Zoom Meeting: Participant Guide

Overview

Zoom unifies cloud video conferencing, simple online meetings, and group messaging into one easy-to-use platform. Zoom offers the best video, audio, and wireless screen-sharing experience across multiple platforms. Follow this article to learn about how to participate with the ongoing Zoom meeting.

You will need

- An internet connection – broadband wired or wireless
- Headset/ear buds with microphone
- Webcam – built-in or USB plug-in

TIP: If you use a headset or ear buds with a mic, be sure to plug those in to your computer before joining the Zoom meeting.

Prerequisites

- Zoom desktop client software
- If you are participating with a laptop, click here to download Zoom desktop client software.
- If you are participating using an android Smartphone, click here to download Zoom desktop client software or you can search and install **Zoom** from the **Play Store**.
- If you are participating using a iphone, you can search and install **Zoom** from the **App Store**.

How to Launch Zoom and Participate in Your Meeting

Step 01: Your meeting host will provide the URL to the Zoom room. Simply click the URL or paste into your browser of choice to open the meeting during the **meeting start time**.
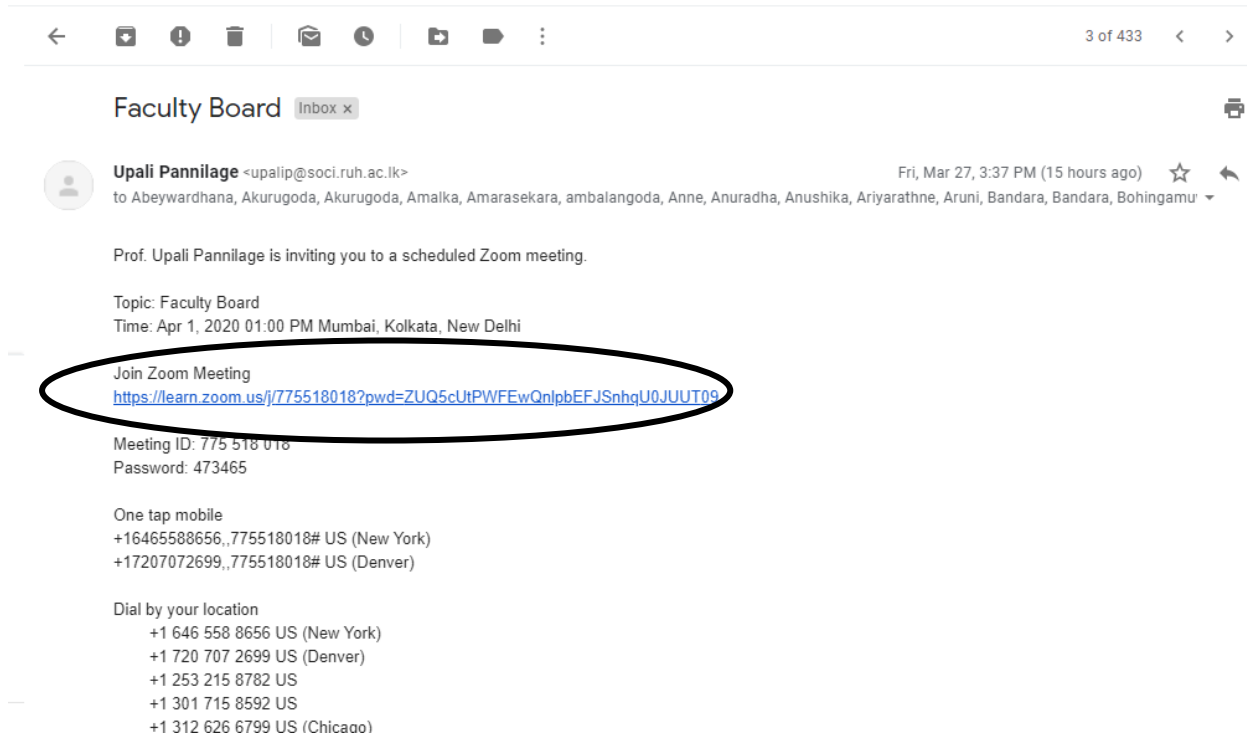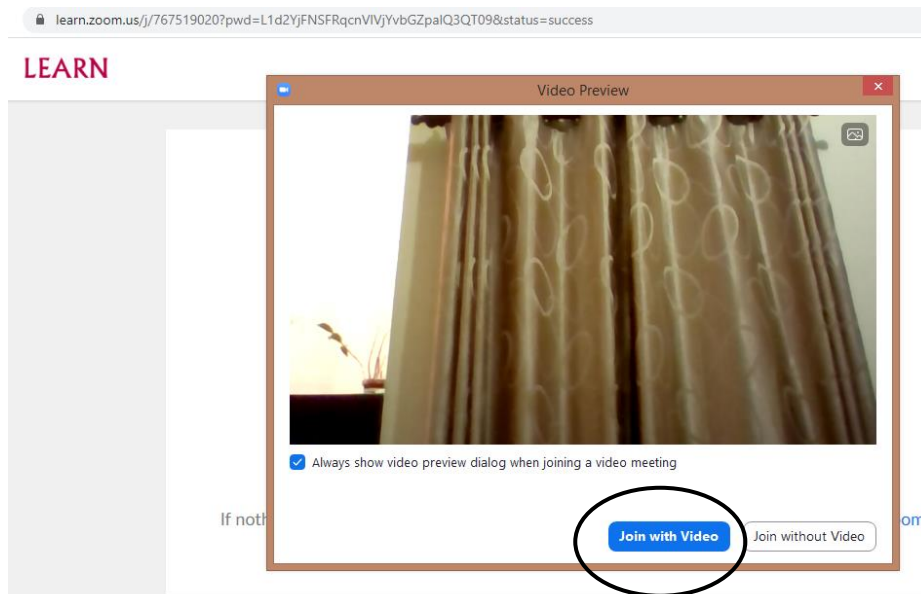

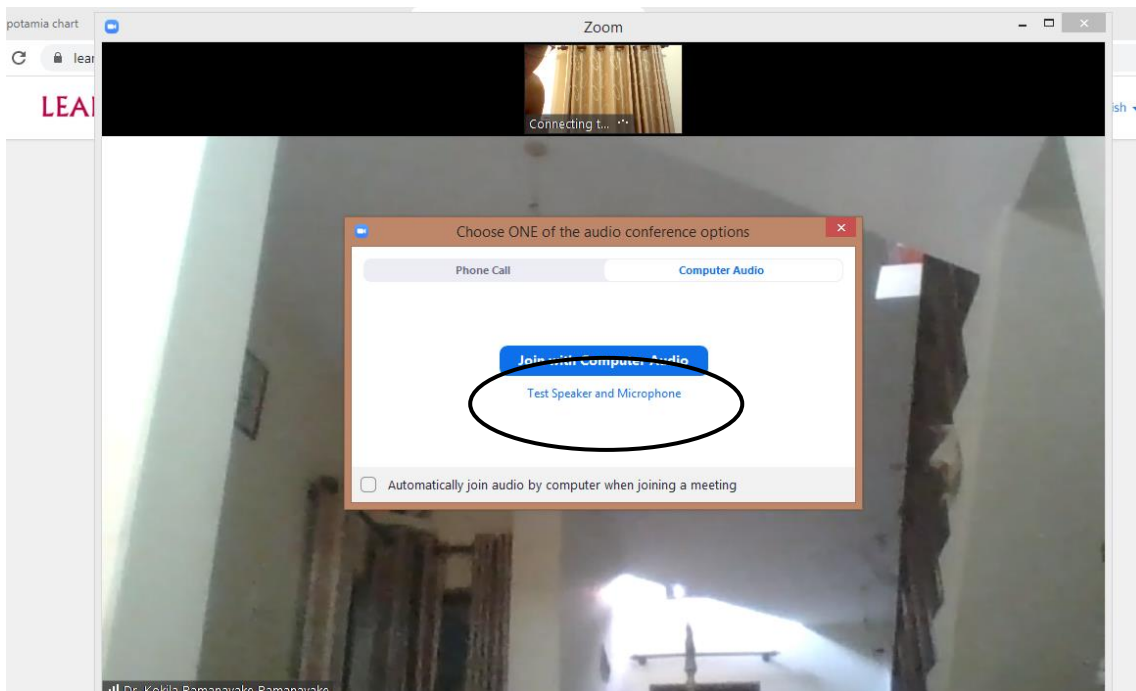**Step 02**: Click **Open Zoom** Button
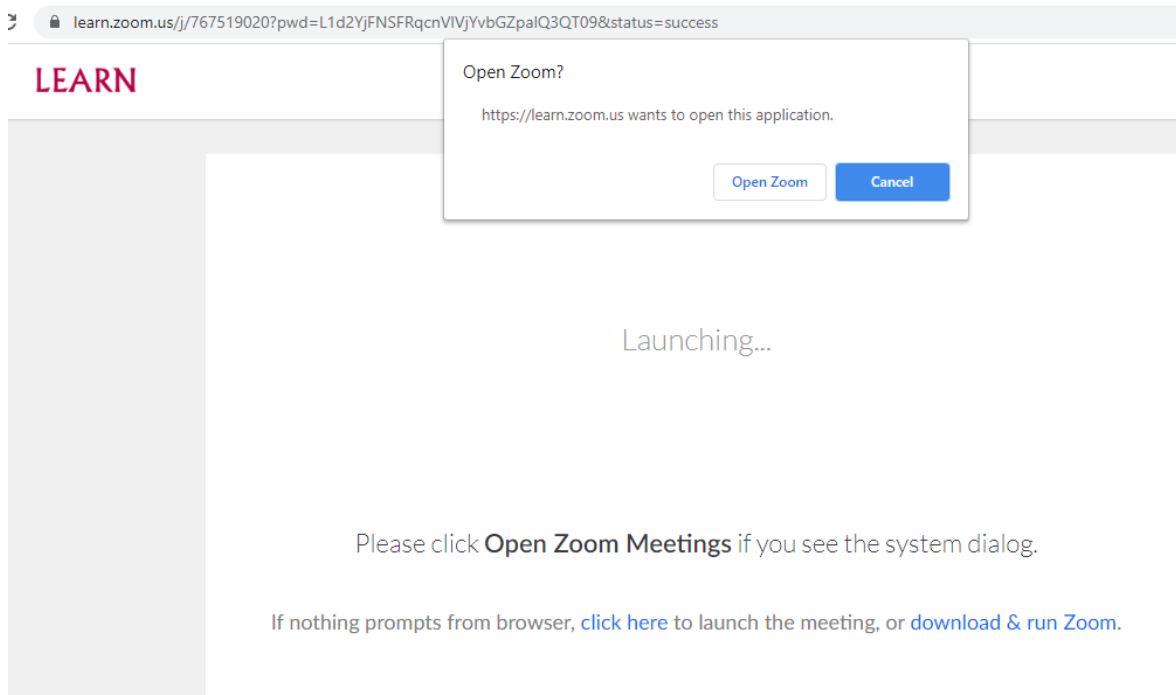
Step 03: You can set here your identity by giving your name and if you checked the option "Remember my name for future meetings", it will never ask you again. Then click "**Join Meeting**" button.
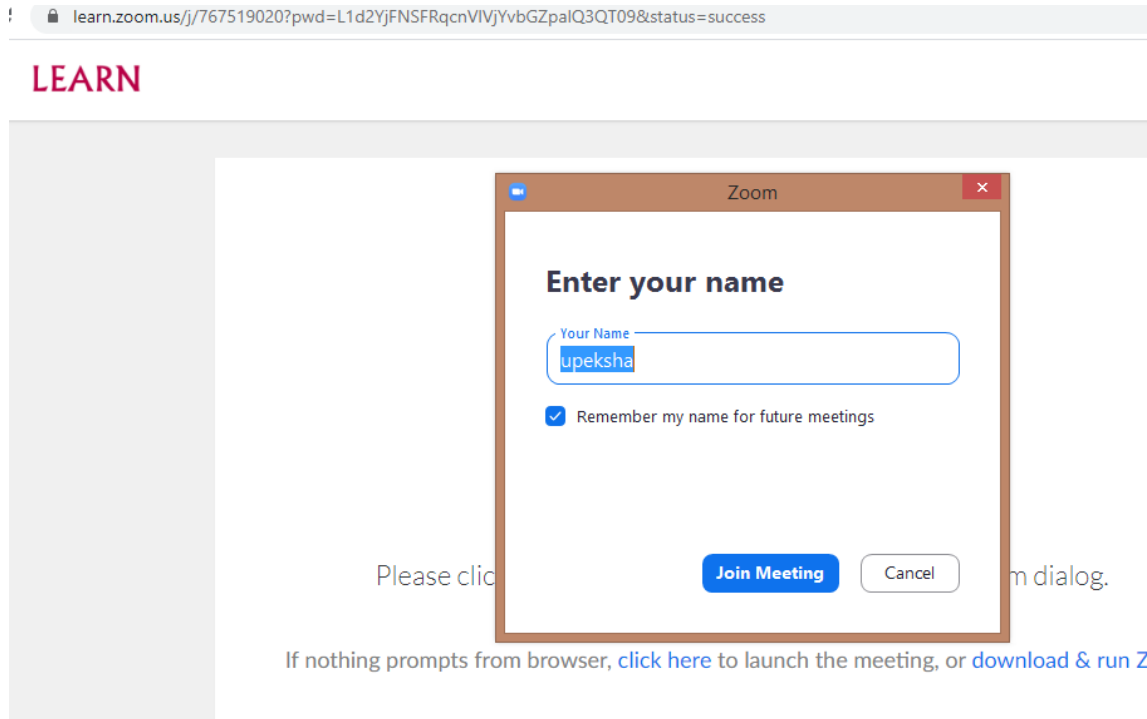

Step 04: Audio and Video Setup

After launching the Zoom meeting from the meeting URL, you will be prompted to join the room's video and audio. Zoom allows audio participation through your computer's internal speakers, a headset, or a phone line. The initial step of joining the video and audio by computer looks like this:
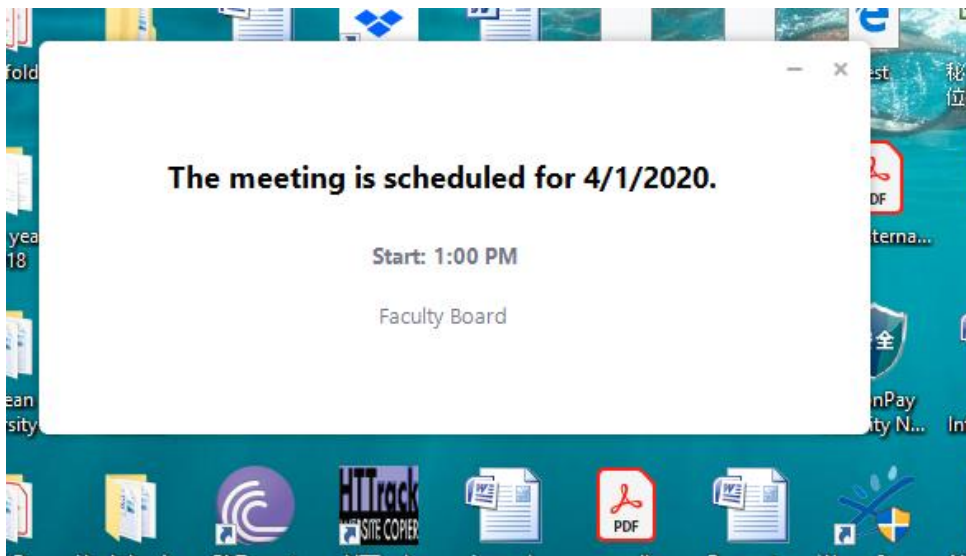
Step 05: Now you are connected with the meeting and the meeting window looks like this:
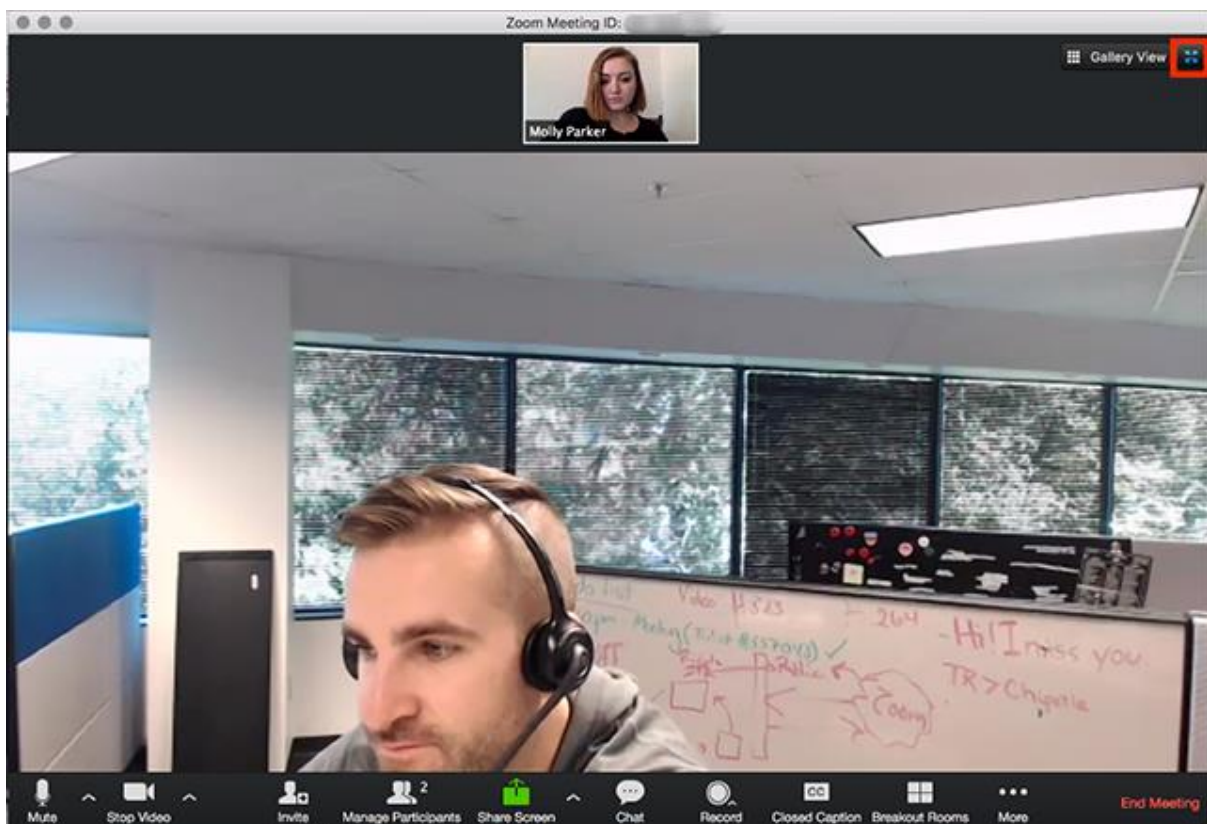
Note that you'll be presented with the following screen if the host hasn't started the meeting at the time you join when you click **Open Zoom** Button.

Additional Information

1. The Zoom Menu Bar

The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full---screen mode.)
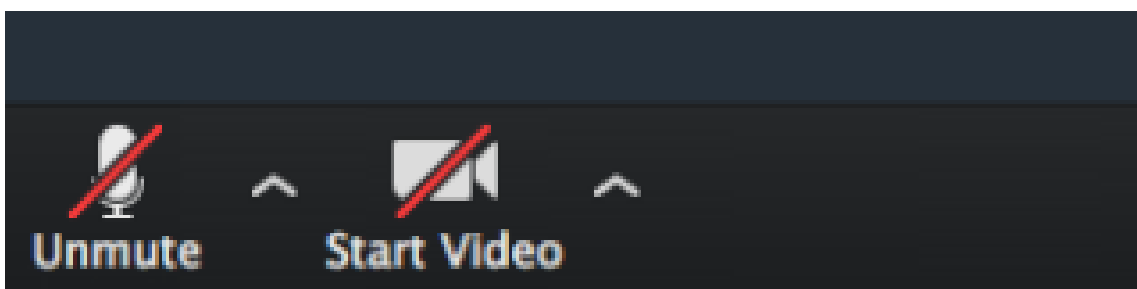

You can:

1. Mute/unmute your microphone

2. Choose your microphone settings

3. Mute/unmute your video camera

4. Select video settings

5. Invite more people to join by email, IM, SMS (mobile users)

6. View a list of participants

7. Share your screen (everything you have open) or select a specific application to share (e.g., Microsoft Excel)

8. Send a chat message to one person (private chat) or to all participants

9. Record the meeting (Host only, unless you have been granted permission)

10. Leave or end the video meeting

2. Audio and Video Mute and Unmute

During a session you might be asked to mute your microphone until you have a question or comment. This helps to minimize background noise and audio feedback. Mute your audio by clicking on the microphone icon located in the lower left-hand corner of the menu bar. You can mute your video by clicking on camera icon as well.

3. Audio Settings

By clicking on the small carrot next to the microphone icon, you can choose your microphone and speaker settings. It normally defaults to your built-in microphone and speakers but you can select any other microphone or speakers you have plugged in to your computer.
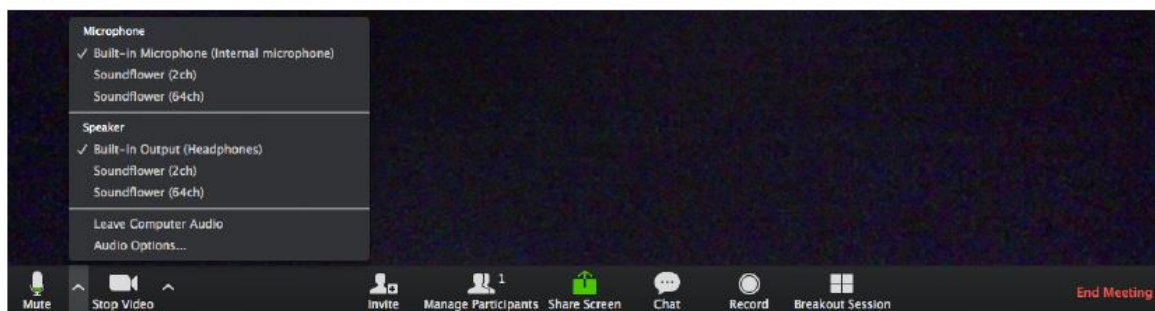
4. Chat

The chat feature provides the ability to send instant messages during the session. You can send a private chat to one person or message to everyone.

1. Click on "Chat":

2. Type a message and press "Enter" on your keyboard to send. Messages are sent to all participants by default. You can message an individual participant via private chat by selecting the individual's name on the left column.
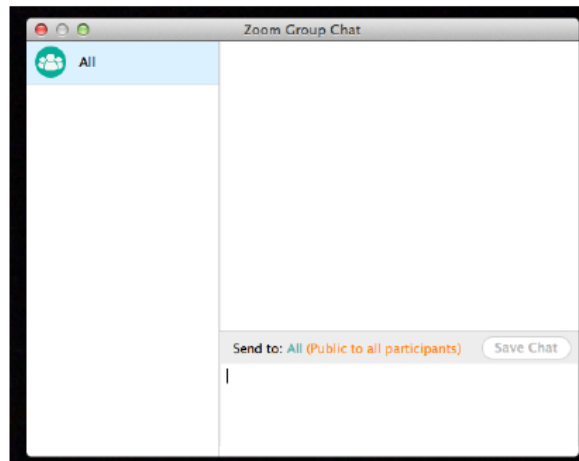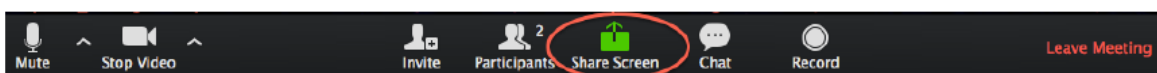

5. Switching Between Views (Share Screen and Video)

As a participant you might be asked to share your desktop or an application. During a meeting you can switch back and forth between sharing your screen and sharing your video as often as needed.

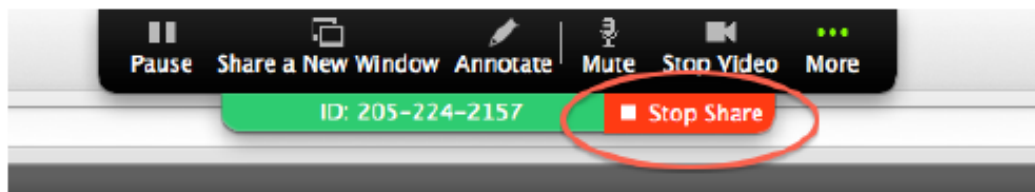If you are in video mode, switch to screen share by:

1. Clicking on "Share Screen"

2. A window showing all possible options for you to share displays. Click on the item you want to display and then click "Share Screen":
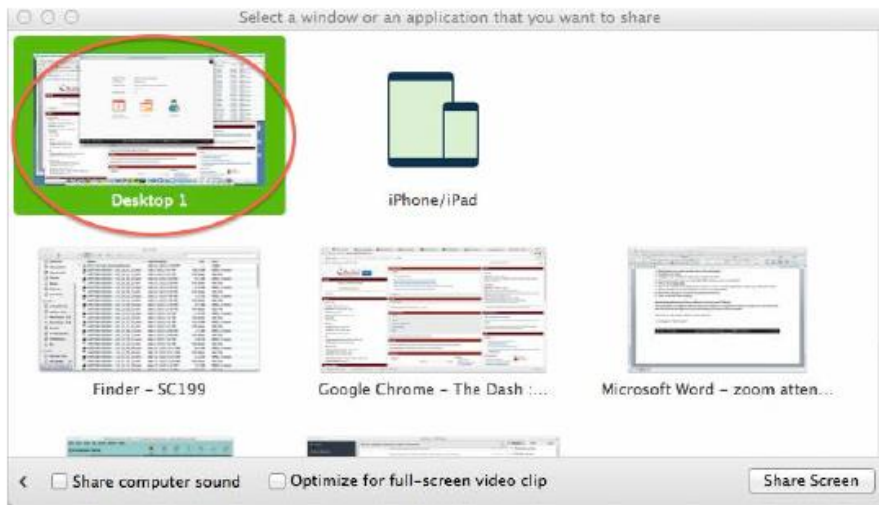
3. **If you are displaying your screen, switch to camera video by:**

    Clicking "Stop Share" from the sharing/annotation menu at the top of the screen:

The view will immediately switch back to showing the webcam videos of the participants.

6. Leaving the Meeting

At the end of the meeting when you are finished click the "Leave Meeting" button to log off.

Thank You!

Have a Nice Day