

# Zoom Instructions for Participants

## Before your Zoom session (program, service, or meeting):

1. You will need a computer, tablet, or smartphone with a speaker or headphones.
  - a. If you will need to participate actively in the session by speaking to the group, your device (or headphones) will also need a built-in microphone. If you'd like to be seen by the group, it will need a camera.
  - b. Most devices from the past 5+ years come with speakers, microphone, and camera built in. If you have ever made a video call using your device (i.e. FaceTime, Skype, etc.) you can be sure it has everything you will need for Zoom.
2. You will receive notice of an upcoming session, with the date and time as well as a link to **'Join Zoom Meeting.'** There is also a unique 9-digit (usually) **Meeting ID.**

## To join a Zoom session (program, service, or meeting):

1. At the start time of your meeting, click on the link in your invitation email to **Join Zoom Meeting.** If it is your first time using Zoom, you will be instructed to download the Zoom application. This process may take a few minutes.
2. You will 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.'**
3. You may be able to join the meeting by telephone. If so, dial-in information will be provided with the invitation. Due to high-volume, this option is not always available.

## PARTICIPANT CONTROLS

Depending on your device, the icons below may appear in different locations. My iPad has them across the top of the screen, on other devices they appear at the bottom. Smartphones with smaller screens may require you to swipe left or right to access certain features.



Using the icons on the bottom of your Zoom screen\*, you can:

- Mute/Unmute your microphone (far left)
- Turn your camera on/off ("Start/Stop Video")
- Invite other participants
- View Participant list – opens up a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand
- Share your screen (not recommended unless you are presenting)
- Chat with other participants in the videoconference
- Make a video recording of the meeting or program
- Leave the videoconference.

Muting your mic prevents distracting background noise. You can unmute when you want to talk.

\*You may need to move your mouse or tap the screen to make this control bar appear.

Somewhere on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows only the active speaker in large view. "Gallery view" shows all meeting participants in equal-size video boxes.

In "gallery" view, you can swipe your screen to see more participants when there are more attendees than fit on one screen.