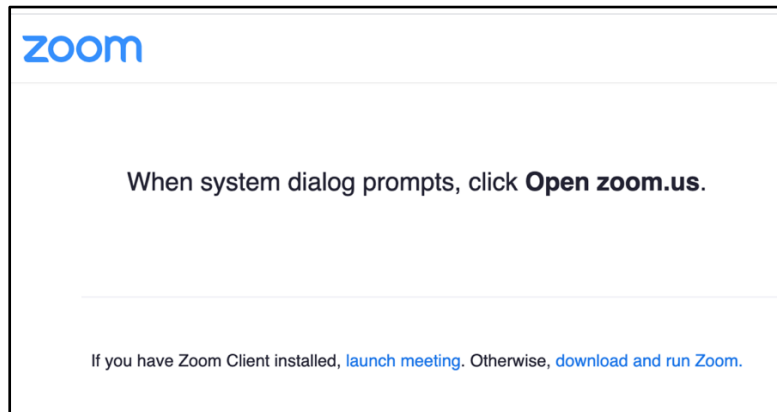


Participant Guide to Using Zoom

Launching Zoom from a Link in an Email

When you click on a Zoom link in an email to enter a meeting, you will see the following screen:

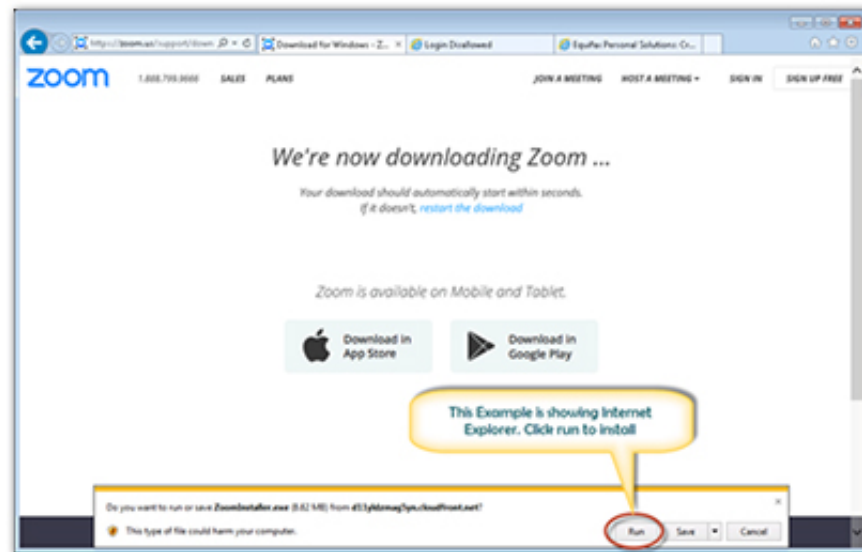
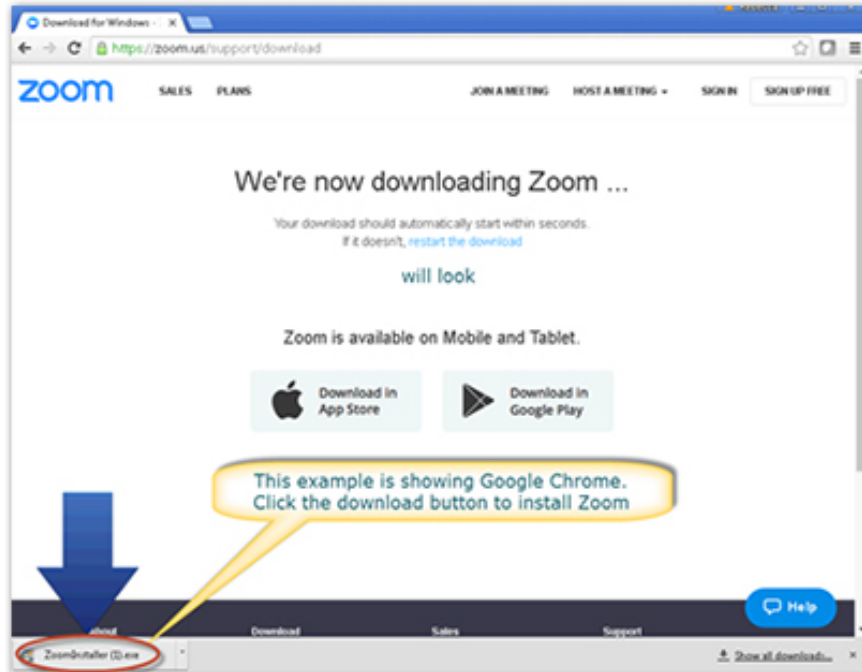


This screen gives you a choice of running Zoom through your web browser (**Zoom.us** will open) or using the Zoom program/application that has to be downloaded (follow instructions below) before clicking on the invitation link in the email. You will only download the program/application the first time you use Zoom.

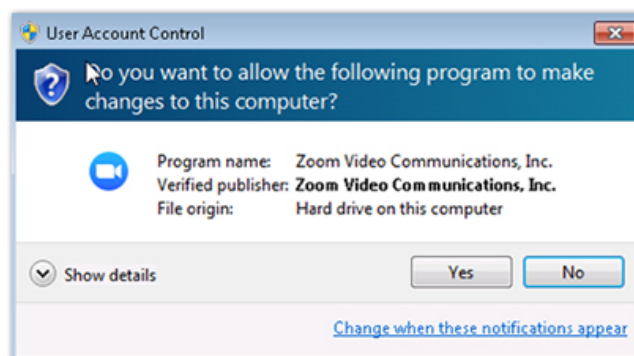
The company's recommendation: You can use **Zoom** on a computer through a web browser. This lets you use only some of Zoom's features. However, the web version is limited. Recommendation: Whenever possible, download the Zoom application for the best experience.

Download and Install Zoom before clicking on the invitation link:

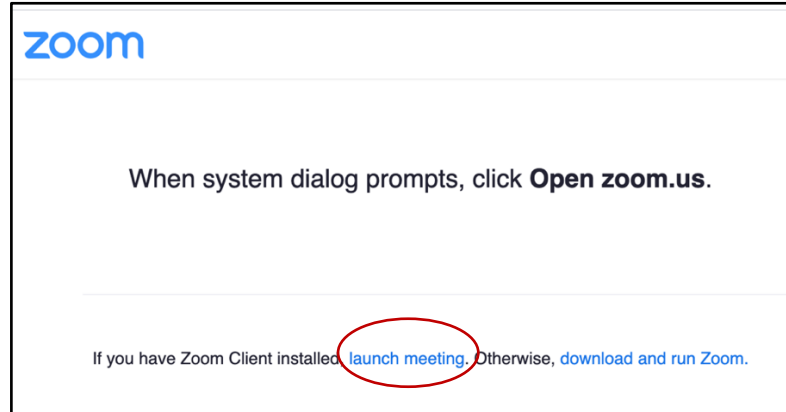
1. Install Zoom from: <https://zoom.us/support/download>. **Note:** If you open this link from an iPhone or Android device the App store will open with Zoom for you to download and install.
2. Select **Run** in Internet Explorer. Select the **Download** icon in Google Chrome on a Mac. See examples on next page:



3. In Windows, if a *User Account Control* message pops up, select **Yes**

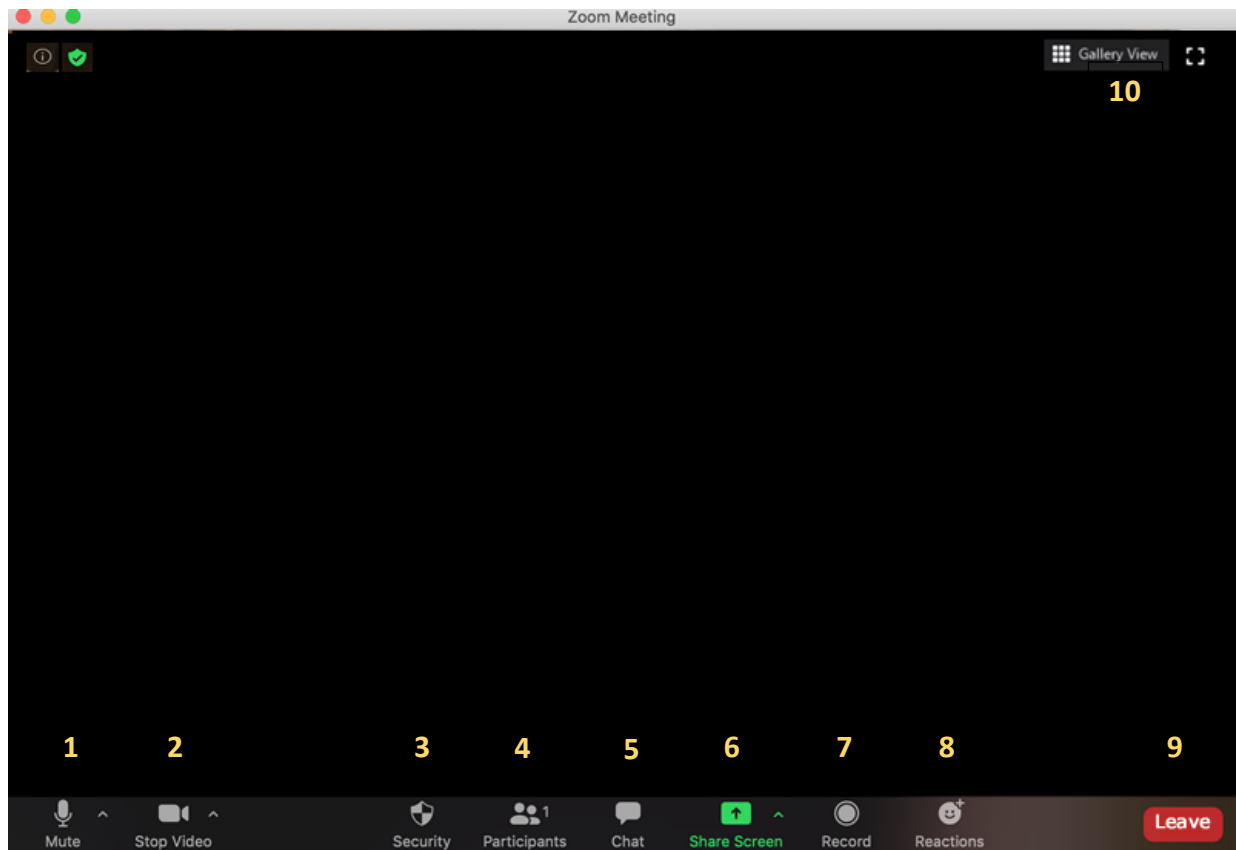


4. Follow any additional on-screen instructions to complete the installation.
5. Click on the invitation link in your email. Click on the [Launch meeting](#) link at the bottom of the window:



See next page for overview of Zoom window and icons functions:

Navigate the Meeting Window in Zoom



Main content area

Displays the video of whoever is currently speaking, unless **Share Screen** is enabled (see below). Other users will be displayed at the top of the page.

Bottom Tool Bar

1. **Mute:** Control your own audio output.
2. **Start Video:** Control your video output.
3. **Security:** Allows the host a meeting to enable or disable options during a meeting to secure the meeting and minimize disruption during the meeting.
4. **Participants:** Opens a pop-up window listing all participants. From this window you can:
 - mute yourself
 - disable video
 - raise your hand to speak
 - change your screen name
5. **Chat:** Communicate with all participants or to send messages to a specific participant by clicking on their name in the participants list.

6. **Share Screen:** Share your full desktop or specific windows if the host gives you permission. In most sessions, this feature is turned off by the host. Starting Screen Share minimizes the main meeting window and highlights the window you are sharing (if you're sharing a window and not the desktop). You can stop sharing at any time by clicking Stop Share.
7. **Record:** This button is used by the host only to record the meeting.
8. **Reaction:** Meeting participants can react during a meeting by sending a thumbs up or clapping to communicate without interrupting the meeting. Reactions will disappear after 5 seconds.
9. **Leave Meeting:** Clicking on this button will take you out of the meeting.
10. **View:** On your Zoom screen, usually the top right-hand area of your main window (run cursor over area if you can't see the icons), you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker View" shows the active speaker. "Gallery View" shows all of the meeting participants in small boxes. Select the view you are most comfortable with.

Tips:

- **Virtual Background:** Looking for a way to spruce up your look? If you click on the arrow next to the camera icon in the bottom left corner of your screen, there's an option for *virtual backgrounds*. You can upload any image from your computer and Zoom will use it as a backdrop for you.
- **Renaming:** The first time you use Zoom, you'll be prompted to enter your name. Please enter your full name (first and last) so you can be identified.
 - If you've used Zoom before and need to change your display name before entering a meeting:
 - Open the Zoom app directly (not by clicking on the meeting link!). You'll see a Join button or a Join Meeting prompt.
 - If you don't see the Join Meeting box, click on the Join button to bring it up.
 - Then you'll have two fields to fill: the Meeting ID and your name. The meeting ID is the nine digit number shown on your email invitation.
 - Edit your name here to display your first and last name, then join the meeting.
 - If you're already in a meeting:
 - Click on the Participants button on the bottom toolbar. The Participants panel will pop up on the right side of your screen.
 - Find your name in the Participants panel and click the More button.
 - Click Rename.
 - Enter your first and last name.
- **Pick a plain background** that won't be distracting for the other people in the meeting. Are you in front of a bright window or a bookcase? Can the people on the other end see the pile of dirty laundry behind you? You might want to move to another space.

- **Keep your microphone muted** when you're not speaking. In a group of several people, this helps everyone have a more pleasant experience without having to hear your dog barking or your phone ringing in the background. Practice muting and un-muting so you can do this smoothly during your meeting. If you don't mute your microphone, you may also cause feedback.
- **Take turns!** There is a very slight delay involved, so you can't sing together. Also, if two people speak at the same time, it will cause interruptions in the sound quality.