

Before a videoconference:

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 will receive an invitation email with a web link as well as phone numbers for a phone call option. It will often include a 9-digit (usually) Meeting ID, and there may be a Password.

To join the videoconference:

About 5 minutes before the meeting, cut and paste the invitation web link in to your browser, or click on it to **join via computer**. You will be taken through download of the Zoom application, if you have not used it before.

You will have an opportunity to test your audio by clicking on “Test Computer Audio.” Once you are happy 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 your host.

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.

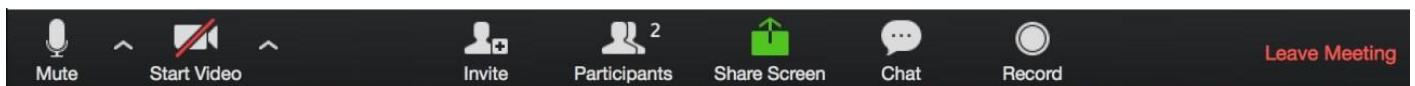
Enter the Meeting ID number (also provided in your invitation) when prompted using your keypad.

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.

During the videoconference:

As an attendee, you have access to a range of “Attendee Controls” as illustrated.

To see the Attendee Controls bar, hover over the bottom of your active Zoom meeting window.

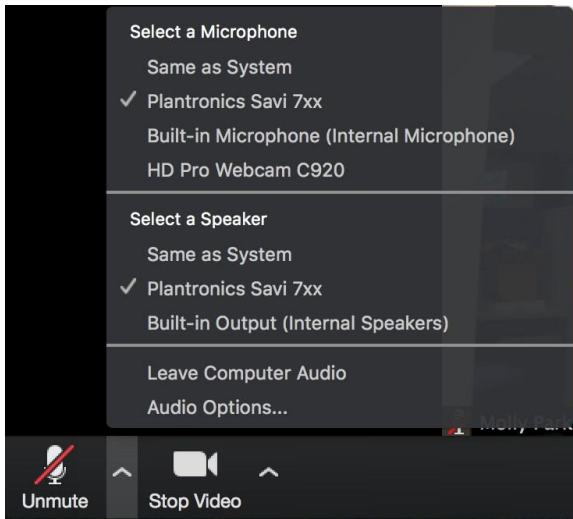


Mute/Unmute & Audio Settings

You can mute and unmute your microphone.

If you click on the arrow next to the mute button (bottom left main Zoom screen), you have additional options for audio settings.

You can change your microphone, leave the computer audio or access the audio options.

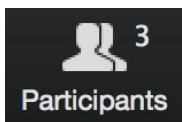


Start/Stop Video & Video Settings

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).

Participants

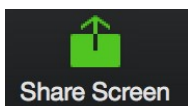


If you click on Participants, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself.

Raise Hand - notifies host and shows a prompt to simulate hand raise

Rename - hover over your name to change or add in your meeting role e.g. Guest, Member, Evaluator, as this will be seen in the participants list and video window.

Share Screen

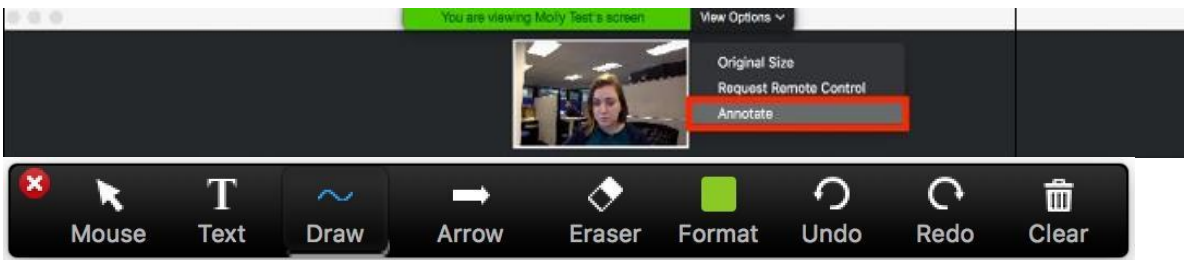


This function will not normally be enabled during a meeting. However, if the host allows, you can share your screen in the meeting. The host has the ability to stop your screen share.

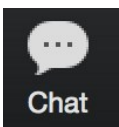
1. **SHARE YOUR SCREEN:** When you are ready to show a PowerPoint file or show a YouTube video or display a document, hover over the bottom of your Zoom screen and click on **Share Screen**— and additionally be sure to click in the tiny check box, lower left, for **Share computer sound**. Then click on **Share Screen** (lower right). Click on **Stop Share** when you are done sharing your screen (red button, top of your active window).

2. **ANNOTATE A SCREEN YOU ARE SHARING:** Hover over the bottom of your Zoom screen and click on **Share Screen** => click on **Desktop** and then on **Share Screen** (bottom right) => open the file/document you want to show => hover over (or push with your cursor) the green ID tab or the red Stop Share tab at the top of your screen => click on **Annotate** => click on any of the tools on the pop-up tool bar (Mouse, Test, Draw, Spotlight, Erase, Save) => click on **Stop Share** when you are done (red button, top of your active window).

3. **ANNOTATE SOMEONE ELSE'S SHARED SCREEN:** Click on **View Options** at the top of your screen and choose **Annotate**. Then select from any of the tools.



Chat

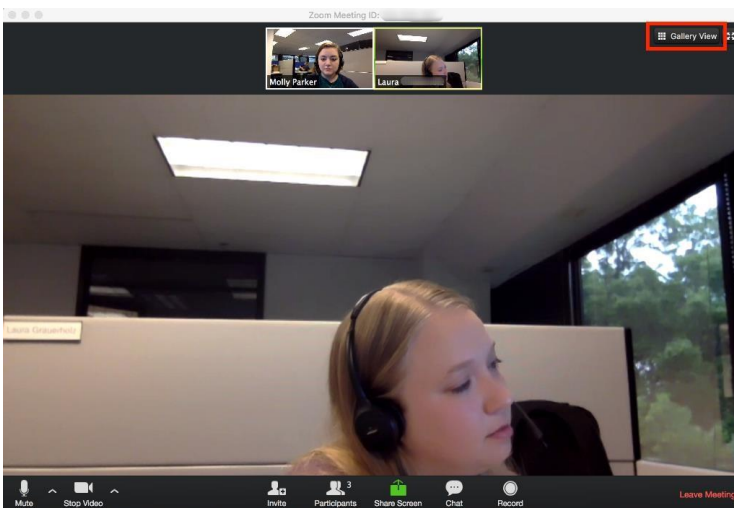


Click **Chat** to open that window and chat with other participants, or everyone, during non speaking parts of the meeting.

The host may also instruct you to use this to send a Private chat message to Speakers to give them personal feedback, or to send a Private chat to vote on e.g. best Evaluator. Select the drop down next to **To:** to change who you are chatting with.

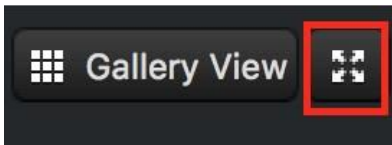
Choose Video Layout

At the upper right of the Zoom window, you can switch between 'active speaker' and 'gallery' views. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share.



Enter/Exit Full Screen

At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking [Esc](#).



Pin Video

'Pinning' a video makes that attendee the primary video for you, regardless of whom else speaks. If you are the Speaker, you will use this to pin the Timer so you see them all the time during your talk.

You pin a video by right-clicking on the video of the person you want to pin, or double clicking on their video window.

Leave Meeting

You can leave the meeting at any time by clicking on the **Leave Meeting** option at the lower right corner of the Zoom window. You are able to rejoin but will need to re-enter your pass details.

For More Information

Contact Technical Support [Zoom Help Center](#) [Getting Started](#)

<https://support.zoom.us/hc/en-us/articles/201362003-Zoom-Technical-Support>

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