

Zoom: Guide for Participants

Before a Zoom Meeting

Install the latest Zoom App

The web browser plug-in will download automatically when you start or join your first Zoom meeting, and is also available for manual download.

- Download the Zoom Client for Meetings here: <https://zoom.us/download>.

You can also use your mobile device to start and join meetings. Apps for iOS and Android can be found here:

- iPhone/iPad: <https://itunes.apple.com/us/app/id546505307>
- Android: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

Helpful hints

- Always remember to mute your mic when you're not speaking. This prevents painful feedback.
 - If people are consistently getting poor quality from your mic, like audio is very choppy, check that your mic is not broken.
- Turn off non-essential software that may be using the internet while you are in a Zoom meeting.
- Connectivity Issues
 - Check your connection with a speed test app/site. Some of these include:
 - <https://speedtest.net>
 - <https://fast.com>
 - <https://speedof.me>
 - <https://testmy.net/>
 - If your internet connection becomes unstable, disable your webcam (stop video) and enable only when you need to speak.
 - Often, logging out and back in can solve connectivity problems.
 - Try using an ethernet cable to your modem as it might be your wifi that is struggling for some reason.
 - If your audio is always bad, try using one of the Zoom dial in numbers and do audio via the phone and then still login on your computer for video.
- If you are using the chat feature and want to send a private message to another participant, double click on their name in the participants list and make sure you are not sending the message to 'everyone.'

Join a Zoom Meeting

- Click on the link shared with you
- Click 'launch application' which will install the Zoom launcher on your computer. If needed, you can also install the client by following the directions on their website, <https://zoom.us/>
- 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

Guide

You will need:

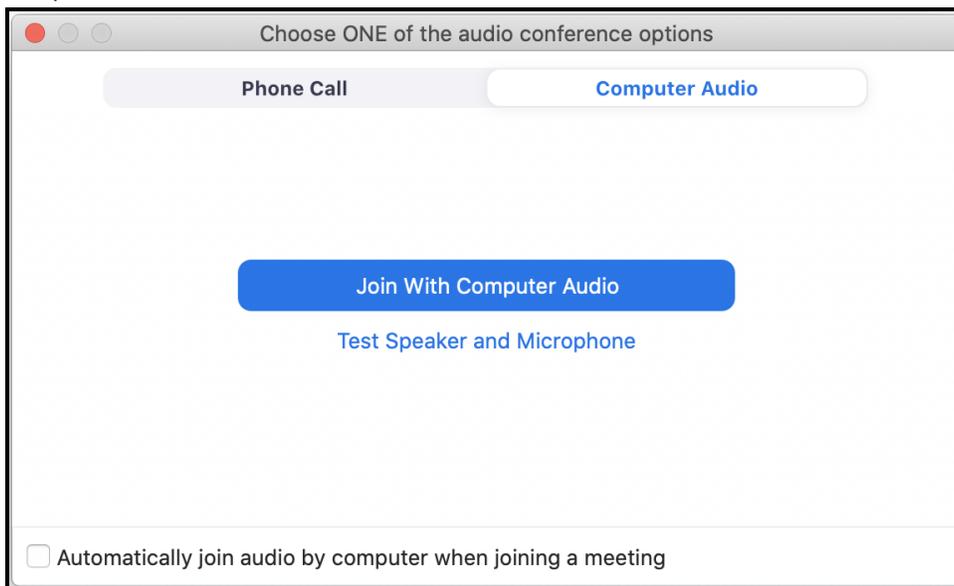
- An internet connection - broadband wired or wireless
- Headset/earbuds with microphone
- Webcam - built-in or USB plug in

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:



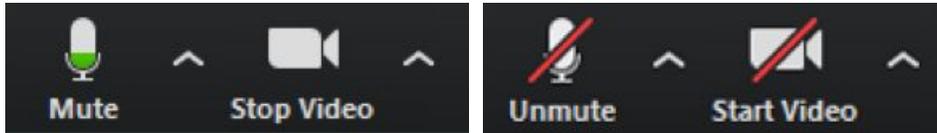
Click on "Join With Computer Audio" so you can listen in and use your mic.

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.

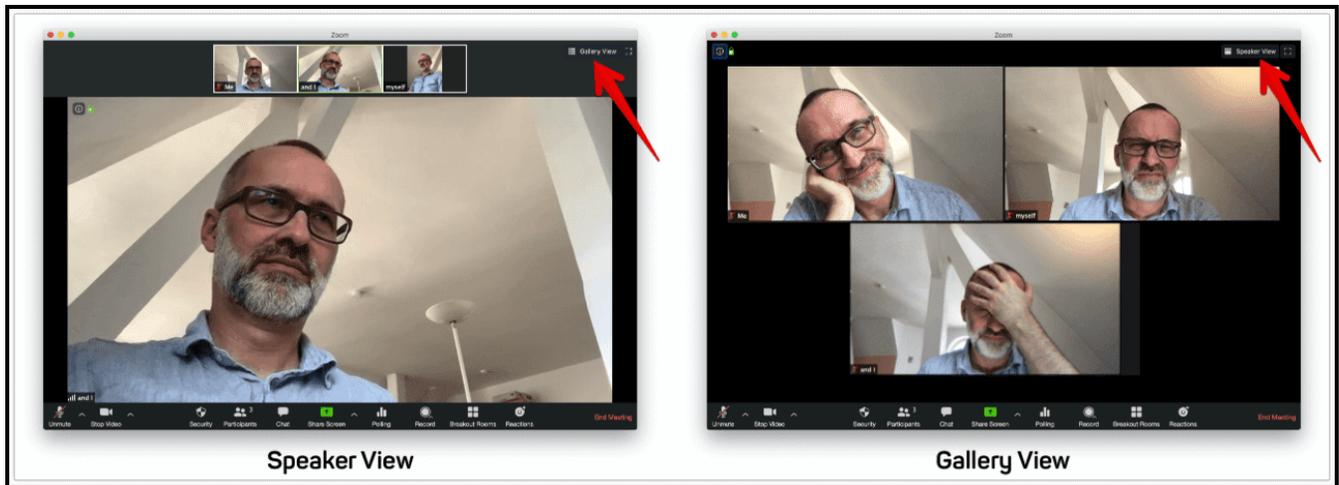
Enable/Disable Mic and Video

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.



Active Speaker/Gallery Video Layout

Active Speaker is the default video layout. Active Speaker will switch the large video window between who is speaking with 3 or more participants in the meeting.



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. Click "Gallery View" in the upper right corner of your Zoom window to enter Gallery View.

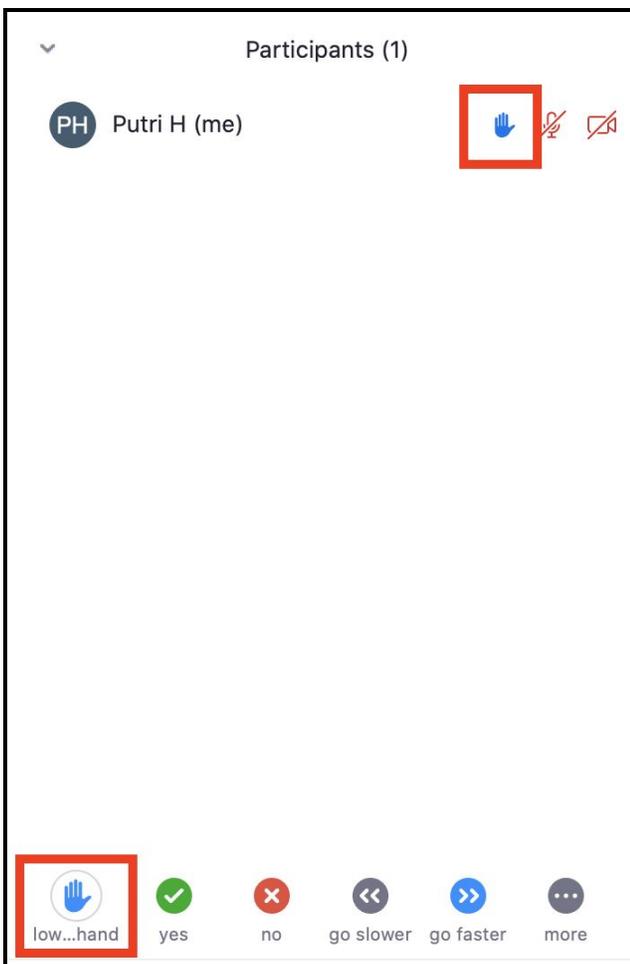
Participants List

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

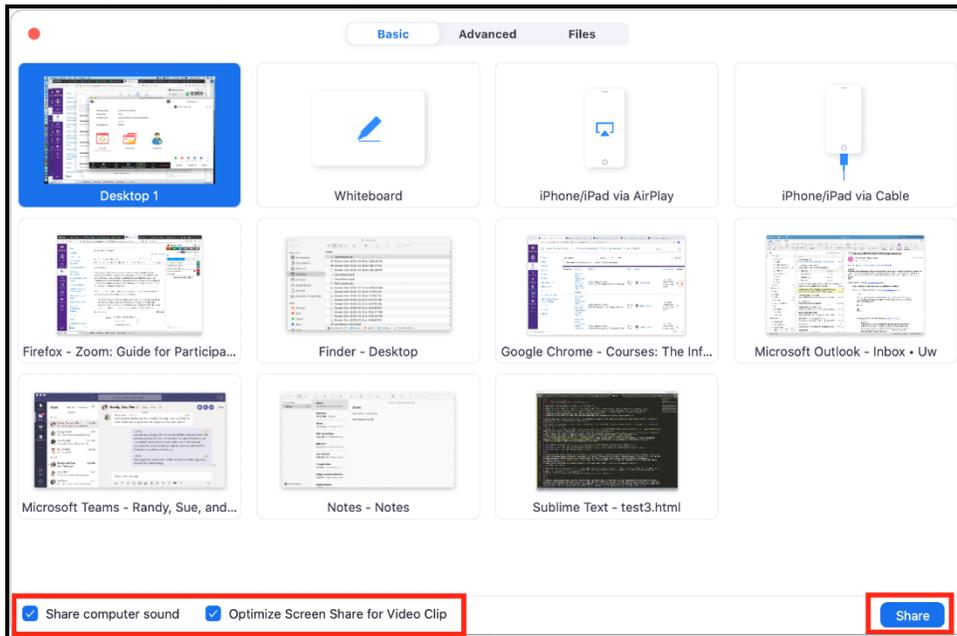
Let your instructor know you have a question by raising your hand. This will place a hand icon next to your name in the participant list until you choose to lower it. You can access this feature in the Participants window. If you're using the latest version of Zoom, there are also options to ask the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



Share Screen

Participants are able to share applications or documents using Share Screen, assuming the instructor has granted sharing rights. After clicking on "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. If you plan on

sharing audio or video, make sure to check the box to "Share Computer Sound" and "Optimize Screen Share for Video Clip". Once you're ready, click on "Share".

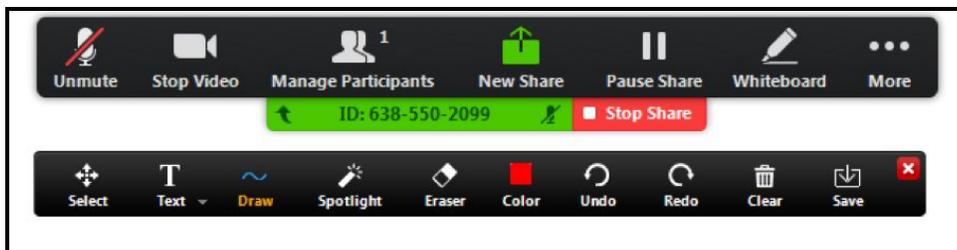


When the screen is shared, the bottom navigation menu will move to the top of the screen. To reposition the menu, simply click and drag.

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 "Participants" and "Chat".

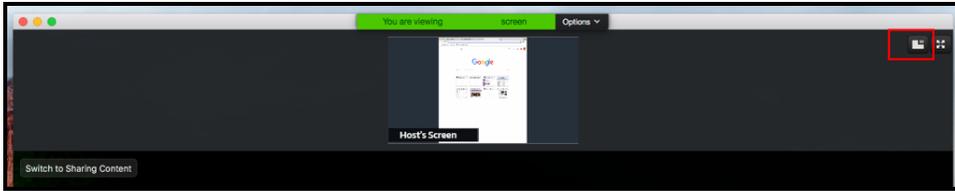
The annotation toolbar allows participants to draw and make comments on the shared screen. Your instructor may choose to disable this feature.

To end the screen share, choose "Stop Share".



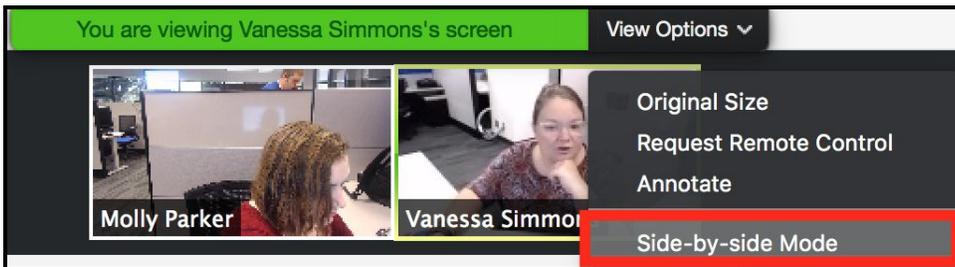
Swap Screen

If you want to see the podium video (video of the class) 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.

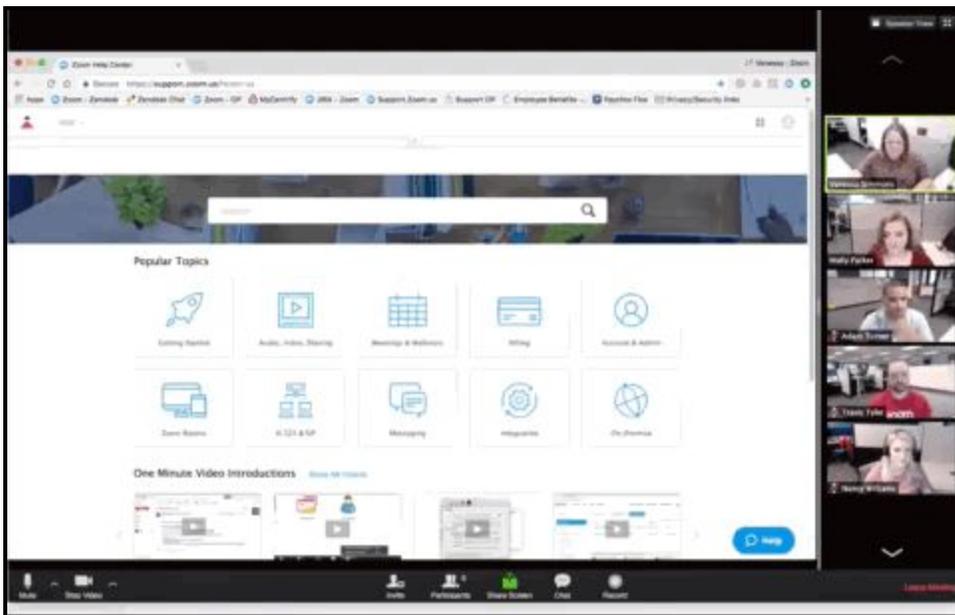


Viewing Shared Screens with Side-by-side Mode

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”.

