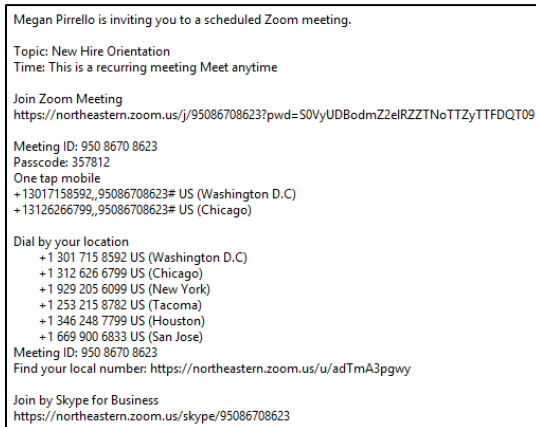


How to Use Zoom as a Participant

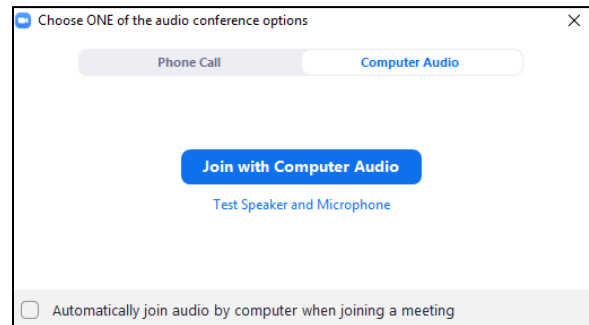
Launching Zoom

Click the link under “Join Zoom Meeting” to be brought directly into the meeting.



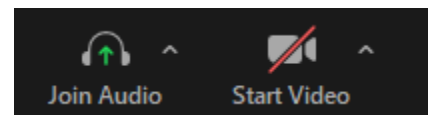
Fixing Audio/ Microphone Issues

When joining, you will be prompted to join audio through your computer.

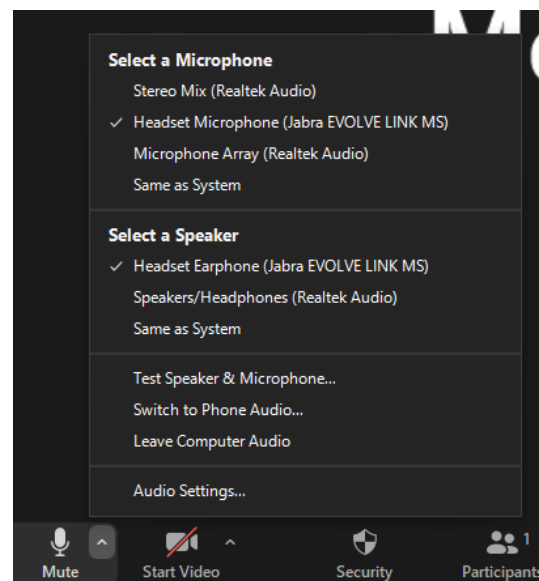


Click the join button.

If you become disconnected from audio, you can also join using the button in the bottom left of the screen.



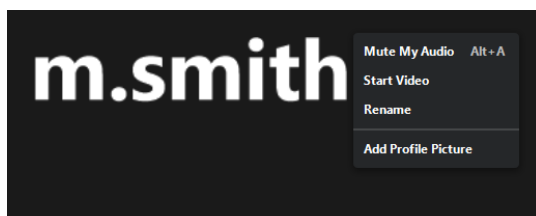
If you still experience issues, click the caret next to the audio, select “Test Speaker and Microphone” and follow prompts.



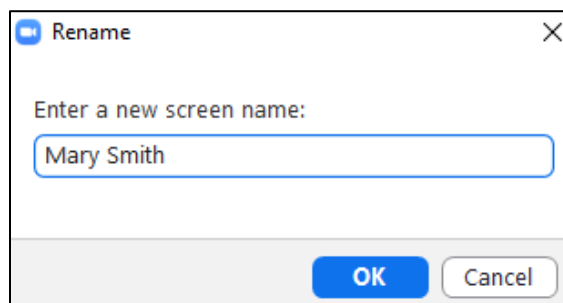
Updating Name

Names are used for check-in, so please update using these instructions.

- Right click on your name or picture



- Click “Rename”

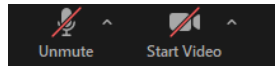


- Enter both first and last name and click OK

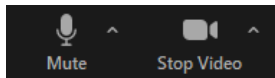
Muting/Unmuting Audio and Video

There are icons in the bottom left depicting a microphone for audio and a camera for video.

When you are muted, the microphone and camera icons display with a line through them.



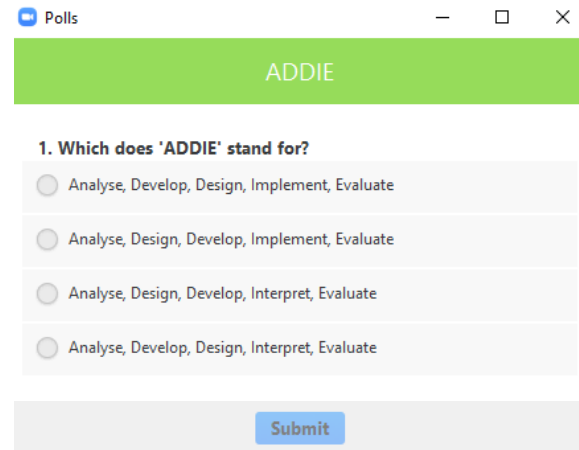
To unmute audio, click on the microphone icon.
To unmute video, click on the camera icon.



Note: When using mobile, icons are hidden until you tap your screen.

Polls

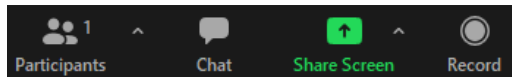
When the poll appears on your screen, select your answers for all questions and click “Submit.”



Chat

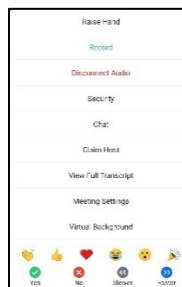
Web/App Users:

Click the Chat button at the bottom of the screen to open the chat box.



Mobile Users:

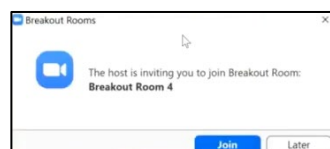
Click “More,” then click “Chat” to open the chat box.



Breakout Rooms

The host will start breakout rooms. A pop up will prompt you to join.

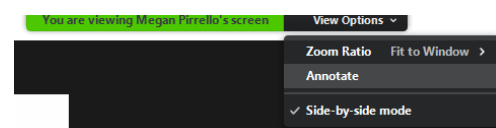
Click join to enter the breakout room.



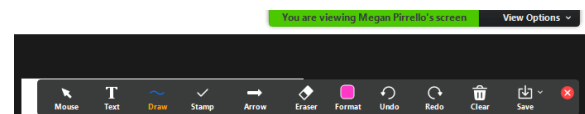
Writing on Screen

Web/App Users:

At the top of the screen, click “View Options,” then click “Annotate.”

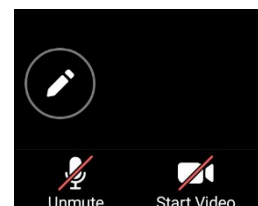


A toolbar will pop up, allowing you to write on the screen.



Mobile Users:

Click your screen and click on the pencil icon.



A toolbar now appears, allowing you to write on the screen.

