

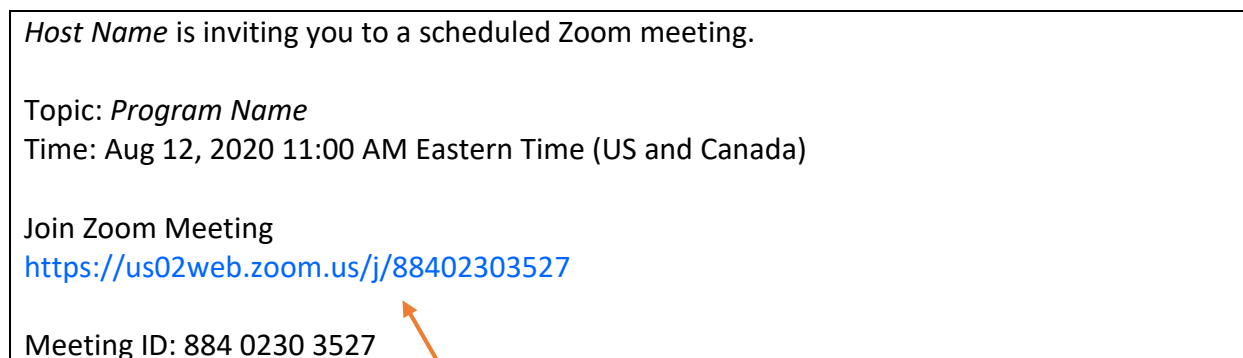
Basic Zoom Meeting Instructions

*Please note: These instructions are for attending a **Zoom Meeting** via a computer/laptop. Most of the instructions are the same for a tablet (such as an ipad) or phone. Devices with smaller screens offer all the same controls but you may have to look for the menu options.

First Steps – Connecting to the Zoom Meeting

Once you have registered for a program or class, you will be sent a link to the zoom meeting via your email.

The invitation will look like this:

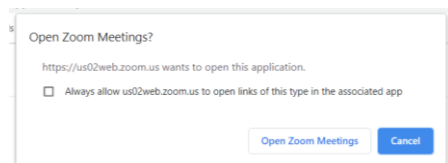


Click on the link to join the meeting.

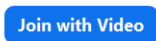
A Zoom account is not required if you are joining Zoom Meetings as a participant.

If this is your first time using Zoom, your web browser will download the Zoom application automatically when you click on the link to join your meeting. You can also download the app prior to your meeting at zoom.us/download.

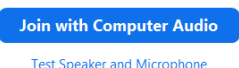
You will be prompted to “Open Zoom Meetings”



Select “Join with Video”

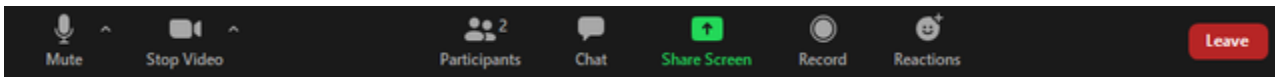


Select “Join with Computer Audio”



Controls in the Meeting:

The attendee controls appear at the bottom of your screen



Mute / Unmute: Mute and unmute your microphone.

Audio Controls (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

Start Video / Stop Video: Turns your camera on or off.

Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.

Participants: See who's currently in the meeting

Chat: Access the chat window to type messages or questions to participants, the meeting host or the speaker.

Share Screen: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share. Typically, this function will not be available to you as a meeting attendee.

Record: Start or stop a local recording. Attendees do not have access to start a recording

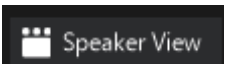
Leave: Leave the meeting while it continues for the other participants. Only the host can end the meeting.

Screen Views:



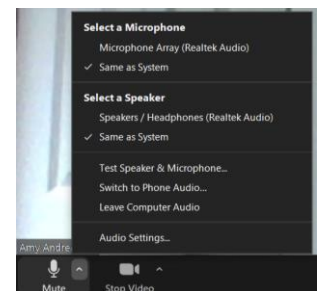
When there are multiple attendees, you have the option of gallery view (showing all attendees on the screen – or as many as will fit) or speaker view. Speaker view shows whoever is speaking as the main video, but you can still see the other attendees in smaller screens either on the right side or the top of your screen.

If you “see”  in the top right corner, then you are “in” speaker view.

If you “see”  in the top right corner, then you are “in” gallery view.

Troubleshooting:

If you are having trouble hearing people or people can't hear you: Make sure you are using the correct microphone and speaker and that the audio feature on your computer is not muted or low volume. To troubleshoot audio problems go to : <https://www.support.com/how-to/troubleshoot-zoom-audio-not-working-13264>



You can try a test meeting prior to your actual meeting by going to <https://zoom.us/test>