

# Zoom: Guide for Participants

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## Join a Zoom Meeting

- Click on the link shared with you
- Click 'launch application' which will install the Zoom launcher on your computer.
- After the Zoom launcher is installed, your meeting will start.
- If needed, click "join audio conference by computer" to connect your headset/microphone.

Once the meeting has started you will see the Zoom menu bar at the bottom of the screen. If you do not see the menu bar, move your mouse slightly and the menu will appear. The menu bar may disappear in full screen mode.

From the menu bar you can:

- Mute/unmute your audio
- Stop/start your video
- Configure your settings for items such as audio and video
- Invite more people to join by email, IM , SMS (mobile users) or meeting ID
- View a list of participants
- Share your desktop (everything you have open) or select a specific application to share (for example, Google Docs)
- Send a message to one person (private chat) or to all participants
- Record the meeting (if you have been granted permission)
- Leave or end the video meeting

## Get Started Guide

You will need:

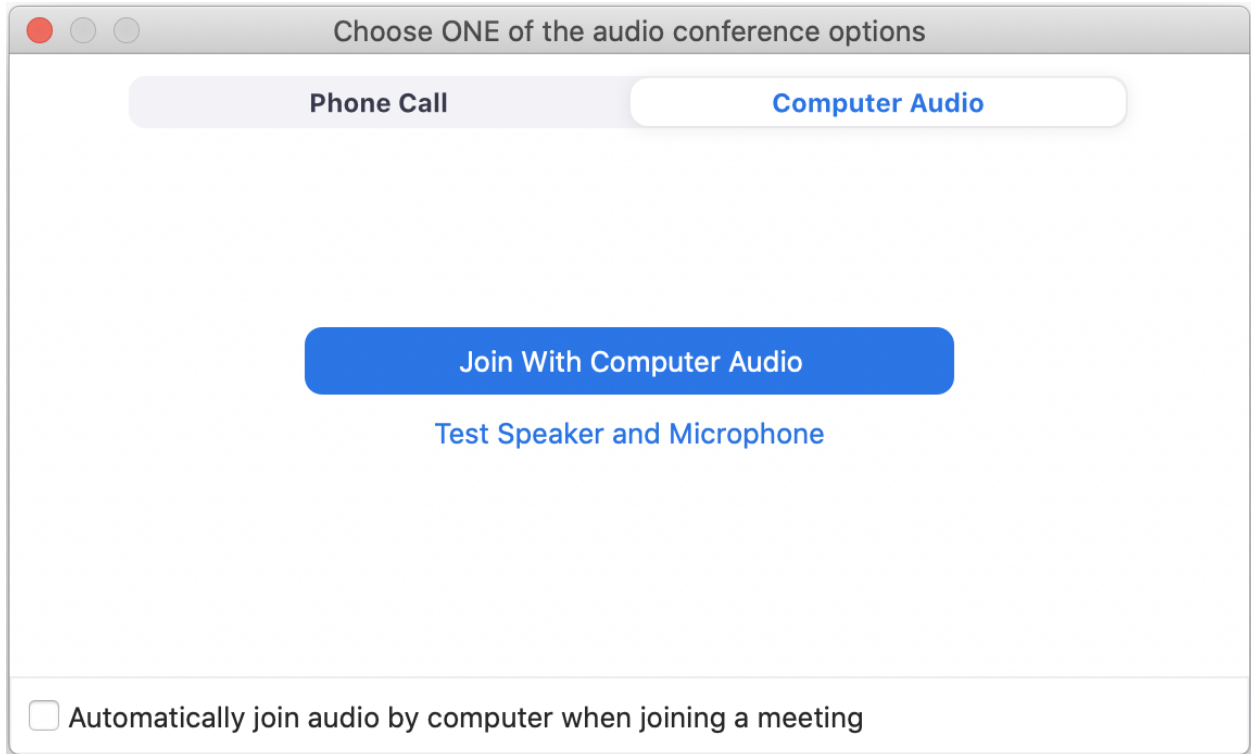
- An internet connection - broadband wired or wireless
- Headset/earbuds with microphone
- Webcam - built-in or USB plug in

## Enter the Zoom Meeting

Your meeting host/instructor will provide the URL to the Zoom room. Simply click the URL or paste into your browser of choice to open the meeting.

## Audio and Video Setup

After joining the Zoom meeting, you will be prompted to join the room's audio. Zoom allows audio participation through your computer's internal speakers, a headset, or a phone line. The initial step of joining the audio by computer looks like this:



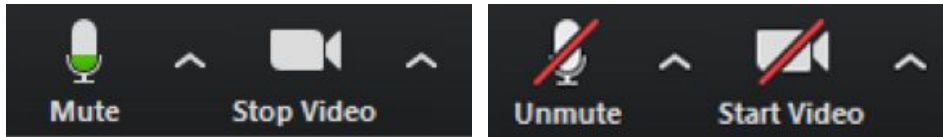
Click on "Join With Computer Audio" so you can listen in and use your mic.

If you experience audio problems after clicking on "Join With Computer Audio", click the arrow next to the microphone icon in the bottom-left hand corner, and choose "Test Speaker and Microphone".

If you need to change your audio/video input device, click the arrow next to the microphone/camera icon and select the appropriate device.

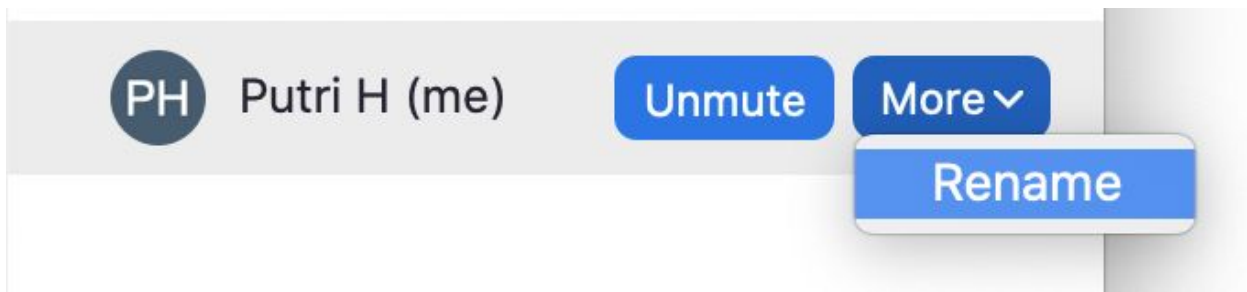
## Enable/Disable Mic and Video

To mute yourself so others cannot hear you, click on the microphone icon in the bottom-left corner. To unmute, click the microphone icon again. Follow the same process to turn the webcam on and off.



## Participants List

The participants list shows all the active members in the meeting, including your instructor(s) and fellow students. To open the participants list, click "Participants" in the bottom menu. This will open a list on the right-hand side of the meeting screen. You can mute yourself or change your display name by hovering over your name in the participants list, clicking on "More", then clicking on "Rename".



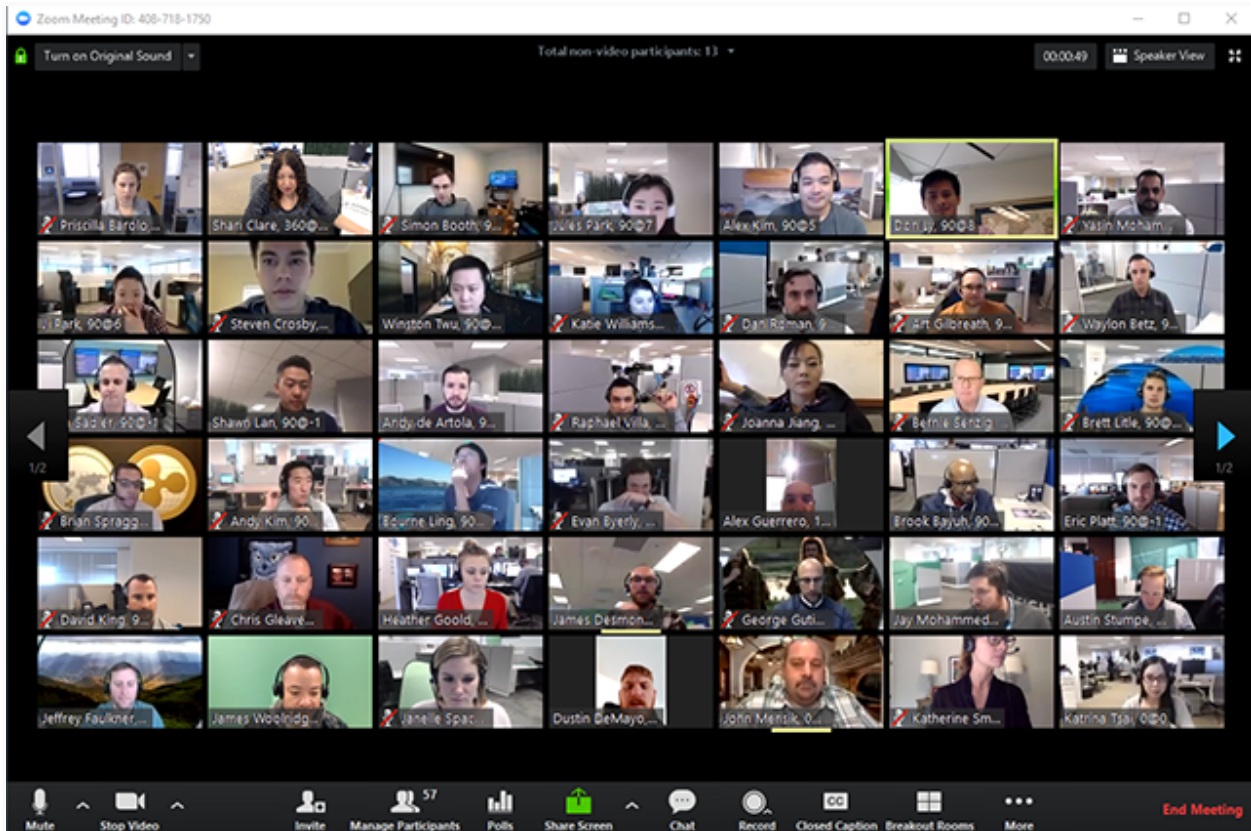
## Raise and Lower Hand, and display other statuses

Let your instructor know you have a question by raising your hand. This will place a hand icon next to your name in the participant list until you choose to lower it. You can access this feature in the Participants window. If you're using the latest version of Zoom, there are also options to ask the meeting host to go faster or slower, and you can also indicate "yes" and "no".

## Gallery View vs Speaker View

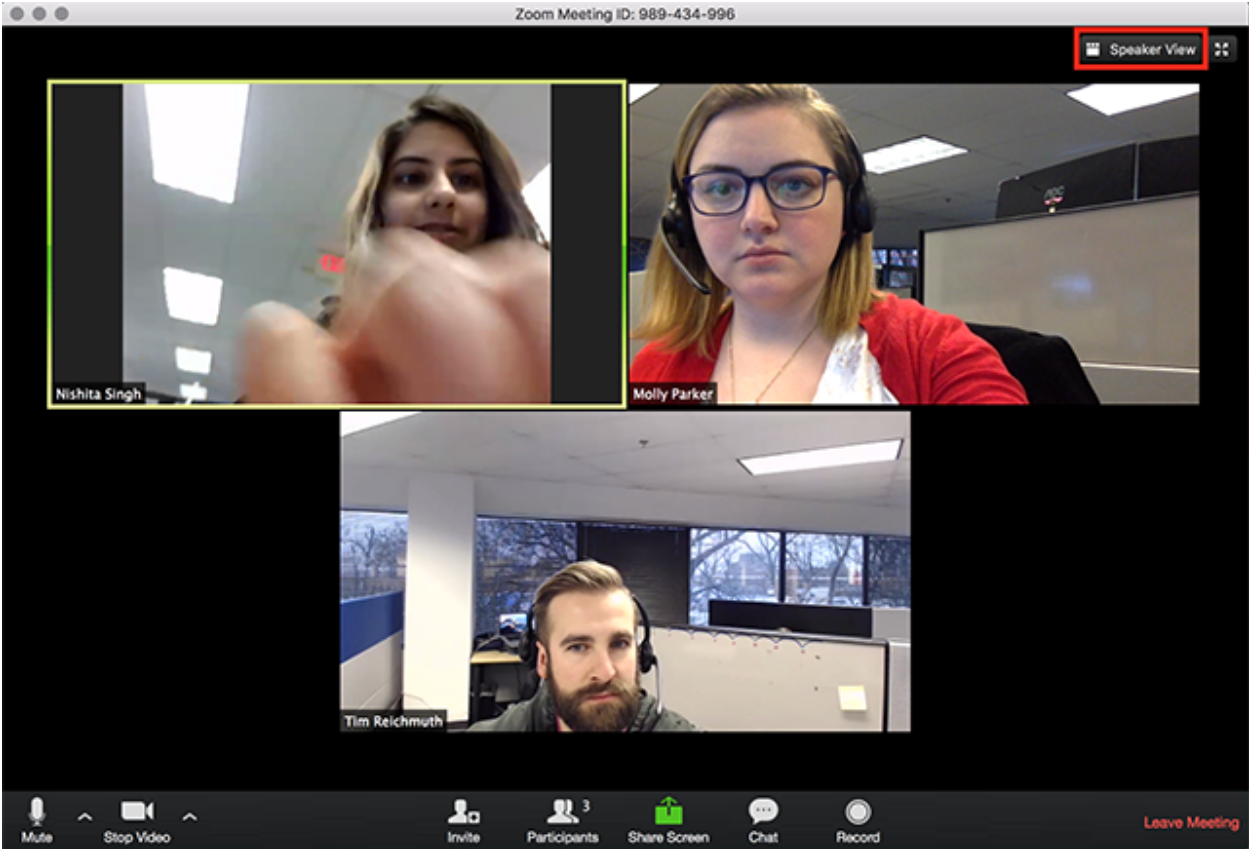
When you join a Zoom meeting, the meeting automatically starts in Speaker View. You can also select to view your video layout in Gallery View. When using Gallery View, you will be able

to see up to 49 participants at a time, and will have an arrow to scroll through the remaining participants.



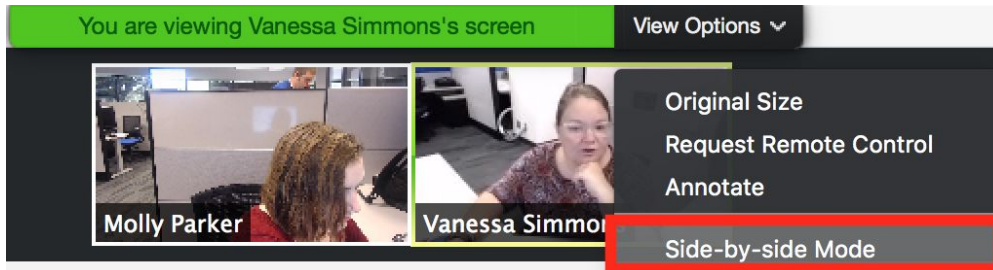
To display up to 49 participants on a single screen of the Gallery View, click Gallery View in the top-right corner. If the meeting has 49 or fewer attendees, all of them are displayed on a single page. If more than 49 attendees are in the meeting, 49 thumbnails are displayed on each page.

If you are in gallery view, you can click Speaker View at the top right to switch to Speaker View.

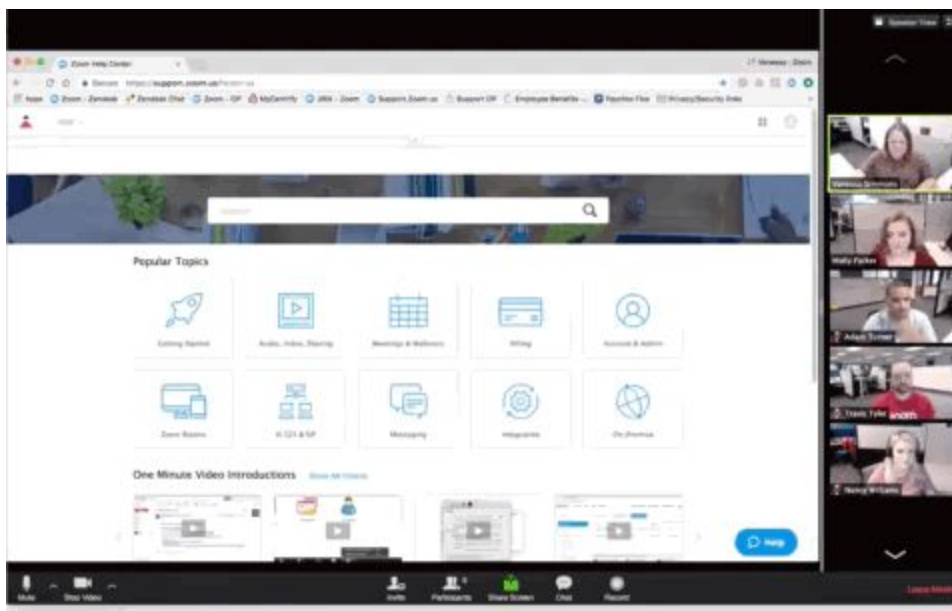


## Viewing Shared Screens with Side-by-side Mode

To see a shared screen and the participants at the same time, you can use side-by-side mode. When viewing a shared screen, click on the dropdown arrow that says "View Options." Select the checkbox to enable side-by-side more, or deselect it to turn off side-by-side viewing.



You can also change the size of the side-by-side view by clicking and dragging the partition over to the left.

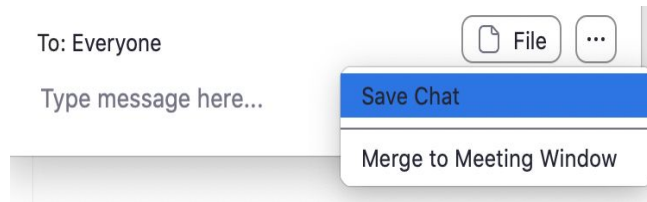


## Chat

Chats may be sent either to all members of the meeting or privately to specific individuals. Choose the appropriate person for private chat using the dropdown menu next to the "To:" field. Your instructor may choose to disable private chat, in which case chats are sent to all participants in the room.

NOTE: If you enter a Zoom room after the meeting has begun, the chats received prior to that time will NOT be available in the chat window.

To save the chat transcript, select the “More” menu and choose “Save Chat”. You may also send the transcript to your email by choosing “Send File”.



## Additional Resources

Getting Started on PC and Mac Guide

<https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-PC-and-Mac>

Getting Started Videos

[https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM\\_I1Ild3N\\_XI77fKDzSXE](https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSXE)