

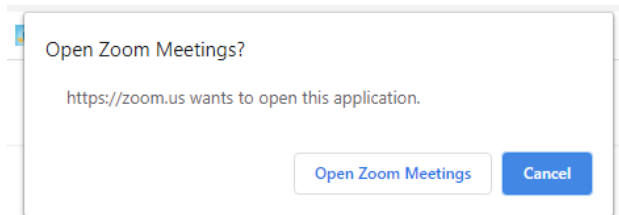
zoom

ZOOM INSTRUCTIONS FOR ATTENDEES & PRESENTERS

JOIN A MEETING

Join a meeting by clicking on the Zoom link provided within the virtual meeting platform.

If this is your first Zoom meeting on your device, click download and run Zoom. The *Zoom.exe* file will download, and you will need to open the file. This only needs to be done once for any device on which you use Zoom for the first time.



To join a meeting, click the link under [Join a Meeting](#) > click [Open Zoom Meetings](#) on the dialog shown by your browser > Click [Join with Computer Audio](#) or click [Phone Call](#) and call the number provided on the screen.

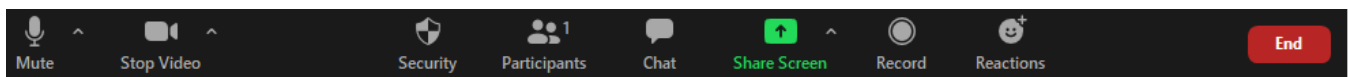
WAITING ROOM

If you join a session early, you will notice some sessions will have a waiting room set up. You will see a message that says [please wait, the meeting host will let you in soon](#). Attendees will be let in at the start of the meeting. Presenters will be let in 10 minutes prior to the meeting to test audio and connectivity.

*Presenters are encouraged to join session rooms 10 minutes early to test their own audio and connectivity. Where possible, headsets should be used to ensure audio clarity. Presenters will be in charge of their own presentations and screen sharing. If multiple presenters are participating, we encourage coordinating the order of presentations prior to the session.

CONTROL BAR

Hover over the bottom of your active Zoom meeting window for the control bar. Here you will see options such as Mute/Unmute, Start/Stop Video, Participants, Chat, Share Screen, etc. Depending on the session, some of these options may not be available.



- **MUTE/UNMUTE:** You can Mute/Unmute your microphone by clicking the microphone icon at the bottom left of control bar.
- **START/STOP VIDEO:** If your device has a camera, you can turn it on/off by clicking the Start/Stop icon at the bottom left.
- **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.
 - **RENAME:** hover over your name and click [More](#) then [Rename](#) to change it as it is seen in the participants list & video window.
 - **RAISE HAND:** Notifies host and shows a prompt to simulate hand raise.



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- **SHARE SCREEN:** If the host allows, you can share your screen in the meeting. When you are ready to show a PowerPoint file or display a document, hover over the bottom of your Zoom screen and click on [Share Screen](#), select which application or screen you would like to share, if you need to share computer sound be sure to click the tiny check box in the lower left, for [Share computer sound](#), then click [Share](#). Click on [Stop Share](#) when you are done sharing your screen (red button, top of your active window).
- **CHAT:** 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.
- **REACTIONS:** React by an emoji to communicate without interrupting the meeting. Reactions will disappear after 5 seconds.
- **Q&A:** Open the Q&A window, allowing you to ask questions to the host and panelists. They can either reply back to you via text in the Q&A window or answer your question live.

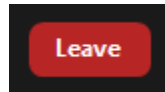
CHOOSE VIDEO LAYOUT

At the upper right of your screen you can switch between Speaker View and Gallery View. You can also enter/exit full screen by clicking icon to right of Gallery/Speaker View. To enter full screen, you can click on the square corners or Alt+F (to exit click exit full screen or Esc).



LEAVE MEETING

You can leave the meeting at any time by clicking on [Leave](#) at the lower right corner of the Zoom tool bar.



RESOURCES

[Zoom Video Tutorials](#)

[Zoom Help Center](#)