PARTICIPATING IN A ZOOM MEETING

Do I need a Zoom account to participate in a meeting?
No; only the person who hosts the meeting needs an account.

What do I need to participate in a Zoom meeting?
Computer with a webcam* & microphone**
Laptop
Tablet (Android or iOS)
Smartphone
Speakers or headset

*If you do not have a webcam, you can still participate in the meeting. You will be able to hear and see everyone; they will not be able to see you. They will see a silhouette, your picture, or username.

**If you don't have a microphone, you can participate via your phone to listen and speak as well as your monitor to view the meeting/presentation.

Laptop vs PC
Laptops have a microphone, speakers, and camera whereas PCs do not. If you have
a PC and want to interact with the group you will need a microphone and speakers or a webcam
.
How do I download Zoom?
Go to https://zoom.us/download and download the app for the device you will be using to participate in the meeting. The first option is for computers.

If you haven't downloaded Zoom when you click on the passcode encrypted Zoom URL in the invitation email, you will be prompted to download it.
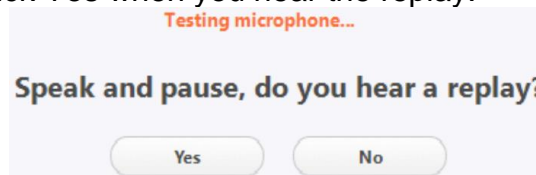
PRIOR TO THE MEETING

Test your Internet connection, speakers & mic
Go to www.zoom.us/test

- You will see: Join Meeting Test>Launching>Connecting>Click Join with Video>Click the up arrow to the right of Mute>Click Test speaker & microphone>Click Speaker and microphone look good>Click Finish>Click Leave Meeting.
- If you don't hear the ringtone, use the drop-down menu or click No to switch speakers until you hear the ringtone. Click Yes to continue to the microphone test.

Testing speaker...

Do you hear a ringtone?

(Yes) (No)
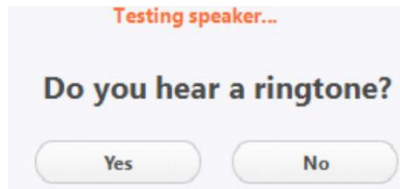
- If you don't hear an audio reply, use the drop-down menu or click No to switch microphones until you hear the replay. Click Yes when you hear the replay.

Testing microphone...

Speak and pause, do you hear a replay?

(Yes) (No)

How do I get the information I need to participate in a meeting?
- Prior to attending a Zoom meeting, reboot your device.
- Each meeting has a unique passcode encrypted meeting URL that you click on to join the meeting
- You will receive an invitation email, created by the coordinator/host, with the date and time of the meeting as well as the Zoom URL and Meeting ID.
    - Click on the URL (includes the meeting ID and the encrypted passcode)

https://zoom.us/j/307   ?pwd=MlJkc2o0Pq8R3NVtyNBb0xpNjdQZz10

- The *If nothing prompts…* screen is for those who haven't downloaded Zoom
- You will enter the meeting Waiting Room where everyone will be admitted when the session/meeting starts. Late entrants will be admitted one by one.

Please wait, the meeting host will let you in soon.

Video
- You can test your video and audio before a meeting at zoom.us/test as well as go through the buttons on the Zoom taskbar (see the last page) to see what they do.
- After you have joined the meeting, go to the lower-left corner to check your video. If there is a red diagonal line across the camera icon, click on it to start your video so other participants can see you. It's OK to not turn on your video even if you have a webcam—it's your choice.
- The more people in a house using the same Wi-Fi can affect the quality of the connection.
- Most webcams will have an indicator light to show it is "on the air." If your light is not on, the camera may not be detected by the computer. The camera must be connected before joining the meeting. Unplug the camera (if not built-in) and plug it back into a new USB port if possible. If that fails, restart the computer, and/or run the setup software for your webcam.

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Zoom has three video layouts: Active Speaker, Gallery View and Full Screen. Change your view in the upper right corner.

- **Active Speaker View** will switch the large video window between who is speaking with 3 or more participants in the meeting. If it is just you and one other participant, your video will be smaller at the top and their video will appear below.
- **Gallery View** (Brady Bunch or Hollywood Squares) lets you see thumbnail displays of participants, in a grid pattern, which expands and contracts as participants join and leave the meeting. Depending on your CPU, you can display up to 49 participants in a single screen of the gallery view. If more than 49 attendees are in the meeting, 49 thumbnails are displayed on each page. Click the arrow on the right side of your screen to go to the next screen.
- **Full Screen View.** To enter the full screen mode, click Enter Full Screen at the top-right corner of your Zoom window. You can exit full screen by clicking Exit Full Screen in the same location or by using the Esc key on your keyboard.

Audio
- Check that your speakers are turned on and the volume in the device you are using is turned up.
- Click on the arrow to the right of the microphone in the lower menu bar and test your speaker(s) and microphone.
- If you don't have audio, you might need to choose another source or troubleshoot it via your OS.
- To Mute/Unmute yourself, click on the Mute icon
- You can also press and hold the space bar on your keyboard to temporarily unmute yourself or use Alt+A.
- If there are two participants in the same room it's a good idea for both to be muted until one wants to talk. Otherwise, there is feedback.

Audio Settings – This is where you can change your Speaker output level & Microphone Input level and Volume as well as make sure the correct device is selected. There are 2 selections for speakers and mics.
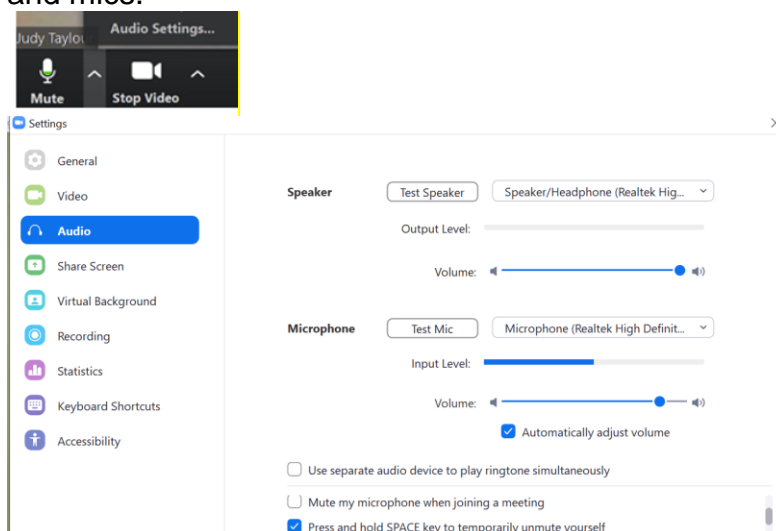
Preventing Freezes, Video Lags

Close all programs that are working in the background such as:

- All Cloud backup programs
- Is your anti-virus program scheduled to update/scan during the meeting?
- Have your Tuesday patches been downloaded & installed?

Being Courteous

Since everyone can see/hear each other during the meeting:

- Please make sure your home/office phone has been turned off or moved to another room unless you are using it to attend the meeting.
- Is it too dark in your room? Turn on a light; make sure it doesn't glare on your screen.
- Avoid having "busy" items such as moving ceiling fans in your thumbnail picture.
- Do not wiggle in your chair.
- Check yourself onscreen to make sure everyone can see your entire face (not the ceiling or no forehead or chin, etc.) Tilt your webcam or laptop screen until you can see yourself. If you do not wish to be seen, turn off your video (click on the camera).
- Do not eat during the meeting; drinking a beverage is OK.
- Does the dog(s) need to be outside?
- Do you have the Windows 10 Night light on? If you do, your screen will be fuzzy—you might want to turn it off for an evening meeting.

Using Chat
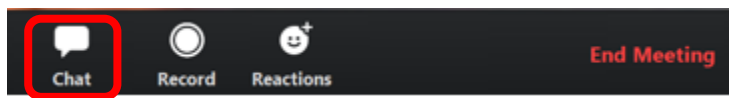
- Click on *Chat* to open the *Chat*box.
- You can send a message to *Everyone* or a *private message* to one participant. Either one can be disabled by the host. The host can also disable using the *Chatbox.*
- If you click on the *down arrow* to the right of Everyone, you will see a list of participants.
- If you want to send a *private message*, click on the *participant's name*.
- Type your message in the *Type message here…* box.
- Press the *Enter* key.
- At the end of the meeting, you can download everything (except for private chats), from the time you entered. In the *Chatbox,* click on the *3 dots* to the right of *Everyone*.
- The Chat info will download to a Zoom folder in your Documents folder (it's a .txt file).
- Click *Save Chat.*
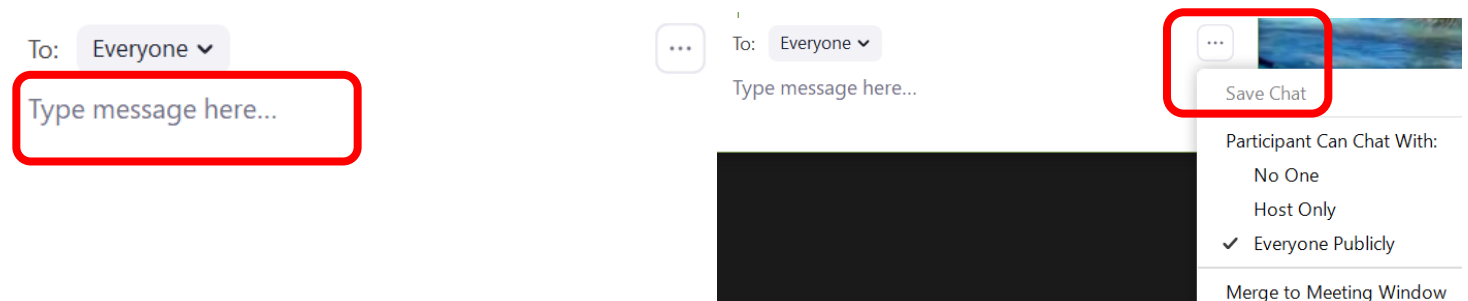
APCUG - USING THE ZOOM TOOLBAR

Zoom Toolbar – Move your mouse pointer to the bottom of the screen and it pops up.

Click on **Participants** button to see the name of everyone who is attending

Click on the mic/**Mute** button to mute yourself Red diagonal across it.*
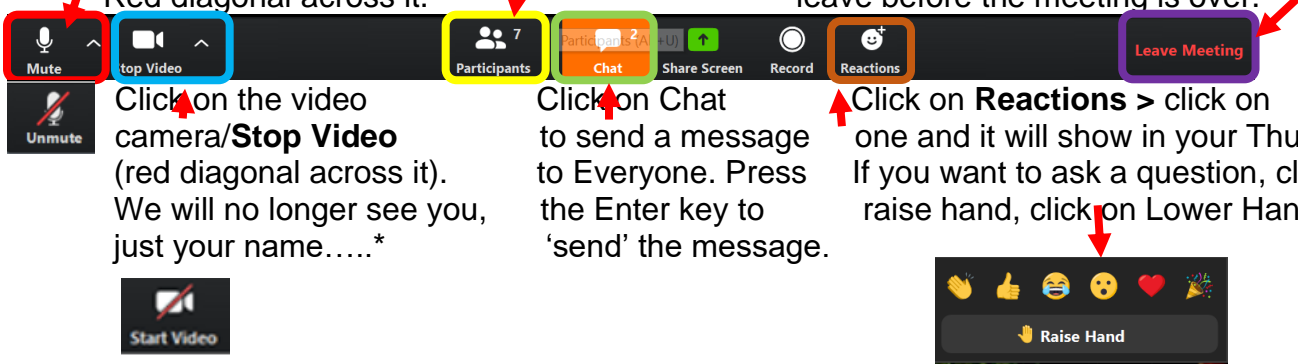
Click on Leave Meeting if you need to leave before the meeting is over.

Click on the video camera/**Stop Video** (red diagonal across it). We will no longer see you, just your name…..*

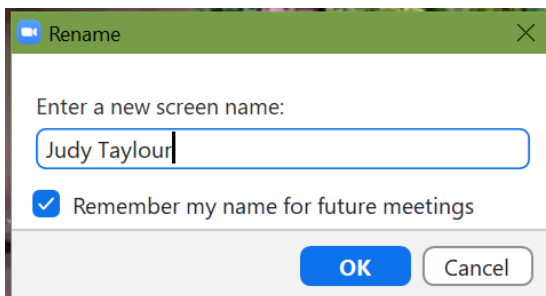Click on Chat to send a message to Everyone. Press the Enter key to 'send' the message.

Click on **Reactions >** click on one and it will show in your Thumbnail. If you want to ask a question, click on raise hand, click on Lower Hand.

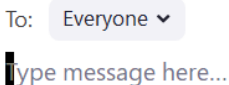*When you are muted, you can also press and hold the spacebar to speak or Alt+A to mute/unmute.

***Gallery View/Thumbnail** is where you see participants or, if you don't have a webcam or laptop camera, participants will see your name or static picture. This is the Brady Bunch or Hollywood Squares view. Change Zoom view in upper right corner of the Zoom window.
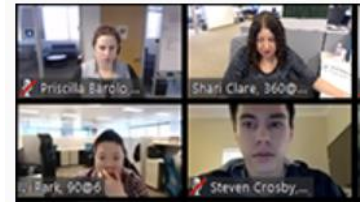
Rename Yourself
If your name is not on your thumbnail picture, perhaps it is your phone number or Jake's iPad, click on the 3 dots in the upper right corner of your thumbnail and Rename yourself OR right click on your picture and Rename yourself.
I was Zoom3 (the account I used to set up the meeting) so I changed it to my name. Click OK.

Chat – Type in your message and press the enter key. To send a private message, click on the down arrow and click on the person's name you want to send a private chat to. The meeting can be scheduled with Private chats disabled. Download the chat from the time you entered the meeting by clicking on the 3 dots to the right of everyone. It will download to a Zoom folder in your Documents folder as a .txt file.

Ask a question/Participants button – If the host asks attendees to physically raise their hand to ask a question and your video is off, you can raise your hand via the Participants button. Click on it and hover over your name and click Raise Hand or use **Alt+Y**.
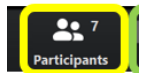
View – Controls are in the upper-right corner.

Gallery – You see Thumbnail pics of all participants (see above). A green or yellow line is around the person speaking. You can see up to 49 participants on one screen, depending on your monitor. If you see an arrow on the right side of the screen, click to see more participants.

Speaker View – This view fills the screen, with thumbnails at the top or right of the screen.

Full Screen – You only see the active speaker.