

## Zoom: Guide for Participants

### Join a Zoom Meeting

---

- Click on the link shared with you
- Click 'launch application' which will install the Zoom app on your computer. If needed, you can also install the app by following the directions on their website, <https://zoom.us/> ([Links to an external site.](#))[Links to an external site.](#)
- After the Zoom app is installed, your meeting will start.
- If needed, click "join audio conference by computer" to connect your headset/microphone.

Once the meeting has started you will see the Zoom menu bar at the bottom of the screen. If you do not see the menu bar, move your mouse slightly and the menu will appear. The menu bar may disappear in full screen mode.

From the menu bar you can:

- Mute/unmute your audio- ***always mute when you log in and stay muted until you wish to speak***
- Stop/start your video
- Configure your settings for items such as audio and video
- View a list of participants
- Send a message to one person (private chat) or to all participants

### Guide

---

You will need:

- An internet connection - broadband wired or wireless
- Headset/earbuds with microphone

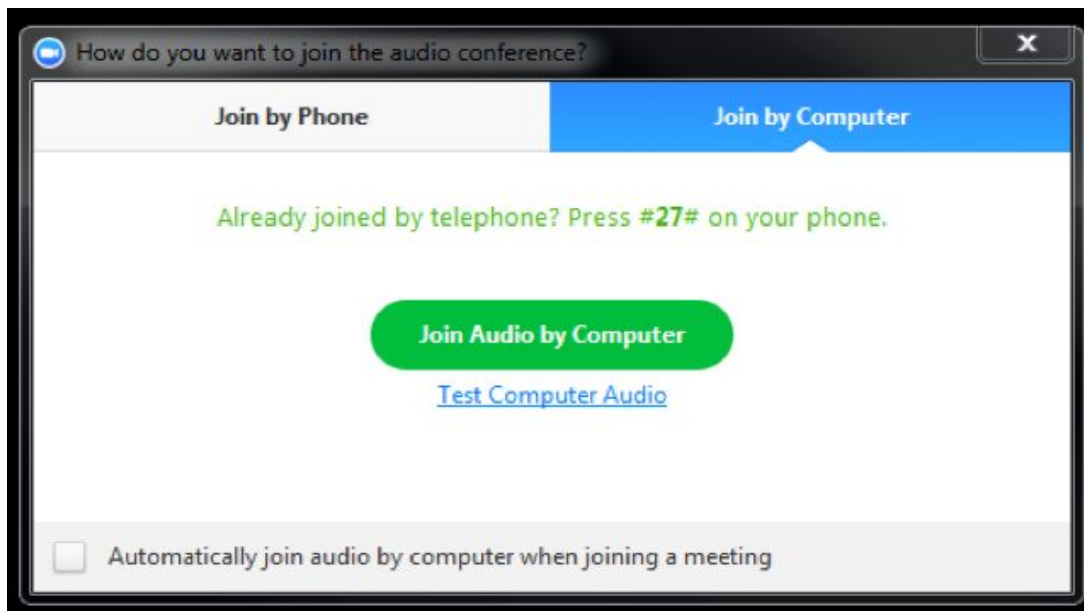
- Webcam - built-in or USB plug in

## Enter the Zoom Meeting

Your meeting host/instructor will provide the URL to the Zoom room. Simply click the URL or paste into your browser of choice to open the meeting.

## Audio and Video Setup

After launching the Zoom meeting from the meeting URL, you will be prompted to join the room's audio. Zoom allows audio participation through your computer's internal speakers, a headset, or a phone line. The initial step of joining the audio by computer looks like this:



Should you experience problems connecting your audio, click the arrow next to the microphone icon in the bottom-left hand corner, choose "Audio Options", then "Test

Computer Audio”. Built-in and peripheral webcams will turn on automatically when the meeting launches.

If you need to change your audio/video input device, click the arrow next to the microphone/camera icon and select the appropriate device.

### **Mute Yourself and Webcam options**

To mute yourself so others cannot hear you, click on the microphone icon in the bottom-left corner. To unmute, click the microphone icon again. Follow the same process to turn the webcam on and off. If your connection is slow, keeping the webcam off is best- turning it on only if you are speaking and want to be seen

