

FOR ATTENDEES: Basic **Zoom** Instructions

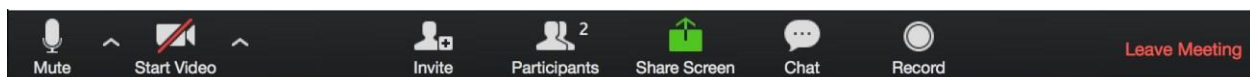
Download ZOOM

1st of all, download Zoom to your electronic device (computer, tablet or smartphone)

- For a desktop or laptop: <https://zoom.us/download> (Click on "Zoom Client for Meetings.")
- For an iPad or iPhone: <https://apps.apple.com/us/app/id546505307>
- For an Android tablet or phone:
<https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

About ZOOM

When you join a Zoom meeting hosted by another user, you are considered an attendee. As an attendee, you have access to a full range of “Attendee Controls” illustrated on the Attendee Controls. To see the Attendee Controls bar, hover over the bottom of your active Zoom meeting window.



Joining a Meeting

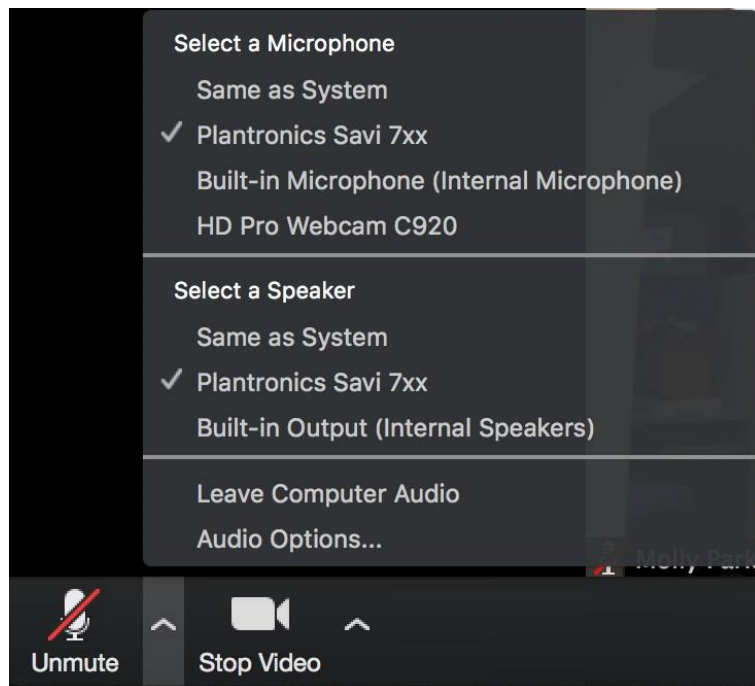
Join a meeting by clicking on a Zoom link provided by the meeting host => follow the prompts to download and run Zoom => (enter the meeting ID if prompted) => click to [Join the Audio Conference](#).

When you're in the meeting, you may click on the [Start Video](#) button so that you can be seen on the ZOOM video screen by other attendees. You can also remain hidden from view and use audio only. You will see everyone else on the screen.

Mute/Unmute & the use of Audio Settings

You can mute and unmute your microphone. If you click on the arrow next to the mute button (bottom left main Zoom screen), you have additional options for audio settings. You can change your microphone, leave the computer audio or access the audio options like using a headset that is enabled on your computer.

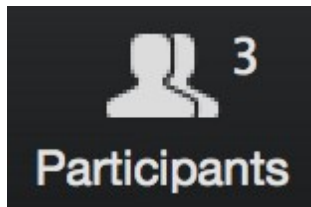
It is common practice to **remain muted** so that other participants do not hear background noise from your end (dogs barking, other people talking, rustling papers...)



Start/Stop Video & Video Settings

You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).

Participants

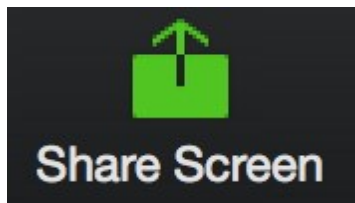


If you click on Participants, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself.

Raise Hand - notifies host and shows a prompt to simulate hand raise

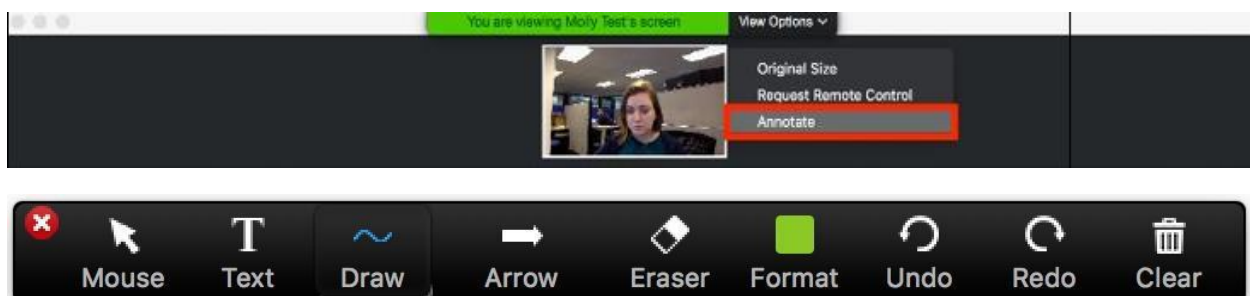
Rename - hover over your name to change it as it is seen in the participants list and video window

Share Screen

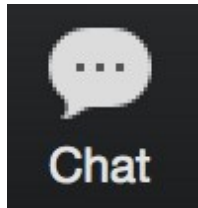


If the host allows, you can share your screen in the meeting. The host has the ability to stop your screen share.

- 1. SHARE YOUR SCREEN:** When you are ready to show a PowerPoint file or show a YouTube video or display a document, hover over the bottom of your Zoom screen and click on **Share Screen**—and additionally be sure to click in the tiny check box, lower left, for **Share computer sound**. Then click on **Share Screen** (lower right). Click on **Stop Share** when you are done sharing your screen (red button, top of your active window).
- 2. ANNOTATE A SCREEN YOU ARE SHARING:** Hover over the bottom of your Zoom screen and click on **Share Screen** => click on **Desktop** and then on **Share Screen** (bottom right) => open the file/document you want to show => hover over (or push with your cursor) the green ID tab or the red Stop Share tab at the top of your screen => click on **Annotate** => click on any of the tools on the pop-up tool bar (Mouse, Text, Draw, Spotlight, Erase, Save) => click on **Stop Share** when you are done (red button, top of your active window).
- 3. ANNOTATE SOMEONE ELSE'S SHARED SCREEN:** Click on **View Options** at the top of your screen and choose **Annotate**. Then select from any of the tools.

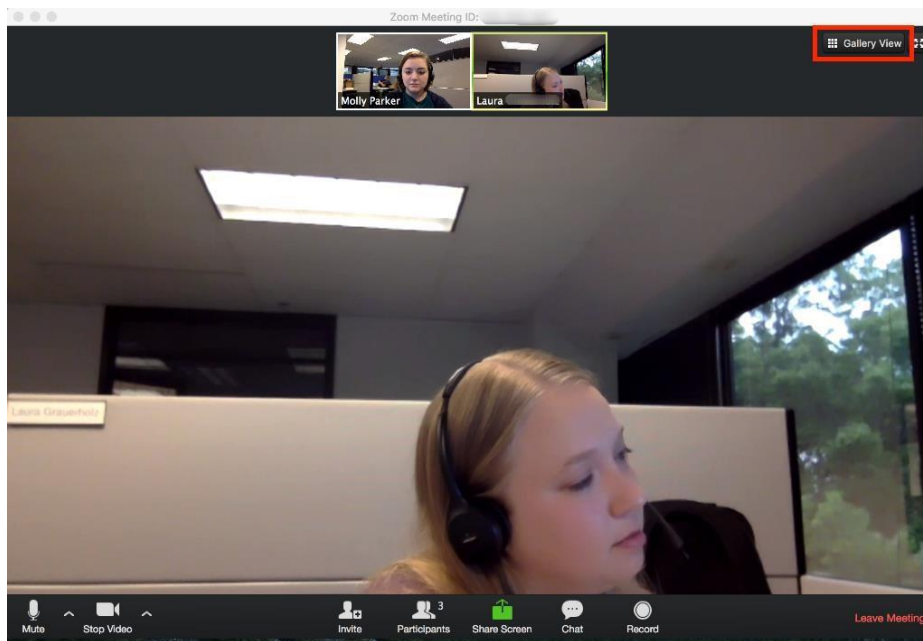


Chat



The Chat function is especially useful when large groups are on the call so that the person moderating the discussion can control interruptions. Chat with individuals or everyone in the meeting. Click [Chat](#) to open up the chat window and chat with other participants or view chat messages. Select the drop down next to **To:** to change who you are chatting with.

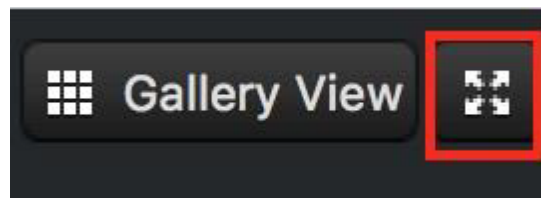
Choose Video Layout



At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share.

Enter/Exit Full Screen

At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking [Esc](#).



Pin Video

Pin video makes a user the primary speaker for you, instead of switching between the active speaker video. You can pin a video by right-clicking on the video of the person you want to pin or double click on their video window.

Leave Meeting

You can leave the meeting at any time by clicking on the **Leave Meeting** option at the lower right corner of the Zoom window.

For More Information

Contact Technical Support <https://support.zoom.us/hc/en-us/articles/201362003-Zoom-Technical-Support>

Zoom Help Center <https://support.zoom.us/hc/en-us>

Getting Started <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>

Tutorials <https://support.zoom.us/hc/en-us/sections/201740096-Training>

Mobile <https://support.zoom.us/hc/en-us/sections/200305413-Mobile>