Participant Guide for Zoom Meetings

Once you have joined the meeting, you can access the meeting controls located at the bottom of the meeting window.

- **Mute/Unmute:** To mute or unmute yourself,scroll to the bottom of the screen and click on Mute/Unmute. If muted, you can also press and hold the space bar to temporarily unmute yourself.

- **Audio Controls (click the ^ arrow next to Mute/ Unmute):** Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

- **Start Video/Stop Video:** Turns your camera on or off.

- **Video Controls (click the ^ arrow next to Start Video/ Stop Video):** Change cameras if you have multiple cameras, select a virtual background (if enabled) or access your full video settings.

- **Participants:** The Participants feature will display a list of participants on the right-hand side of your screen. The Participants list also gives you access to rename yourself mute yourself by clicking the options next to your name. Other Feedback controls for silent forms of participation including Yes/No and raise your hand are located under the participant list.

- **Seek Recognition:** To be recognized, you may unmute your phone by pressing and holding the space bar, use the Raise Hand feature, or type a message into chat. As in any meeting, you should only speak when recognized by the chair. To access the Raise Hand feature, press the Participants button in the meetings controls. The Participants feature will display a list of participants on the right-hand side of your screen and your Feedback controls, including Raise Hand, under the participant list.

- **Polls:** During the course of the meeting, votes may be held on motions using either the Participant panel Yes/No feature or via polls provided by the chair. Polls will be displayed via a popup window.

- **Chat:** You also may use the Chat function to request recognition, second a motion, ask questions or make a motion. To access the Chat function, click on Chat in the meeting controls. A chat box will appear on the bottom right of your screen under the participant list.

- **Share Screen:** Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.

- **Leave Meeting:** Leave the meeting while it continues for the other participants. Only the host can end the meeting.

Questions?
If you have any additional questions, please email Zoom@teamster.org for additional help.