

Zoom Instructions for Participants

Before a Zoom video/teleconference call:

1. You will need a tablet, smartphone, computer (with mic and speakers or headphones). You will have the opportunity to check your audio immediately upon joining a meeting.
2. You will receive a link to **join via computer** from the leader. There are also phone numbers for a conference call option. It will also include the 9-digit (usually) **Meeting ID**. (If not: The **Meeting ID** is always the last 9 digits of the link).
3. If this is your first time you may be instructed to download the Zoom application, just follow the automated instructions.
4. **Video and Audio:** All of our meetings start with the video and audio turned off. It is up to your discretion if you would like to turn on your video. Please only turn on your microphone when you are speaking to cut down on background noise.

To join the Zoom video/teleconference call (3 methods to choose from):

1. By LINK: Prior to the start time of your meeting, **click on the link** in your invitation to join. 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 **Join audio by computer/internet**.
2. By Browser: You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID provided by the leader.
3. By Telephone: If you are having trouble hearing the meeting, you can **join via telephone** while remaining on the video conference by: (this is also an option if you do not have internet or unlimited cell data)
 - A. On your phone, dial the teleconferencing number provided in your invitation.
 - B. Enter the Meeting ID number (also provided in your invitation) when prompted.
 - C. 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, or just press #.

Participant controls are on the bottom of the Zoom screen (options 1 or 2 above):



- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen, includes a “Raise Hand” icon virtually raise your hand for the leader to see

Similar on Smartphone except to leave the meeting, the button is in the top right corner.