

About

Zoom is a modern video communication platform, with easy and reliable audio visual for conferencing and chatting. When you join a Zoom meeting hosted by another user, you are considered an attendee.

Join a Meeting

Join a meeting by clicking on a Zoom link provided by the meeting host

Follow the prompts to download and run Zoom

Enter the meeting ID if prompted

Click **Join with Video**

Click to **Join with Computer Audio**. If you opt to use your phone audio instead- toggle to Phone Call and dial the provided number, enter the meeting ID when prompted and the password.

Control Bar



Please use this image as a reference for all controls used below:

Mute/Unmute & Audio Settings

You can mute and unmute your microphone. The host also has the ability to mute you. If you click on the arrow next to the mute button, you will have additional options for audio settings. You can change your microphone, leave the computer audio or access the audio options.

Start/Stop Video & Video Settings

You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled). Video must be enabled for all online classes.

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.

- **Raise Hand** - notifies host and shows a prompt to simulate hand raise. Use this when you want a turn to engage in class discussions
- **Rename** – Your name will be at the top of the list. Hover over your name and click 'More'. Click the 'Rename' option to change your screen name. Add your Member ID number next to your name.

Share Screen

If the host allows, you can share your screen in the meeting. The host will have the ability to stop your screen share. Instructors will share their screen when delivering certain content of the training

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. Use this feature to contact your instructor during the training with any questions you may have.

Leave Meeting

At the end of the training you can exit the meeting by clicking on the 'Leave Meeting' option at the lower right corner of the Zoom window.