

Zoom Participants Instructions

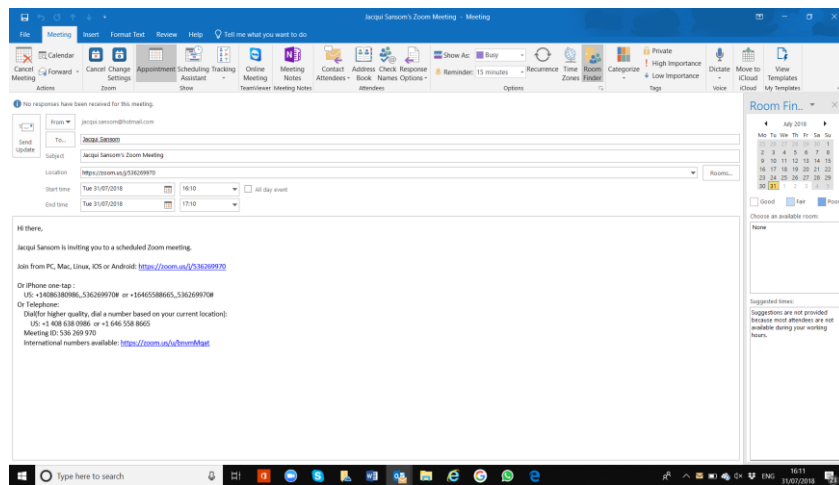
Get Ready for Video Conference

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.

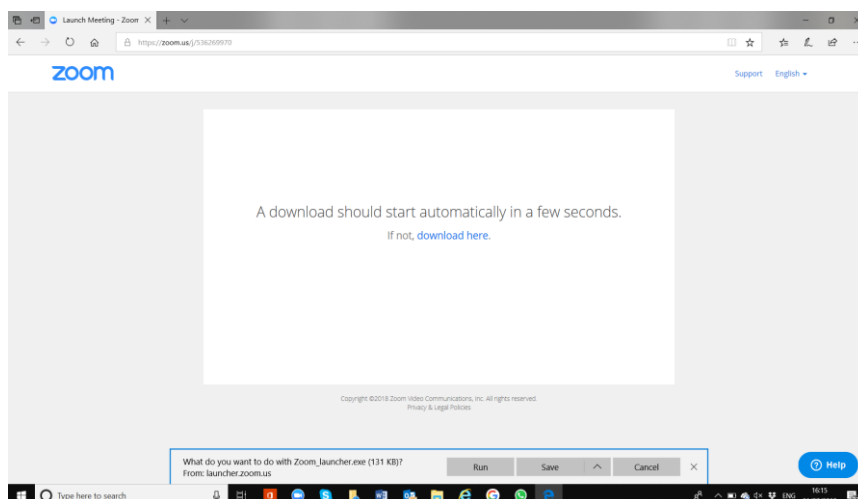
You will have received an e-mail confirming a videoconference. The e-mail will include the link that you need to access Zoom and register for the meeting.

To join the videoconference:

- A few minutes before the start time of your meeting open the email and click on the link in your invitation to join via computer.



- You may be instructed to download the Zoom application you should allow at least 10 minutes for this.



- Once you are connected to Zoom but before you join the meeting you may 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.

During the Meeting

At the bottom of your screen you will see a black bar with icons which are the participants controls and reasonably self explanatory. If you arrive at your meeting early you can spend a few minutes playing with the icons and commands to familiarise yourself with Zoom. These icons allow you to

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Change your screen name that is seen in the participant list and video window
- Share your screen
- Invite other participants
- Chat with other participants by sending messages in the chat box and this can be sent to the whole group or to named participants.
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
- 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.

Trouble Shooting

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

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

Enter the Meeting ID number (also provided in your invitation) when prompted using your touchtone (DTMF) keypad.

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