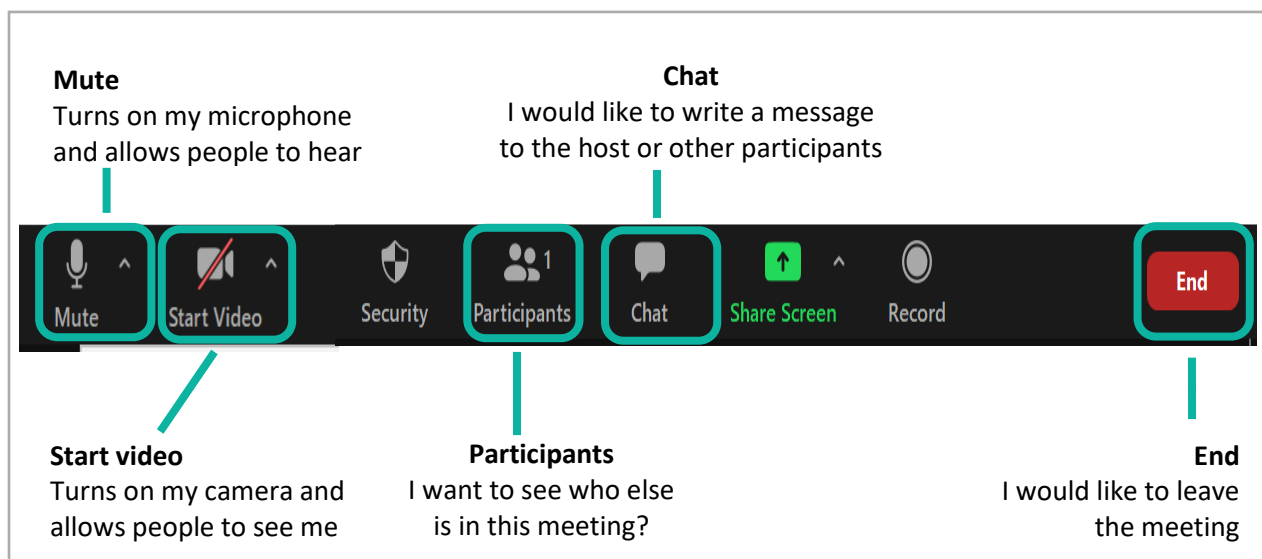


How to Participate in a Zoom Meeting



Attendee Controls

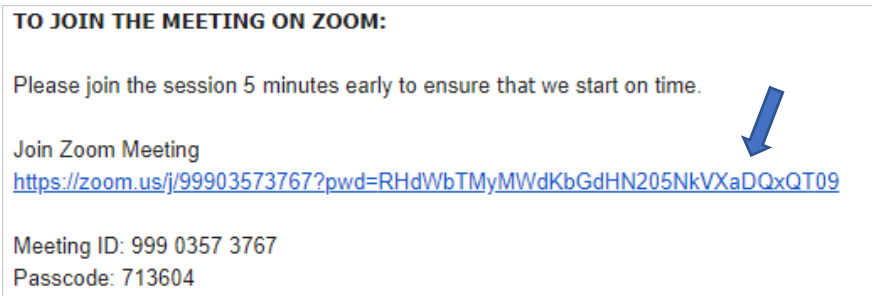
About

When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting will have host controls, including muting audio, using video, sharing your screen and more.

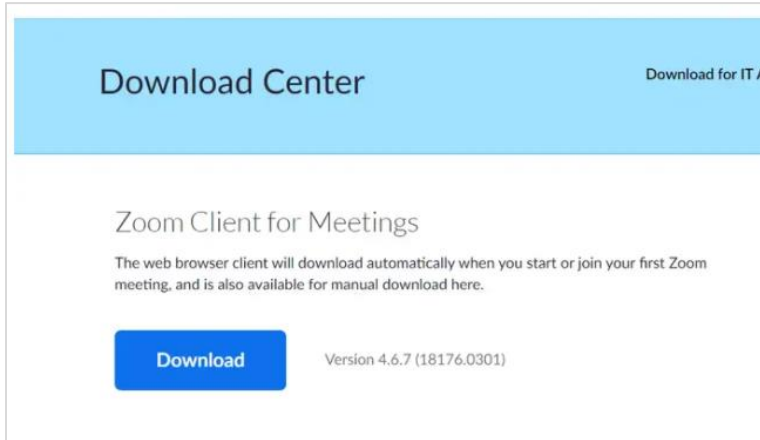
Join a Meeting

Join a meeting by:

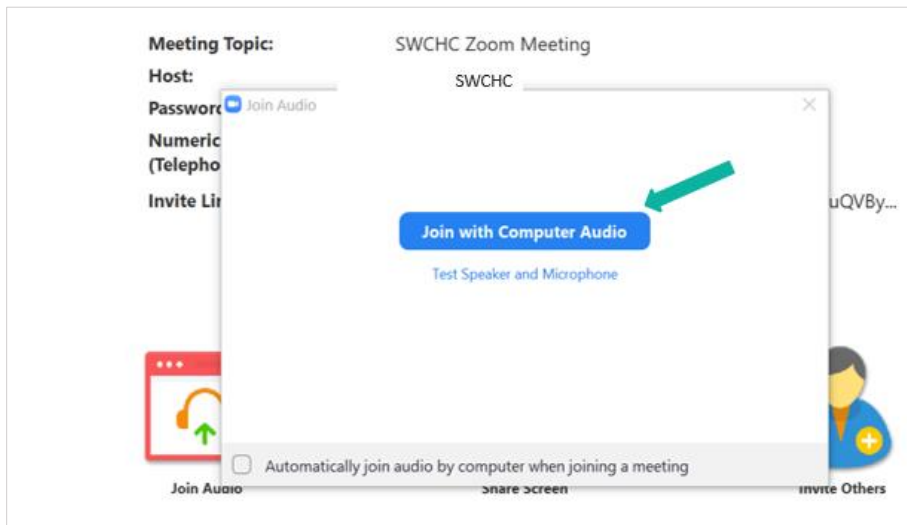
- clicking on the [Zoom link](#) provided in an email sent by us that looks like this:



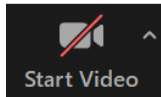
- ☑ follow the prompts to download and run Zoom. On the Download Center page, click "[Download](#)" under the "[Zoom Client for Meetings](#)" section.



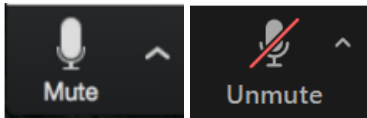
- ☑ The Zoom app will then begin downloading. You should then click on the .exe file (bottom left side of your screen in your web browser) to begin the installation process.
- ☑ enter the [meeting ID](#) if prompted
- ☑ click to join the audio conference/computer audio.



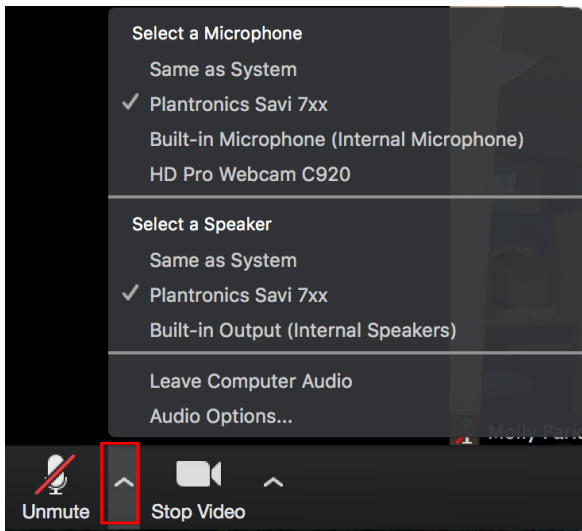
- ☑ When you're in the meeting, you may click on the [Start Video](#) button to start your video.



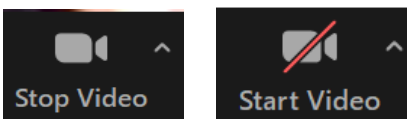
Mute/Unmute & Audio Settings



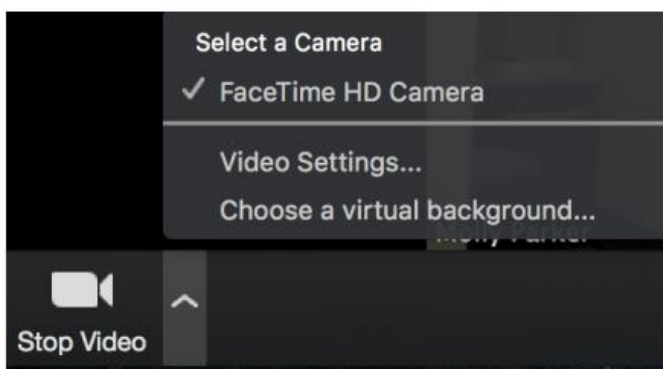
You can [mute](#) and [unmute](#) your microphone. The host also has the ability to mute you. If you click on the arrow next to the mute button (image below), you will have additional options for audio settings. You can change your microphone, leave the computer audio or access the audio options.



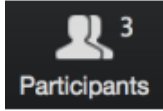
Start/Stop Video & Video Settings



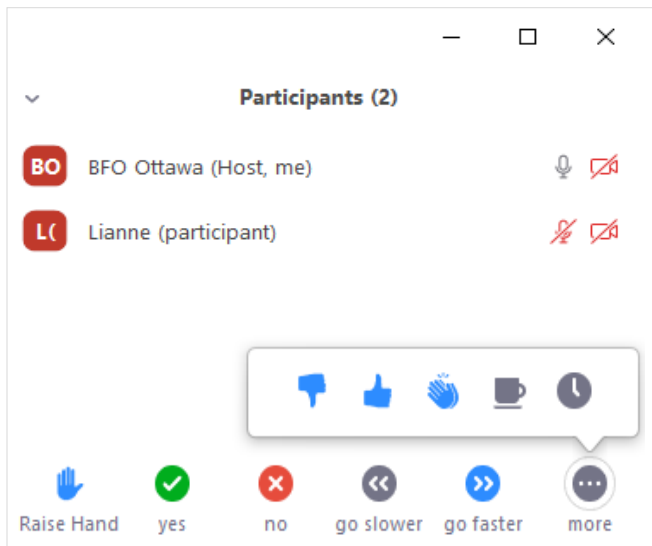
You can turn your camera on or off with the [Start/Stop Video](#) button. By clicking on the arrow next to the start/stop video button (image below), you can change webcams, or access your Zoom video settings.



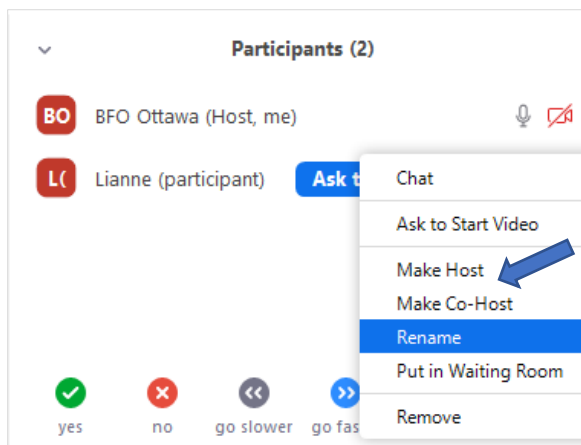
Participants



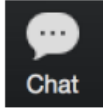
If you click on Participants, you can see (screenshot below) who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself.



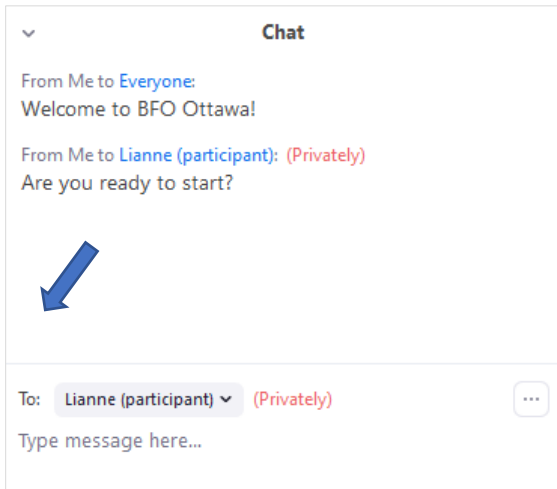
- **Raise Hand** - notifies host and shows a prompt to simulate hand raise
- **Rename** - hover over your name and click the *more >* button to change it as it is seen in the participants list and video window



Chat

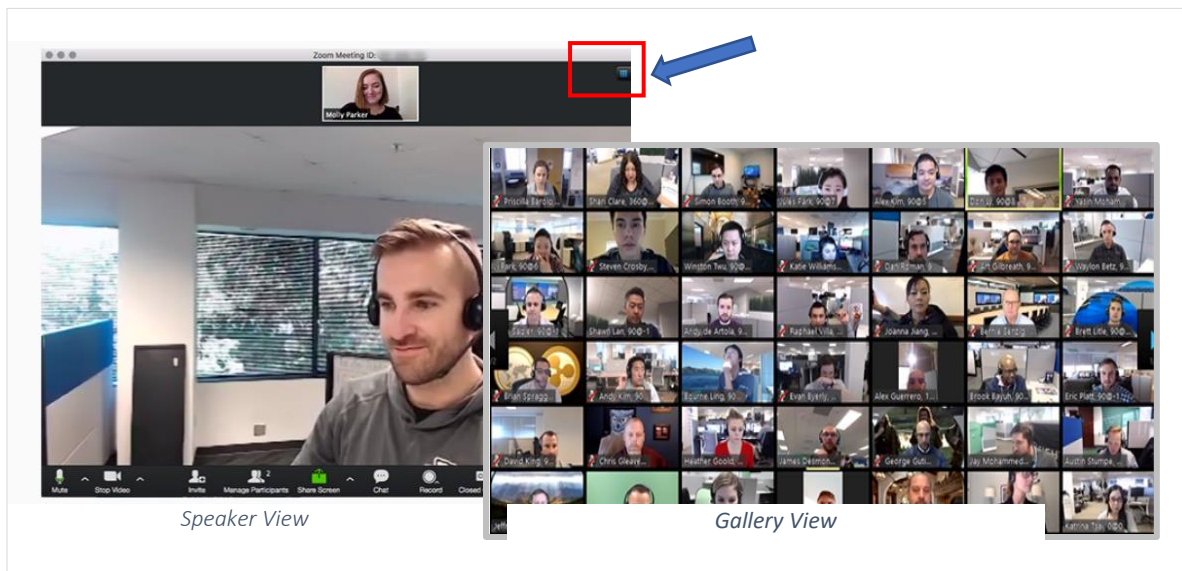


Chat with individuals or everyone in the meeting. Click Chat to open up the chat window and chat with other participants or view chat messages. Select the drop down next to To: to change who you are chatting with.

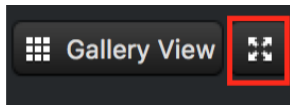


Choose video layout

At the upper right of the Zoom window, you can switch between *active speaker view* and *gallery view*.

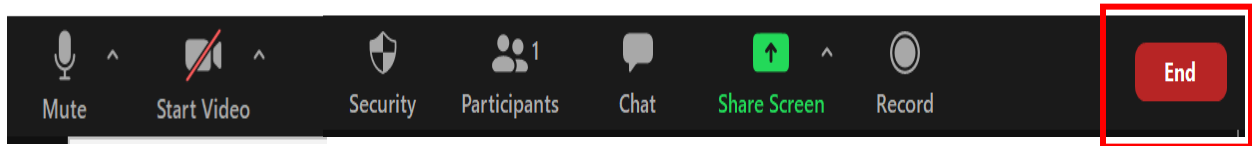


Enter/Exit Full Screen



At the top right of the Zoom window, you can **enter or exit full screen mode**. You can also exit full screen by clicking Esc.

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.

For More Information

- 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>