# Zoom Meeting User Guide For Attendees

## What You Need to Get Started

One week prior to the online meeting, you will receive a confirmation email, containing a link to join the meeting. When it's time to join the meeting, click on the link in the email you have received.
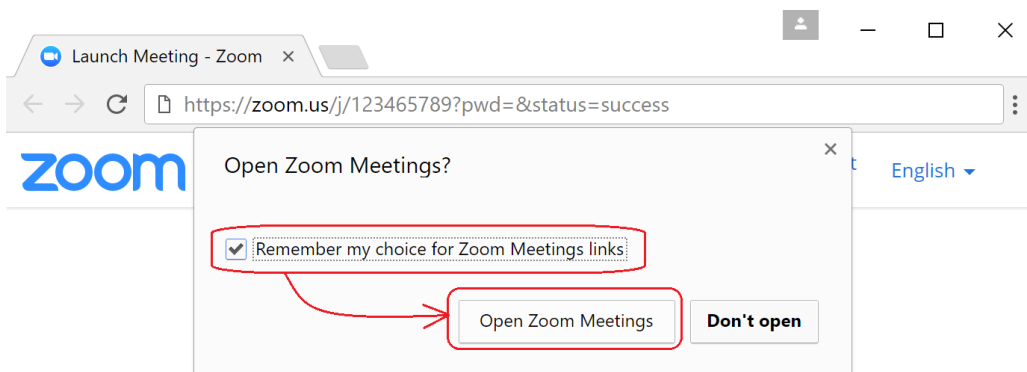
You will need:

• An internet connected computer, laptop, or device

• Your meeting ID number/link to join the meeting

• A headset or ear buds (if you're participating with a laptop)

• A phone (if you're unable to receive audio via your computer, laptop, or device)

• A webcam (optional)

## Accessing Zoom as an Attendee

What do I need to do when joining a Zoom meeting?
To join the meeting, click the link in the email received from T2.

You will be directed to the Zoom website and from here you will need to click 'Open URL:Zoom Launcher'.



Please click **Open Zoom Meetings** if you see the system dialog.

After clicking this, a pop up box will open asking you to complete your registration.
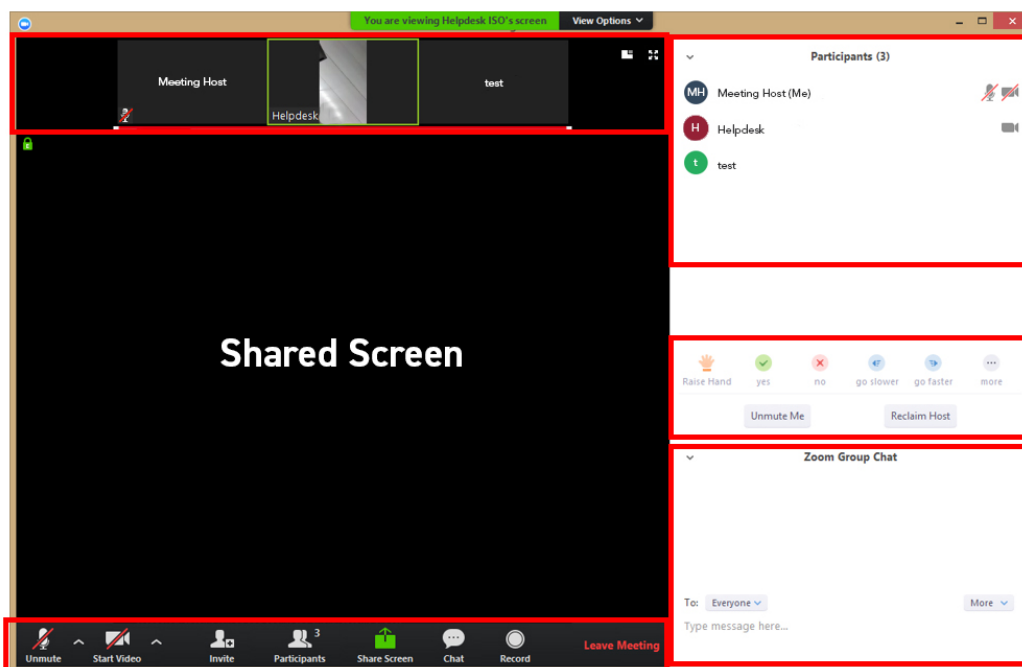
Please enter your details in this box and ensure you use your full name so that the meeting host can identify who has joined the meeting.

## *I am having trouble joining a meeting. What can I do?*

• If you are invited to the meeting and you already have a Zoom account, you can just sign in to Zoom to join the meeting.

• If the meeting space indicates that the meeting has ended or has not started, verify the meeting time. The meeting may have been scheduled for a different time zone.

• If you are asked to sign in to your existing Zoom account and you have forgotten your password, select the "Forgot?" link and follow the instructions on the screen.

• If the meeting window isn't loading, close your browser and try to join the meeting again. Be sure to accept or approve any alerts requiring your approval to install the Zoom meeting application, and turn off any pop-up blocker that could be preventing the meeting window from opening.

## How to Participate in a Zoom Meeting

Once you have entered your details and clicked 'Join Meeting' you will enter the meeting and you will see a screen similar to the below. If the host is sharing a presentation, this will show on your screen.



**Control bar**

Within Zoom you will also have the ability to chat with participants both publicly and privately. Anytime someone is having trouble communicating via microphone and/or camera you can always try communicating with them via the chat window to assist them in getting set up. Participants can type questions into the chat window as you meet and you can answer them verbally or via the chat window. Chat transcripts can also be saved and shared at the end of your meetings.

# Understanding the Toolbar

From the Meeting Toolbar, you have an easy access to the main Zoom functionalities.



**Best practice**
*Mute yourself while waiting for the meeting to start and if you are not speaking.*

## Mute/Unmute & Audio Settings
You can mute and unmute your microphone. The host also has the ability to mute you. If you click on the arrow next to the mute button, you will 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
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).

## Share Screen
If the host allows, you can share your screen in the meeting. The host will have the ability to stop your screen share.

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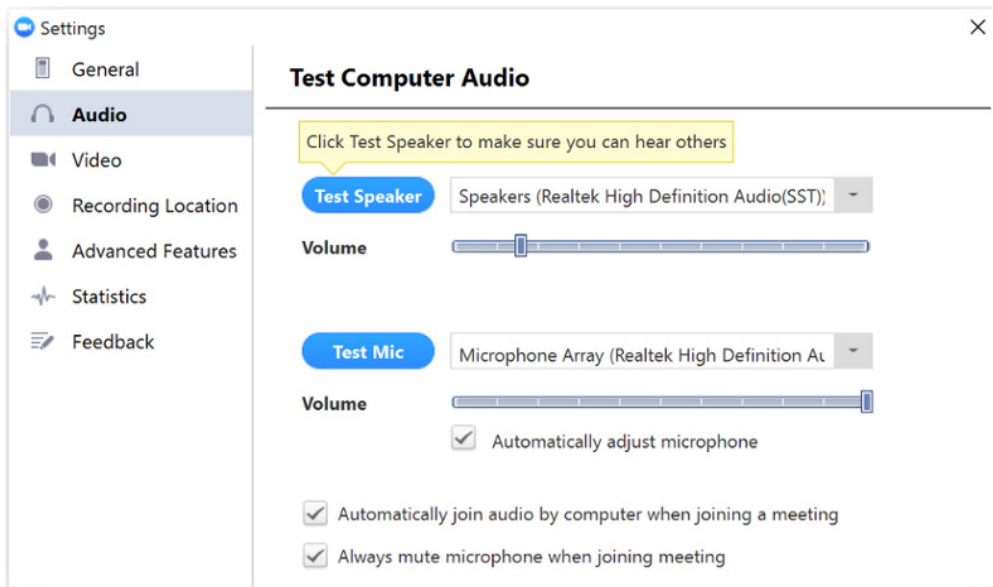
## Leave Meeting
You can leave the meeting at any time by clicking on the Leave Meeting option at the lower right corner of the Zoom window.

# Configuring your Settings

You can find the Settings tab in the main dialog box or in the meeting menu bar. After clicking Settings, you will have the following options:
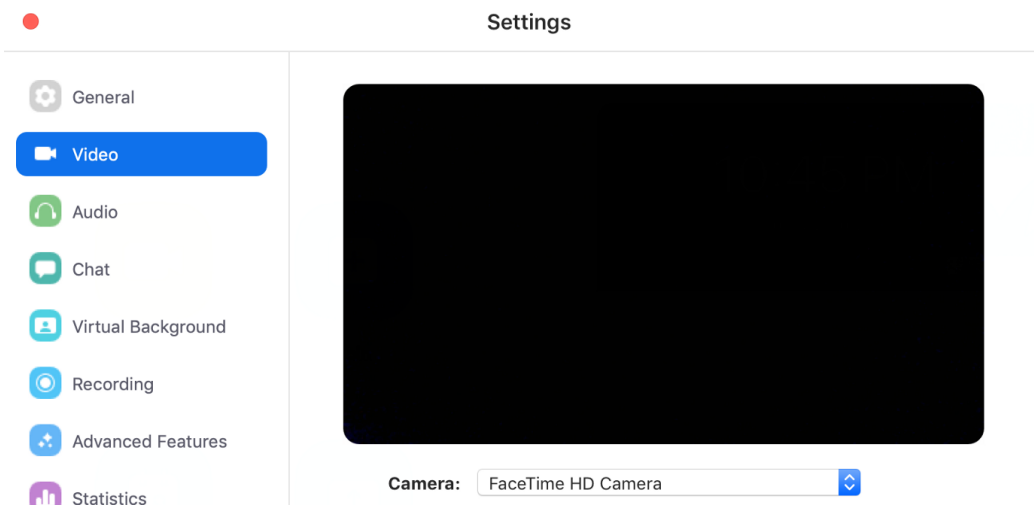
## Audio:



### To Test Your Audio

- Click on "Settings" on your PC or Mac client, or during a video meeting, click on "Settings" in the menu bar (toggle to activate). Then click on the "Audio" tab to test your audio setting.
- Select the microphone drop down and try a different source if the other side can't hear you.
- Select the speaker drop down and try a difference speaker source if you can't hear the other side.

## Video:



### To Test Your Video Camera

- Before or during a video meeting, click on "Settings" in the client menu, then Click on the "Video" tab totest your video selection.
- Here you can also click on the drop down arrow to switch between Cameras that you have connected to your computer.

## Before your Meeting

**Control video and audio quality.**
Invest in a quality webcam and speaker and microphone headset. These provide better video and audio than your computer's built-in system. Try to hold meetings in quiet, indoor locations to control ambient noise.

**Adjust your lighting.**
Don't sit directly in front or beside a bright light source, or else all the audience sees is a bright light and a shadowy figure. Experiment with moving lamps and your camera until you can see your brightly-lit face on the screen.

**Think about your background.**
Try to provide a nice, plain background. If your treadmill is in your office and you use it more as a place to hang laundry, that's not really the best visual for your audience. You can't control everything in a mobile environment, but you should give some thought to background prior to your meeting.

**Practice speaking to the camera and not the screen.**
Our tendency is to look at the person on the screen, but you should look at the camera when you speak so the audience feels like you're talking directly to them.

## During your Meeting

**Mute your microphone when necessary.**
Zoom has a "Mute Microphone" option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to a presenter.

**Use Zoom's chat function.**
You can send a question or statement to everyone or privately to a participant.

**Think about your actions on camera.**
Always remember that everyone can see you. Someone is watching as you take a big, wide-mouth yawn, stretch, or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive – or at least act attentive!

## For More Information

**Getting Started with Zoom Video** https://youtu.be/XpterfvNh5c

**Contact Technical Support** https://support.zoom.us/hc/en-us/articles/201362003-Zoom-Technical-Support

**Zoom Help Center** https://support.zoom.us/hc/en-us

**Getting Started** https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started

**Tutorials** https://support.zoom.us/hc/en-us/sections/201740096-Training

**Mobile** https://support.zoom.us/hc/en-us/sections/200305413-Mobile