5CLIR Zoom Participant Guide

Zoom is a cloud-based meeting tool which combines video conferencing, online meetings, and mobile collaboration into one platform. Its dependable, high-quality and easy to use design have made it so much easier for groups around the world to connect and collaborate. Additional documentation is available via the Zoom online knowledge base: https://support.zoom.us/home.

What You Need To Get Started

A wired, internet connected computer, laptop, or smartphone. You can also join a Zoom meeting via a phone without a screen, but your options for participation in the meeting will be limited.

When you are invited to join a Zoom session, you may accept at which time you may be asked to install the Zoom client. However, if you will be using Zoom frequently, it is better to install the Zoom client before you begin. The Zoom application is free, and you do not need to set up an account to use it to join meetings set up by others.

To do that Download & Install Zoom for Desktop or Laptop

Click the appropriate link below to download Zoom on your device.

Windows & Mac: http://zoom.us/download *(download the Zoom Client for Meetings)*

To Get The Zoom Mobile App

The Zoom mobile app is available for both iOS and Android devices.

iOS: https://itunes.apple.com/us/app/id546505307

Android : https://play.google.com/store/apps/details?id=us.zoom.videomeetings

Quick Tips for Using Zoom

☐ If you are using an external camera and/or microphone be sure to plug them in before opening the Zoom application. We recommend using a headset if possible.

☐ Only 1 microphone and speaker system should be active per physical location. Otherwise the 2 systems may cause a loud screeching sound.

☐ Be sure to mute yourself when you are not speaking.

☐ Use the Chat feature to ask questions without interrupting the speaker.

☐ You cannot record unless you are the meeting host, or the meeting host allows you permission to record.

☐ Elsewhere on the screen (possibly visible only when the meeting controls are visible) you can toggle between Speaker or Gallery view. In "Speaker view", the current speaker's image (or the source of the loudest extraneous, unmuted noise, which might be you if your dog starts barking!) is enlarged and moves to the center of the screen. In "gallery view", all visible

participants are shown the same size, and the frame around the speaker lights up. In either case, you will not be able to see all participants in a large meeting but arrows should allow you to move to see those that are hidden

How to Launch Zoom and Participate in Your Meeting

When you are invited to participate in a Zoom meeting, you will receive instructions like what you see below. You can either click on the link provided or go to the Zoom web site at http://zoom.us/ and click on "Join a Meeting" where you can enter the 9 or 10-digit Meeting ID number. Closing any applications you do not need for the meeting will improve the quality of your connection.

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inviting you to a scheduled Zoom meeting.
Topic: 5CLIR Council Meeting
Time: May 14, 2020 02:00 PM Eastern Time (US and Canada)
Join Zoom Meeting
https://us02web.zoom.us/j/3231420955?pwd=dCs2dWlKb1lnUUlNWkp0bkgwdExzdz09
Meeting ID: 323 142 0955
Password: thursday14

One tap mobile
+19292056099,,3231420955#,,1#,567143# US (New York)
+13017158592,,3231420955#,,1#,567143# US (Germantown)
Dial by your location
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
Meeting ID: 323 142 0955
Password: 567143
Find your local number: https://us02web.zoom.us/u/kdAPYeg3uj

Note the Meeting ID and Password are highlighted above as they may be needed to enter the Zoom session

On the screen where you enter the meeting ID you can also change your display name. Enter a name that will help other participants identify you.

When joining from a computer, you will be given the option to join the meeting via "computer audio" or "phone call". If your computer does not have a built-in microphone, choose "phone

call" and follow the instructions. When joining from an IOS device, you will first enter the meeting and later "join audio".

Attendee controls in a meeting

Overview

When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting or was selected to be the alternative host (if the host is unable to join) will have host controls.

Prerequisites

- Zoom desktop client for macOS, Windows, or Linux
- Zoom mobile app for iOS or Android

Windows | ** **Mac | ** **Linux

The attendee controls appear at the bottom of your screen if you're not currently screen sharing.

Attendees have access to these features:

Mute / **Unmute:** Mute and unmute your microphone.
Audio Controls (click the **^** arrow next to **Mute** / **Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

Tip: Use the following keyboard shortcuts to mute or unmute yourself. You can also use push to talk if you want to unmute yourself by holding the spacebar.

- Windows: **Alt** + **A**
- Mac: **Shift** + **Command** + **A**

Start Video / **Stop Video**: Turns your camera on or off.
Video Controls (click the **^** arrow next to **Start Video** / **Stop Video**): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.

Participants: See who's currently in the meeting and invite others. You can also access to these options:

- **Rename**: Hover over your name and click **Rename** to change your screen name displayed to other participants.
- Non-verbal feedback icons (if enabled by the host): Places an icon beside your name to quickly notify the host.
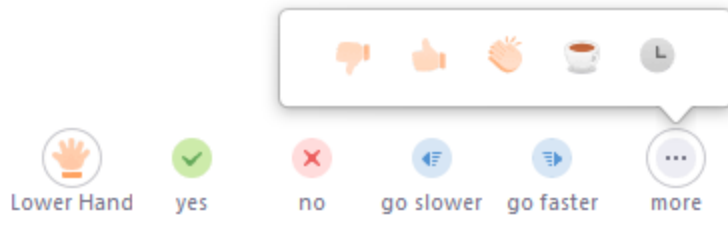
Share Screen: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share. Learn more.

Chat: Access the chat window to chat with the participants. Learn more.

Record: Start or stop a local recording. Attendees do not have access to start a cloud recording.

Note: The host will need to allow local recordings in their account settings, then give you permission to record. If you do not have permission to record, use the in-meeting chat or audio to ask the host for permission.

Leave: Leave the meeting while it continues for the other participants. Only the host can end the meeting.

Speaker or Gallery view: Elsewhere on the screen (possibly visible only when the meeting controls are visible) you can toggle between Speaker or Gallery view. In "Speaker view", the current speaker's image (or the source of the loudest extraneous, unmuted noise, which might be you if your dog starts barking!) is enlarged and moves to the center of the screen. In "gallery view", all visible participants are shown the same size, and the frame around the speaker lights up. In either case, you will not be able to see all participants in a large meeting but arrows should allow you to move to see those that are hidden

Web

The attendee controls appear at the bottom of your screen.

Attendees have access to these features:

Mute / **Unmute:** Mute and unmute your microphone.

Start Video / **Stop Video**: Turns your camera on or off.

Invite: Invite others to join your meeting.

Participants: See who is currently in the meeting. The participants list also gives you access to these options:

- **Rename**: Hover over your name to change it as it's displayed to other participants.
- Non-verbal feedback icons (if enabled by the host): Places an icon beside your name to quickly notify the host. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.
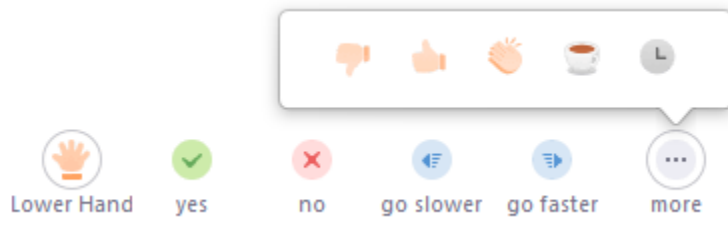
Chat: Access the chat window to chat with the participants. Learn more.

Leave Meeting: Leave the meeting while it continues for the other participants. Only the host can end the meeting.

Android

The attendee controls appear at the bottom of your screen, except for Leave meeting which appears at the top-right corner.

Mute / **Unmute**: Mute or unmute your microphone.

Video: Start and stop your own video.

Share: Start a screen share. You'll be able to select what you want to share. Learn more.

Participants: See who's currently in the meeting. The participants list also gives you access to these options:

- Tap your name if you want to rename yourself.
- **Chats**: Chat with other participants. Learn more.
- **Invite**: Invite others to join your meeting.

More: Non-verbal feedback icons (if enabled by the host). Tapping an icon will notify the host by placing the icon beside your name in the participants list. For example, the hand icon places the raise hand icon beside your name and simulates a hand raise.

iOS

The attendee controls appear at the bottom of your screen, except for Leave meeting which appears at the top-right corner.

Mute / **Unmute**: Mute or unmute your microphone.

Video: Start and stop your own video.

Share: Start a screen share. You will be able to select what you want to share. Learn more.

Participants: See who is currently in the meeting. The participants list also gives you access to these options:

- Tap your name if you want to rename yourself.
- **Chats**: Chat with other participants. Learn more.
- **Invite**: Invite others to join your meeting. Learn more.

More: View non-verbal feedback icons (if enabled by the host). Tapping an icon will notify the host by placing the icon beside your name in the participants list. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.