

Zoom Meeting Instructions for Participants

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 notice for a videoconference or conference call via email or calendar invite. The notification will include a link to "**Join via computer**" as well as phone numbers for a conference call option. It will also include the 9-digit (usually) meeting ID.

To join the videoconference:

1. At the start time of your meeting, click on the link in your invitation to **Join via computer**. You may be instructed to download the Zoom application. You will be asked to sign in with your name. Please include your full name (first name and last name).
2. 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 in your invitation or email instructions.

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

1. On your phone, dial the teleconferencing number provided in your invitation or email.
2. Enter the **Meeting ID number** (also provided in the invitation/email) when prompted using your touch-tone keypad.

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