

Zoom Quick Guide for meeting attendees

1. Download the Zoom app:

- a. Zoom can be downloaded from <https://zoom.us/download> OR
- b. If you haven't downloaded Zoom, you will be prompted to when you select the link to join a meeting.

2. Join a Zoom meeting:

- a. You can join by clicking on or selecting the link that is emailed to you.
- b. Meetings can also be joined by entering a unique meeting ID. Go to <https://zoom.us/join> and enter the ID AND password, if required.

It is also possible to participate over the phone instead of using the Zoom app though participation features are limited.

- a. Join by dialing the teleconferencing number provided in the invite.
- b. Enter the meeting ID when prompted using your dialpad.
 - i. *6 to unmute yourself
 - ii. *9 to raise your hand (to vote or comment)

Note: Meeting begins once the host signs in.

3. Participate during a meeting

- a. **Camera:** All attendees can decide whether to have their camera on or off. Simply select 'Start Video' or 'Stop Video' on the controls bar.
- b. **Use the microphone:** You have the option to 'mute' or 'unmute' your microphone so others can hear you. To 'mute' or 'unmute' yourself, locate the microphone icon in the bottom left of the screen. Select it to toggle between "mute" and "unmute". **For larger meetings, it works best to keep your microphone muted unless you are speaking.** When you are 'unmuted' other participants can hear any background noise that your microphone picks up. The host has the option to mute everyone.
- c. **Chat:** You can also type a message by selecting the 'chat' button. You can select whether to send the message to everyone or just the host. This is a good way to submit a technical question or as a host or co-host for clarification.
- d. **Raise hand or vote:** The host may ask participants to raise their hands to indicate a desire to speak or call for a vote using available buttons.
 - **To raise your hand,** select the white hand icon on the controls bar. Select it again to lower your hand. The host can also lower all hands if they choose to do so.



- **To vote or answer a question,** you can also select yes or no buttons along the bottom of the participants view.

