



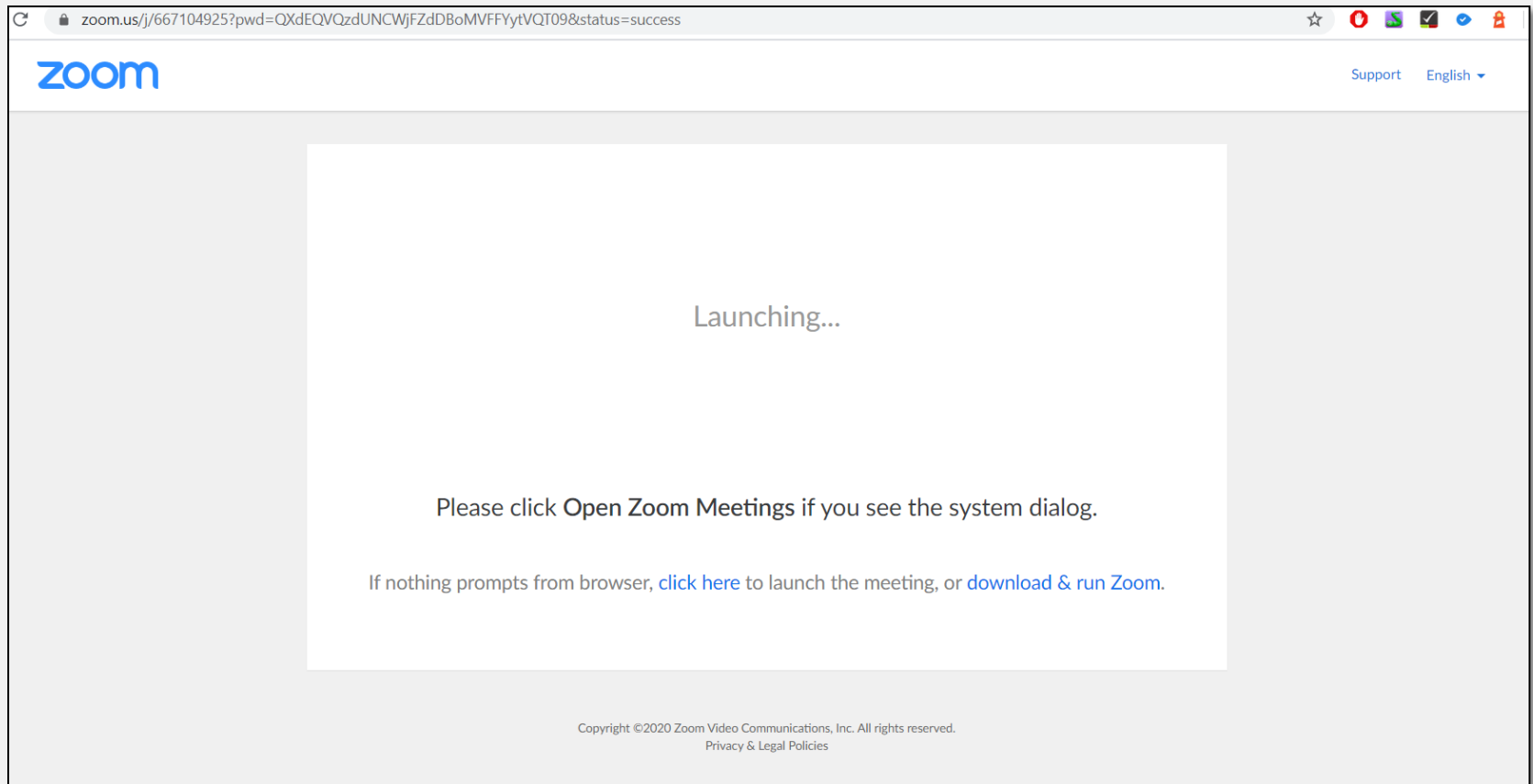
ZOOM INSTRUCTIONS

FOR PARTICIPANTS

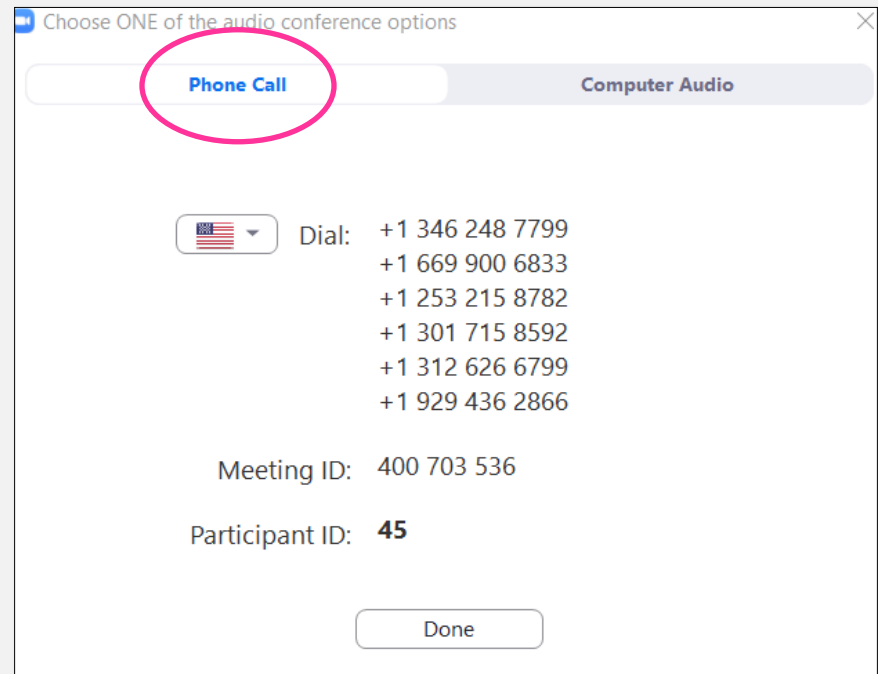
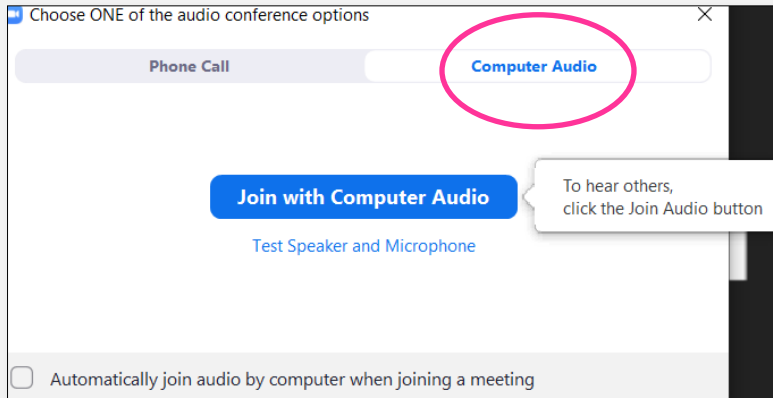


How to join a Zoom call

- 1 Join Zoom Meeting
<https://zoom.us/j/667104925?pwd=QXdEQVQzdUNCWjFZdDBoMVFFYytVQT09>
 - 2 Meeting ID: 667 104 925
 - 3 Password: 002554
 - 4 One tap mobile
+16699006833,,667104925# US (San Jose)
+19294362866,,667104925# US (New York)
1. You will get a Zoom link, either in a meeting invitation or maybe right in an email
 2. There will be a meeting ID
 3. There may or may not be a password.
 4. A call-in phone number



- When you click the Zoom link, the Zoom site will load and you will be prompted to download and install the Zoom application.
- If you already have Zoom, the dialog box will prompt you to launch it.



When Zoom launches, it will ask you to connect your audio

- You can connect with your computer audio
- Or use your phone (your phone will ask you for the Meeting ID and maybe Participant ID – the dialog box will tell you)



Testing speaker...

Do you hear a ringtone?

Speaker 1: ▾

Output Level:

Testing microphone...

Speak and pause, do you hear a replay?

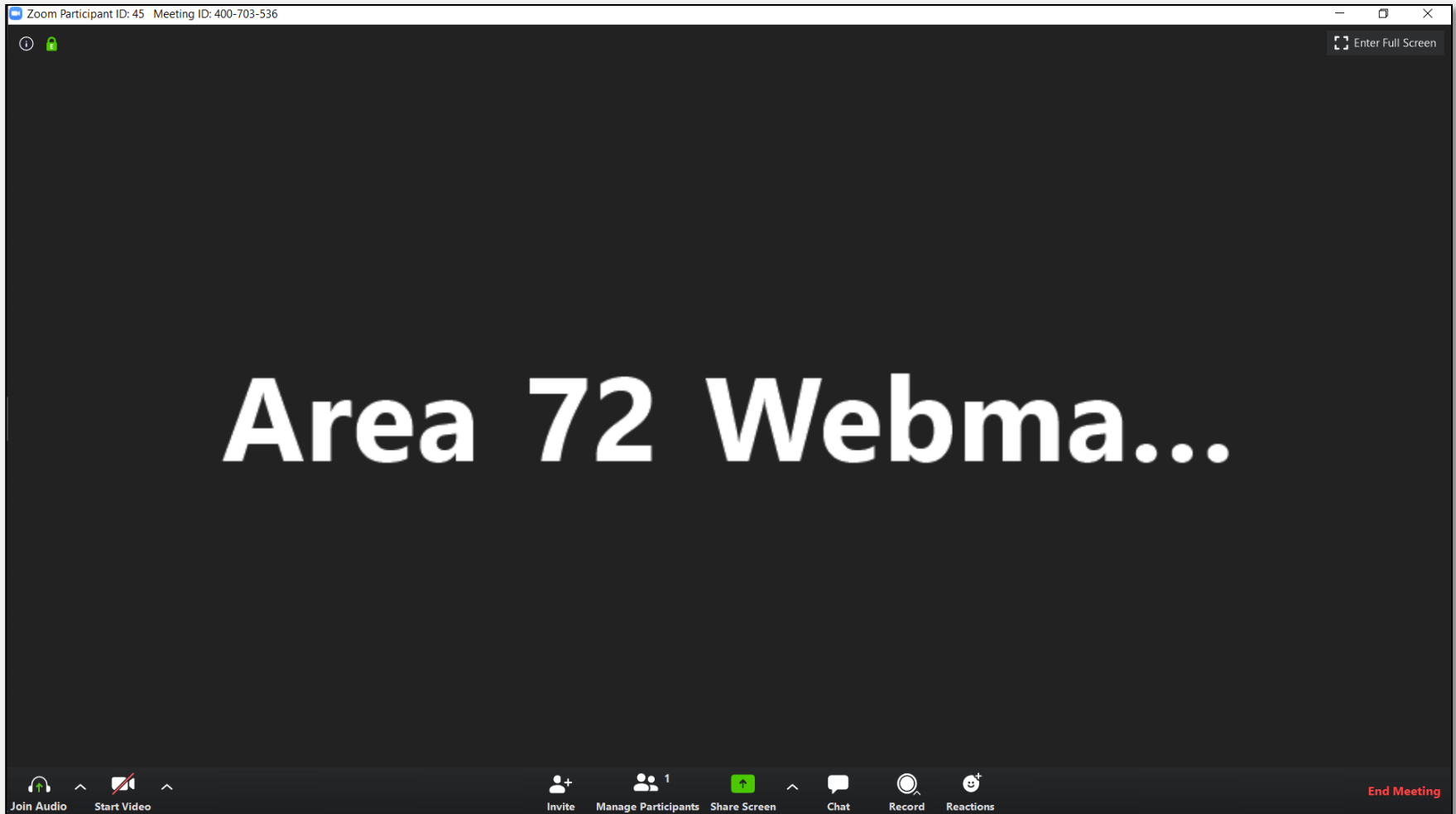
Microphone 1: ▾

Input Level:

If you join with computer audio, Zoom will help by testing your audio first.

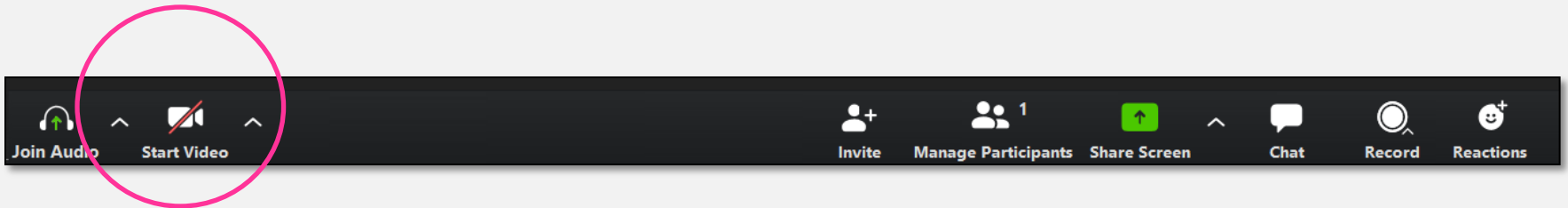


This is what the basic screen looks like
(Desktop View)





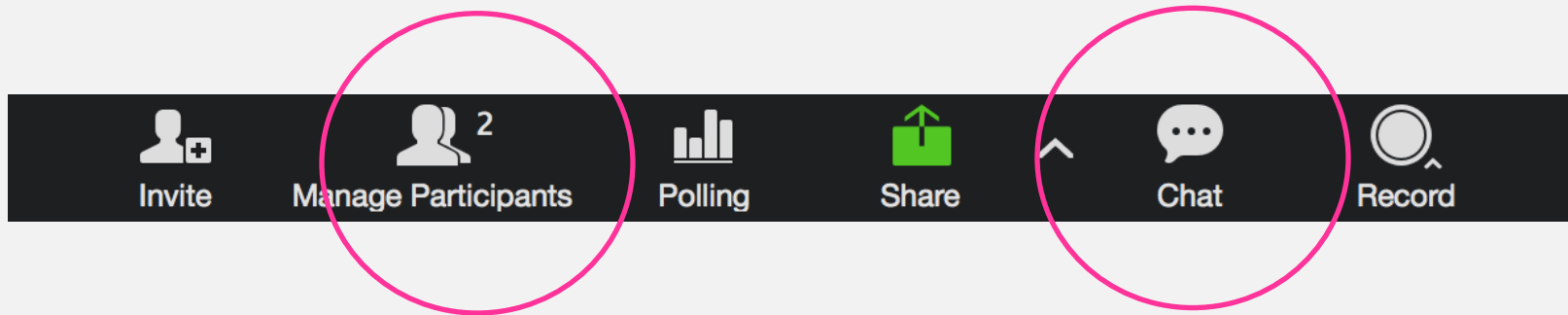
Main Menu: Video



To share your video (the camera on your laptop or desktop pointed at you) click the Start Video button.



Main Menu



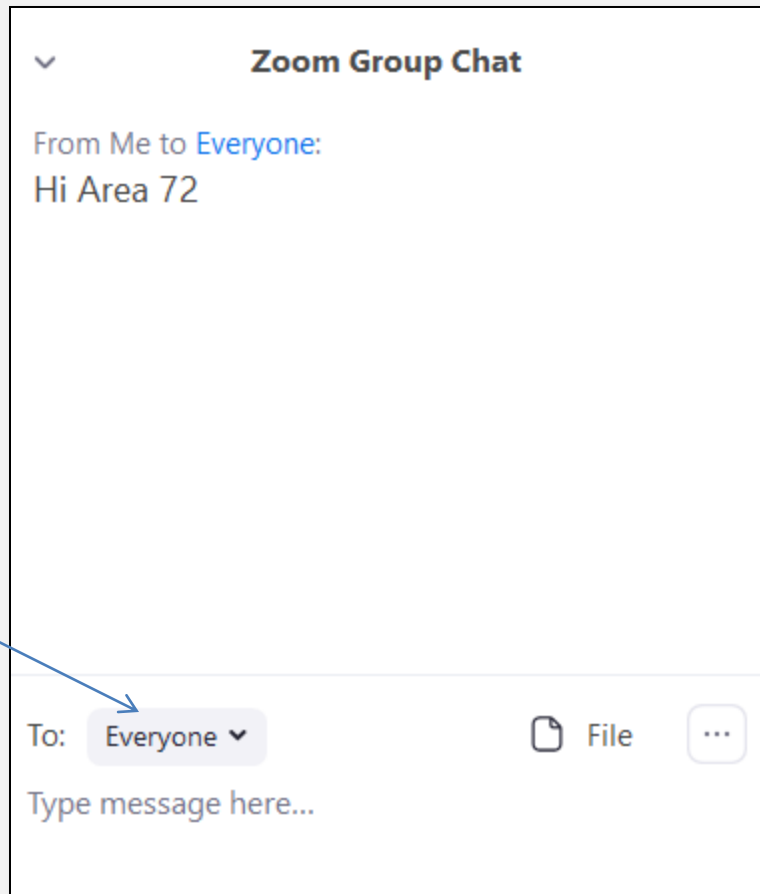
The bottom of the screen has a menu (sometimes it hides itself, so you have to move your mouse around to make it come back)

- Click on Participants to open the participants window
- Click on Chat to open the chat window



In the participant window, you can:

- Mute and unmute yourself
- Raise/lower your hand
- Respond to polls (as needed)
- Rename yourself (click more)
- and more

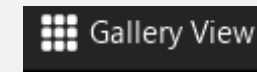
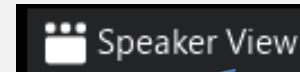


In the chat window, you can send a message to everyone, or pick someone from the dropdown list next to the **To:**

If you intend to send a private message, please be sure to pick the right person!



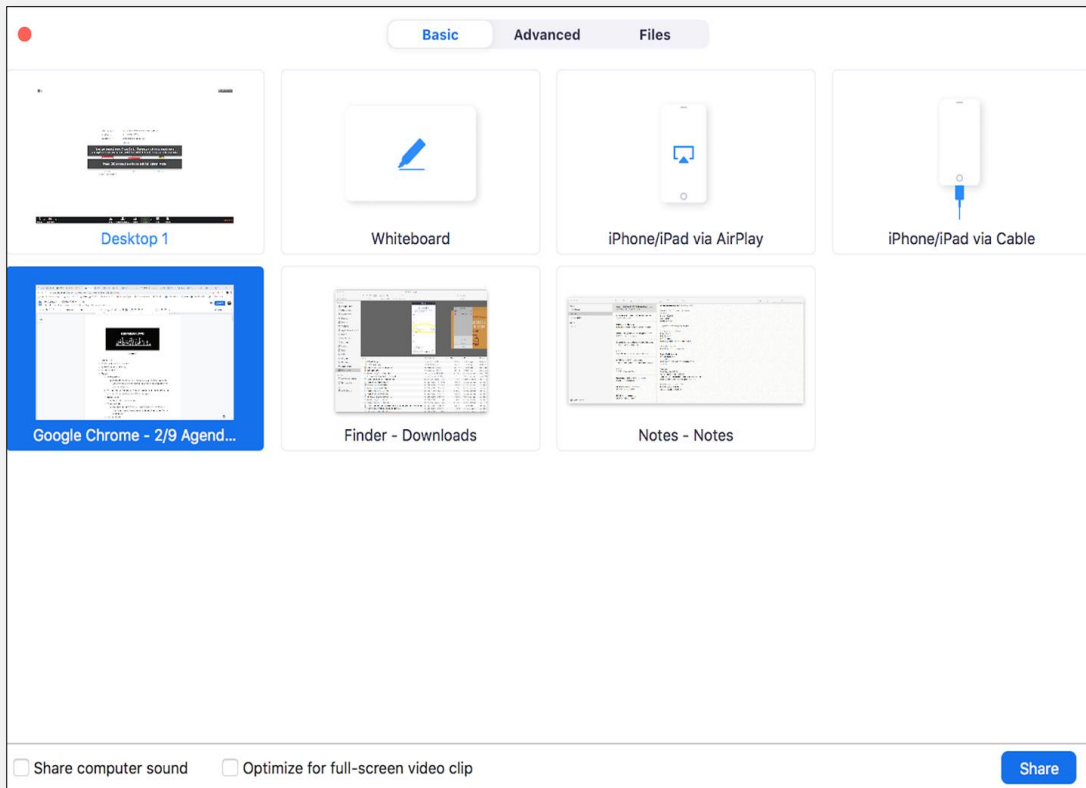
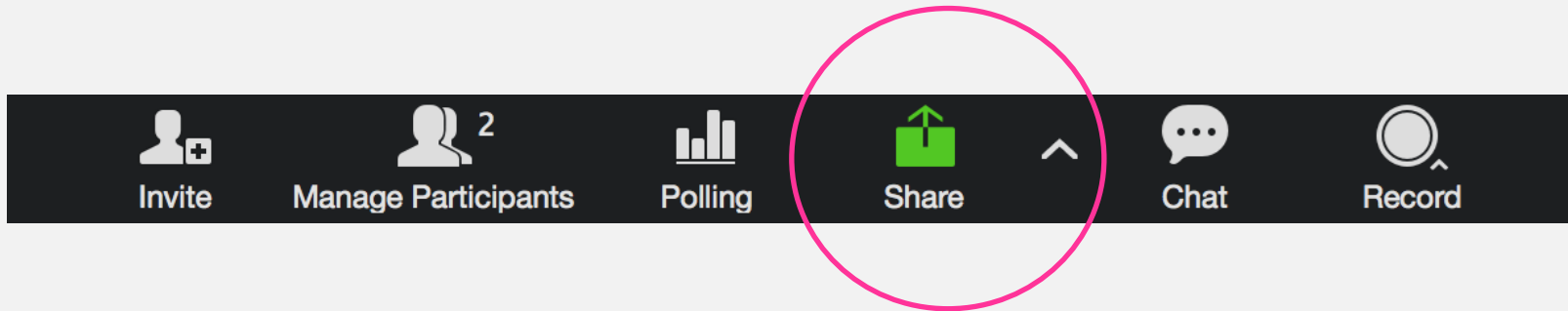
This is what the basic screen looks like (Desktop View)



Participants

The screenshot displays the Zoom desktop application interface. The main window shows a grid of 12 video thumbnails of participants, with names like Ed Foster, Alan Foster, coleenashworth, teddy basham-witherington, and others. The right sidebar contains two sections: 'Participants (13)' with a search bar and a list of participants (Alan, Kathi, Cheri S., coleen, Ed I, Kevin, Jeff G) with icons for audio and video status, and 'Zoom Group Chat Chat' with a message history and a file attachment 'Agenda Items GSR Workbooks ...'. The bottom toolbar includes buttons for Unmute, Stop Video, Invite, Participants (13), Share Screen, Chat, Record, Reactions, and a red 'Leave Meeting' button.

Screen is obscured for anonymity



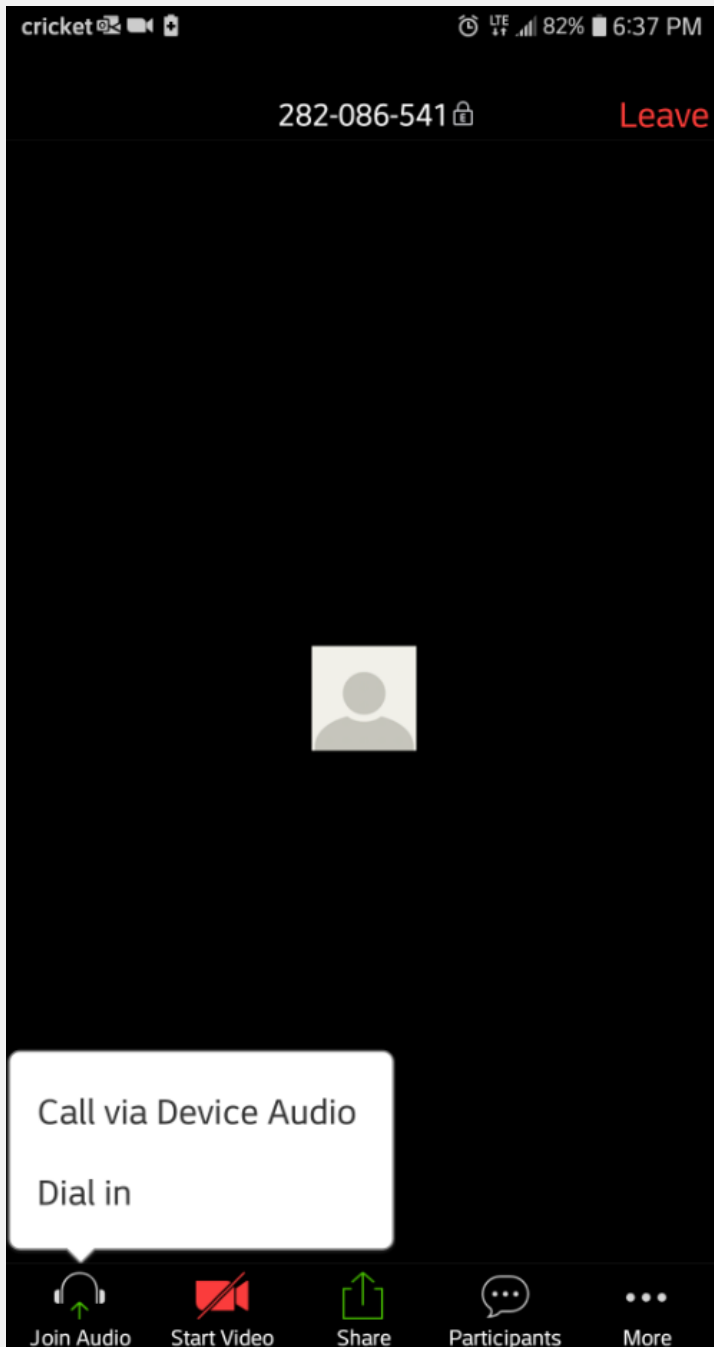
Sharing your screen:
You can share your
desktop, or only a single
application (like a
powerpoint)



Mobile View

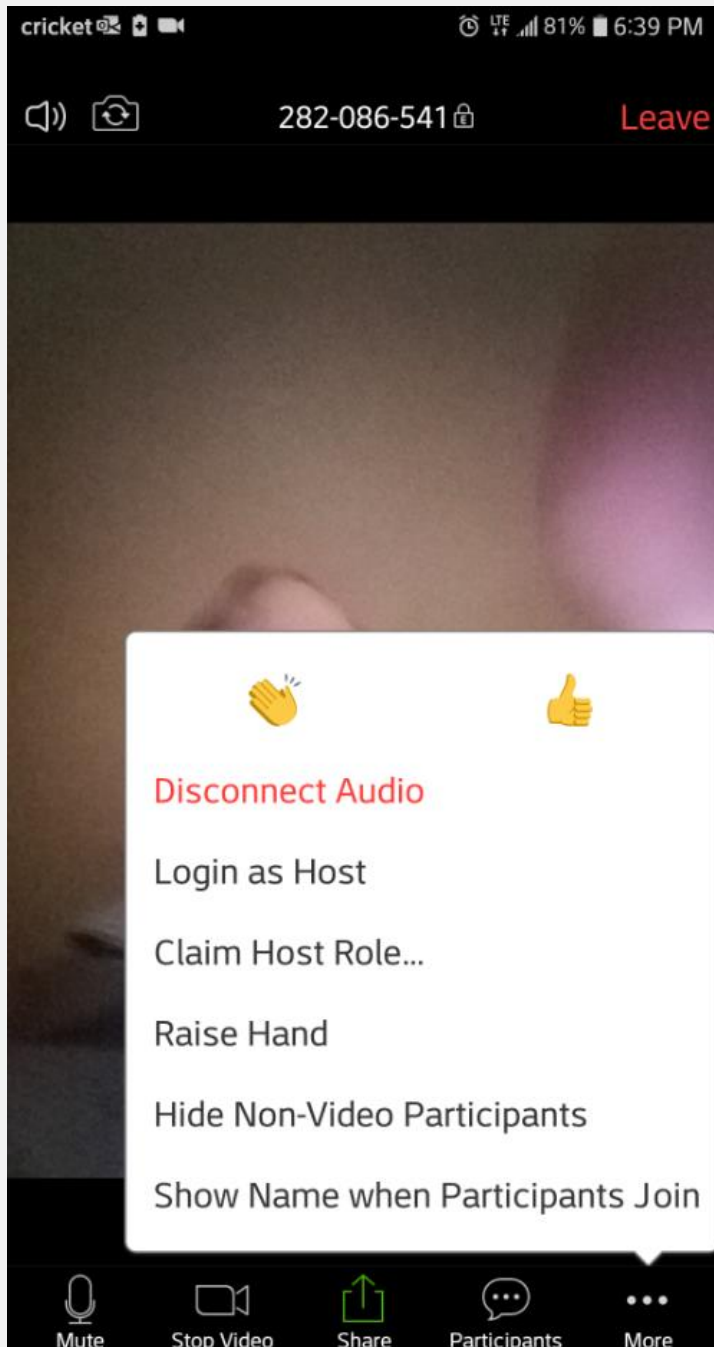
Main Mobile View

- Join Audio
- Share your video
- Open participants screen





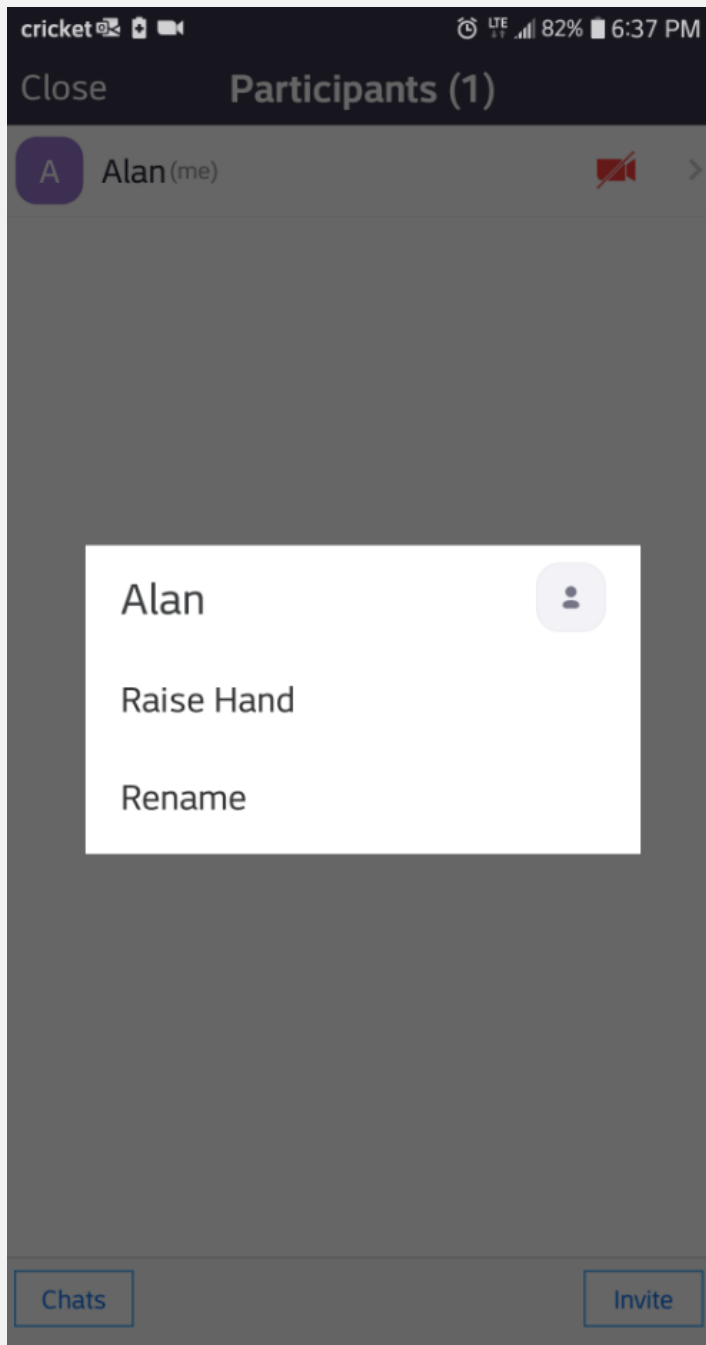
Mobile View



Additional menu options
under “more”



Mobile View



Participant screen

Click on “Chats” at the bottom to open Chat screen



Please note:

- During the call you will be muted or can mute yourself. Please maintain mute except when you are speaking. Any and all background noise is extremely distracting. If you want to have a side conversation, please use the chat feature (slide 9).
- Use the Raise Hand feature when you want to speak. This will be like virtually walking up to the microphone.



Thank you!

Additional help can be found at Zoom support:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>