Zoom Instructions for Participants

Before a videoconference:

1. You will <mark>need a computer, tablet, or smartphone with speaker or headphones</mark>. You will have the opportunity to check your audio immediately upon joining a meeting.
2. You will receive notice for a videoconference. The notification will include a link to "Join via computer". It will also include the 9-digit Meeting ID.

To join the videoconference:

1. At the start time of your meeting, <mark>click on the link in your invitation to join via computer</mark>. You may be <mark>instructed to download the Zoom application</mark>. Allow the use of a microphone and video camera.
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 <mark>"Join audio by computer."</mark>

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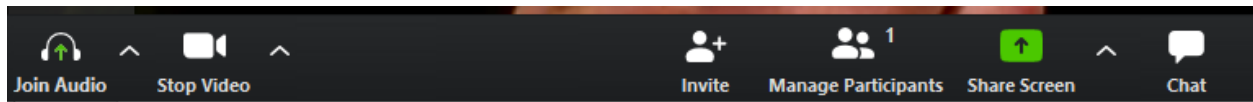
Using the icons in the lower left corner of the Zoom screen, you can:

- <mark>Mute/Unmute your microphone (far left)</mark>
- 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

Somewhere on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. <mark>"Speaker view" shows the active speaker.</mark> "Gallery view" tiles all of the meeting participants.