

# FOR ATTENDEES: Basic **Zoom** Instructions

## About

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When you join a Zoom meeting hosted by another user, you are considered an attendee. As an attendee, you have access to a full range of “Attendee Controls” illustrated on the Attendee Controls. To see the Attendee Controls bar, hover over the bottom of your active Zoom meeting window.



*You can:*

1. Mute/unmute your audio (not the audio of the participants)
2. Stop/start your video
3. Invite more people to join the meeting
4. View a list of participants
5. Share your desktop or select a specific application to share
6. Send a message to one person (private chat) or to all participants
7. Record the meeting (if you have been granted permission)
8. Leave or end the video meeting

## Before a Videoconference

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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 in an email. 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 Meeting ID.

## Join a Meeting

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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.
2. Be certain to enter your name the way in which you want to be addressed during the meeting.
3. You will 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.”

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.
2. Enter the **Meeting ID number** (also provided in your invitation) when prompted.
3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

## Mute/Unmute & Audio Settings

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You can mute and unmute your microphone. If you click on the arrow next to the mute button (bottom left main Zoom screen), you have additional options for audio settings. You can change your microphone, leave the computer audio or access the audio options.

## Start/Stop Video & Video Settings

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You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).

## Participants

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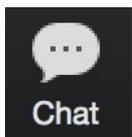
If you click on Participants, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself.

**Raise Hand** - notifies host and shows a prompt to simulate hand raise

**Rename** - hover over your name to change it as it is seen in the participants list and video window

## Chat

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Chat with individuals or everyone in the meeting. Click [Chat](#) to open up the chat window and chat with other participants or view chat messages. Select the drop down next to **To:** to change who you are chatting with.

## Choose Video Layout

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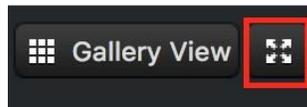
At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share.



## Enter/Exit Full Screen

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At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking [Esc](#).



## Pin Video

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Pin video makes a user the primary speaker for you, instead of switching between the active speaker video. You can pin a video by right-clicking on the video of the person you want to pin or double click on their video window.

## Leave Meeting

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You can leave the meeting at any time by clicking on the **Leave Meeting** option at the lower right corner of the Zoom window.

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