

Zoom Instructions for Participants Meetings/Webinars

Before a video-conference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. You may receive a link to "register on Zoom." This simply means to sign in to Zoom to access the meeting. Once you sign in to Zoom you will receive a message with a link to "Join via computer" If prompted enter the Meeting ID.

To join the videoconference:

At the start time of your meeting, click on the meeting link to **join via computer**. You may be instructed to download the Zoom application if you have not used it before.

You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without clicking on the invitation link by going to **join.zoom.us** on any browser and entering the Meeting ID provided by the meeting organizer.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

On your phone, dial the teleconferencing number provided in your invitation. Enter the meeting ID followed by # when prompted.

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.

Video Participant controls in the lower left corner of the Zoom screen:

Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")
- Invite other participants
- View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper portion) 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.

If you have further questions, <https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attende>

Joining a meeting by phone only:

1. Dial a number provided. If you dial a toll number, your carrier rates will apply. You can find the numbers on your meeting invitation or a full list of international dial-in numbers at <https://zoom.us/zoomconference>.
2. You will be prompted to enter the meeting ID - the nine (9), ten (10), or eleven (11) digit ID provided to you by the host, followed by #.
3. If the meeting has not already started and join before host is not enabled, you will be prompted to enter the host key to start the meeting, or to press # to wait if you are participant.
4. You may be prompted to enter your unique participant ID. This only applies if you have joined on the computer or mobile device or are a panelist in a webinar. Press # to skip.

If you join by computer or mobile device later, you can enter the Participant ID to bind your phone and device session together and show your video when you speak on the phone. To enter your participant ID once you are in the meeting, enter #Participant ID# on your phone.

Phone controls for participants

The following commands can be entered via DTMF tones using your phone's dial pad while in a Zoom meeting:

- ***6 - Toggle mute/un-mute**
- ***9 - Raise hand**