



Zoom Instructions for Participants

Getting Set Up for Zoom Meetings/Events:

1. **Access Zoom:**
 - a. **Mobile/Tablet:** Download the Zoom application from the app store.
 - b. **Desktop:** Visit [www.Zoom.com](https://www.zoom.us)
2. **Practice!**
 - a. Ask a friend to schedule a Zoom meeting with you! Practice accepting their invitation, and hosting your own meeting. Ensure your video and audio works.

You do not need an account to join a meeting.

However, we recommend setting up a free account so you can host your own Zoom meetings!

To join the Zoom meeting:

1. Login if you have an account.
 - a. Click 'Join a meeting' if you do not have an account.
2. Enter the meeting ID number and password (if required.)

If you are having trouble hearing the meeting:

Join via telephone while remaining on the video conference.

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the Meeting ID number (also provided in your invitation) when prompted.
 - a. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

Participant controls in Zoom meetings:



Control Icons (from left to right):

- Mute/Unmute your microphone
- Turn on/off camera ("Start/Stop Video")
- Invite other participants
- Manage participants (will just say 'participants' if you are not the meeting host)
- Share screen (share image, document, webpage or desktop with attendees)
- Chat – send an instant message to one person or the whole group
- Record (the meeting)
- Reactions – clap or thumbs up to quickly give feedback without interrupting!

Change your screen view layout: 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.

Still have questions?

View 1-minute tutorial videos on the Zoom website for quick assistance! Click the link below:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>