you hover your pointer over them and will disappear from view after a few seconds in full screen mode. The location of the tools varies depending on your device. Hover your pointer near the top, bottom and sides of your screen to find where your tools are located.

Gallery View vs. Speaker View

Zoom has two views – Gallery View and Speaker View.

- **Gallery View** will show the images of up to 49 attendees, with the current speaker highlighted.
- **Speaker View** shows you a large image of the current speaker and smaller images of some of the attendees along either the side or bottom of your screen. The choice is yours. You may find the Speaker View is less distracting.
- On a desktop, the options can be chosen in the top right corner of the screen.

Enter/Exit Full Screen

Full screen is the default for a Zoom meeting, but you can change by hovering your pointer in the upper right corner.

Zoom Menu Bar

The Zoom Menu Bar appears at the bottom of the screen once a meeting begins. If it disappears, hover your pointer at the bottom of the screen and it will reappear. This is what you will see:



- **Mute**
 - Allows you to mute only yourself. Your sound is muted when there is a red line across the microphone icon.
 - Please make use of Mute if your location becomes noisy (phone ringing, dog barking, etc.) Noises can be very distracting.
 - **Best practice is to mute** your microphone unless you are talking. When Zoom is on “Speaker View,” it chooses the image with the most prominent noises. In that case, Zoom may choose your image to project instead of that of the speaker if there are a lot of noises at your location.
 - Another way to mute - hold down your space bar, release it when you wish to speak.
 - The **Up Arrow** beside this button allows you to access the settings for your audio without leaving the meeting.
- **Stop Video**
 - Allows you to turn off the view from your camera. Your camera is turned off when there is a red line across the button.
 - Make use of Stop if there is unexpected movement at your location (someone enters the room) or if need to get up and leave. If you are on a small device and need to lean in to view the screen, turn your video off (or we will see your nose).
 - The **Up Arrow** beside this button allows you to access the settings for your camera without leaving the meeting. Here you can choose a virtual background or upload your own background.
- **Participants**
 - Shows the number of participants.
 - Click on the icon to see a list of all participants.
 - This is where you can raise or lower your hand.
- **Chat**
 - Allows you to type messages, either to everyone or privately to one participant.
 - Remember that a host is busy and may not see private chat messages. If you wish, you can save the chat messages.
- **Share Screen**
 - Hosts are not the only ones who can share a screen. If you would like to do so, let the host know.
 - You can choose to share any single open application (like PowerPoint or a website) or your entire desktop.
 - It would be a good idea to practice this on zoom.us/test before doing so in an actual meeting.
- **Record** – This function will be controlled by the host of the meeting.
- **Reactions** – Allows you to either give virtual applause or thumbs up.
- **Leave Meeting** – Click here to leave the meeting before the host ends it.

Additional Tips & Info

Host's Options

- The host or co-host can turn off microphones and video – either for everyone or for individuals.
- Zoom can also be held “webinar-style” where participants are only able to see and hear.

Your Identification

If the tile with your picture in it has a “name” (normally found on the bottom left of the tile) that does not indicate who you are, please change it to your real name. To do this, hover your mouse in the top right corner of your tile, choose ..., then “**Rename**” in the dropdown.

Bad Connection

- If your connection is bad, some possible solutions –
 - Try going into your Video settings and uncheck “Enable HD.”
 - If you have Windows 10, your settings may be preventing the video. Go to Settings, then Privacy, then to video camera and select Yes to allow Zoom to use the camera.
- If your connection to a meeting ends unexpectedly – Click on the link in the meeting invitation to re-establish the connection. The host will need to readmit you to the meeting, so be patient.

More Assistance Needed

If you need more assistance, visit <https://support.zoom.us/hc/en-us>