# Zoom Meeting: Participant 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 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 launching the Zoom meeting from the meeting URL, 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.
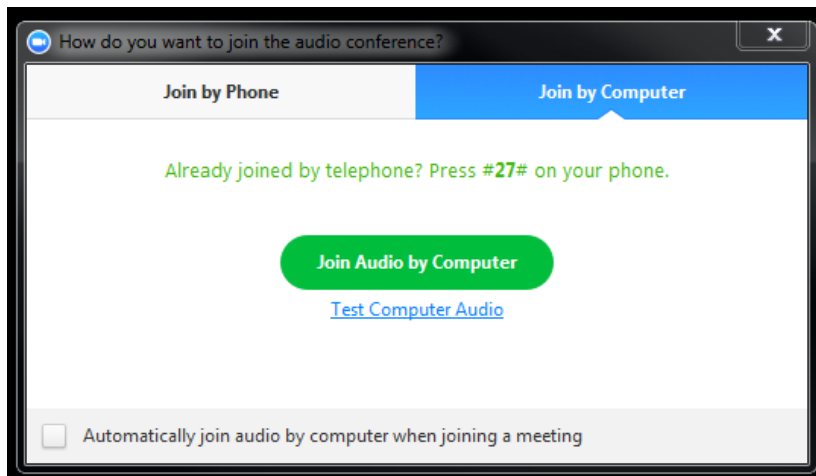
Should you experience problems connecting your audio, click the arrow next to the microphone icon in the bottom-left hand corner, choose "Audio Options", then "Test Computer Audio". Built-in and peripheral webcams will turn on automatically when the meeting launches.

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

Mute Yourself/Stop Webcam

To mute, click 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.
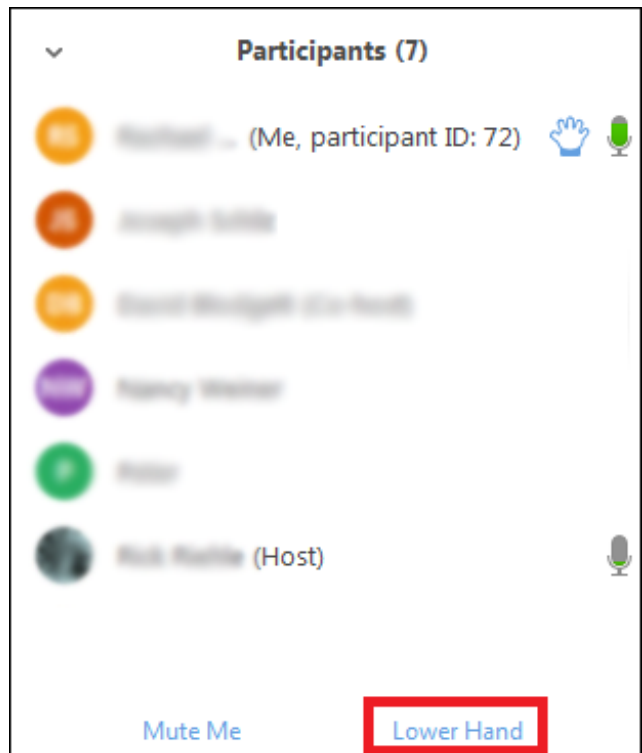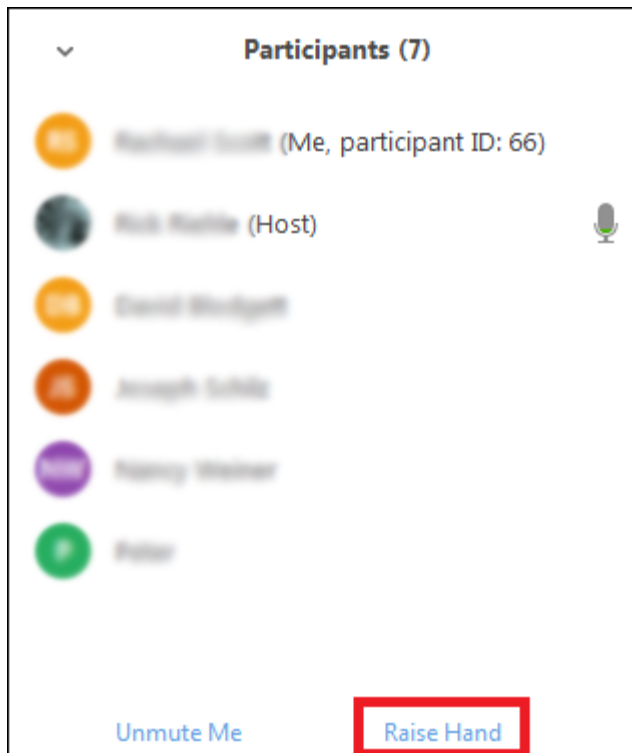
Participants List

The participants list shows all the active members in the meeting. 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.
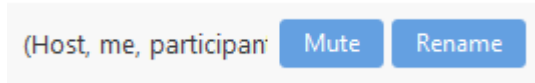

Raise and Lower Hand

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.

Swap Screen

If you want to see the podium video (video of the meeting room) in a larger screen, you can click on the icon to the left of the full screen icon, which should be located to the right of the list of videos at the top.
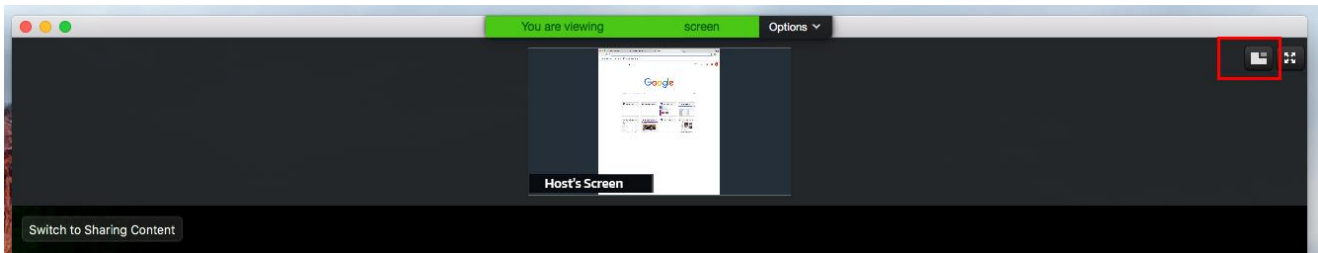

Share Screen

Participants are able to share applications or documents using Share Screen. After selecting "Share Screen", Zoom will present a list of all active applications and available desktops on your computer. You may also choose to share a whiteboard or iPhone/iPad.

When the screen is shared, the bottom navigation menu will move to the top of the screen. To reposition the menu, simply click and drag.

> NOTE: By default, screen share opens in full screen. If you have the participants list and chat windows open (they will display on the right-hand side of the meeting), the windows will be hidden in full screen. Either click "Exit Full Screen" in the upper right corner or re-enable the windows by clicking "Manage Participants" and "Chat".

The annotation toolbar allows participants to draw and make comments on the shared screen. Your instructor may choose to disable this feature.
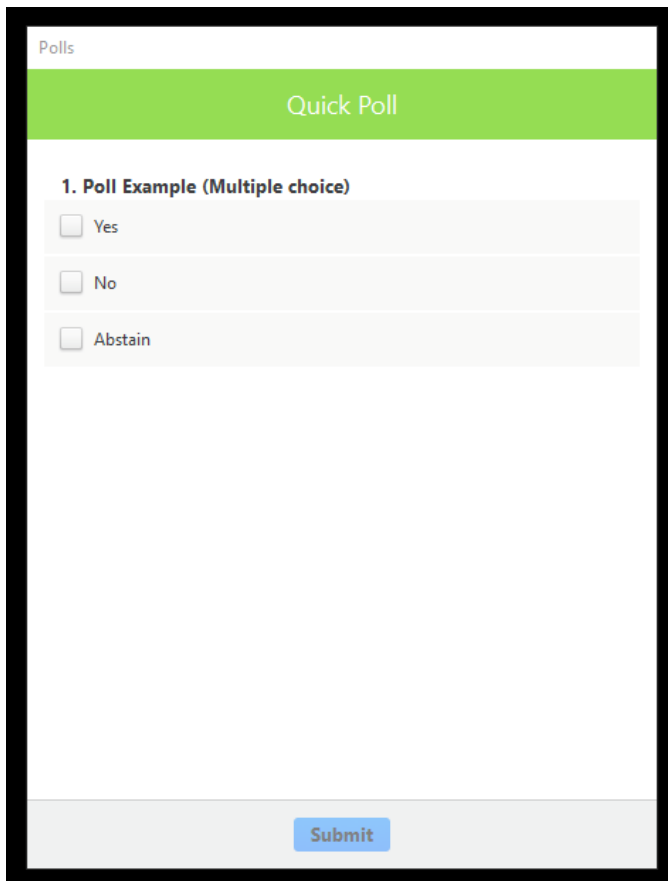
To end the screen share, choose "Stop Share".
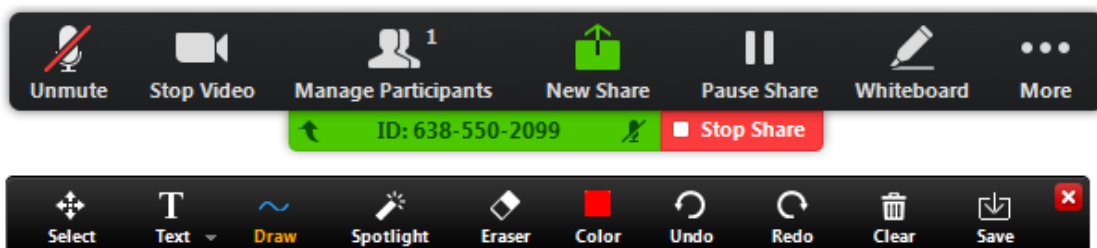
Chat

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.

> 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".
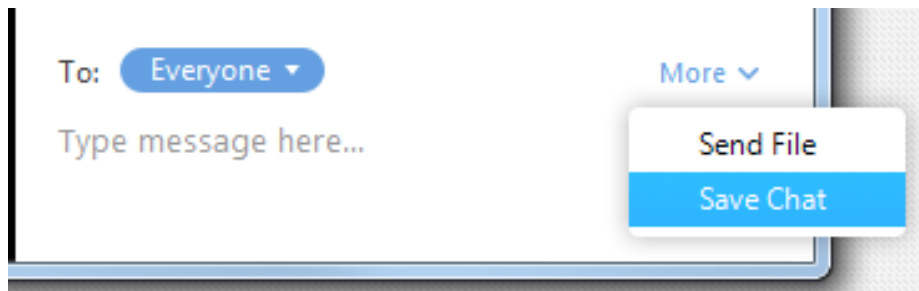
Participate in a Poll

If a vote is needed on a topic during the meeting, the meeting host will launch a Poll. The poll will launch in the main meeting screen. Meeting participants can choose their answer then click 'Submit' at the bottom of the Quick Poll box.

NOTE: you must have the latest Zoom client installed on your computer to participate in a poll. If a poll is launched and you do not see the poll in your meeting window, you must leave the meeting and download the latest Zoom client, then rejoin the meeting by clicking on the Zoom URL provided by the host.

Downloads can be found here:

https://zoom.us/download#client_4meeting

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_I1lId3N_Xl77fKDzSXe