

ZOOM MEETING PARTICIPANTS GUIDE

What is Zoom?

Zoom is a cloud platform for video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems.

What You Need to Get Started

You will need:

- An internet connected computer, laptop or device
- Your meeting ID number / link to join the meeting
- A headset or ear buds (if you're participating with a laptop)
- A phone (if you're unable to receive audio via your computer, laptop, or device)
- A webcam (optional)

There are two ways to join the meeting/webinar audio conference, depending on the settings chosen by the host:

Joining via computer or the Zoom mobile app

Make sure you have the correct software installed:

- Either the [Zoom Client for Meetings desktop application](#) OR
- The [Zoom mobile app](#) on your smartphone or tablet OR
- Google Chrome

Next, read [How Do I Join or Test My Computer/Device Audio](#) in the Zoom Help Center.

Joining via telephone

Joining via telephone is a good option when:

- you do not have a microphone or speaker on your computer
- you do not have a smartphone (iOS or Android) while on the road

For detailed instructions on using a phone to dial-in to the meeting audio, or conduct an audio-only meeting in Zoom, see the [Join By Telephone](#) article in the Zoom Help Center.

- The above article also covers phone commands for dial-in participants and hosts, such as *6 to mute or unmute yourself

Testing Computer or Device Audio and Video

It is important to take a few minutes before your meeting to test your device audio and video capacity. Please click [here](#) for a brief video tutorial on testing your audio system and

It's the day of your virtual meeting, to join the meeting:

Find the email and/or calendar appointment you received containing a link to join the meeting.

Click on the link.

You have been invited to the following event.

Zoom Meeting

When **Fri Mar 13, 2020 10:45am – 11am Mountain Time - Denver**

Where <https://success.zoom.us/j/220873720> (map)

Calendar

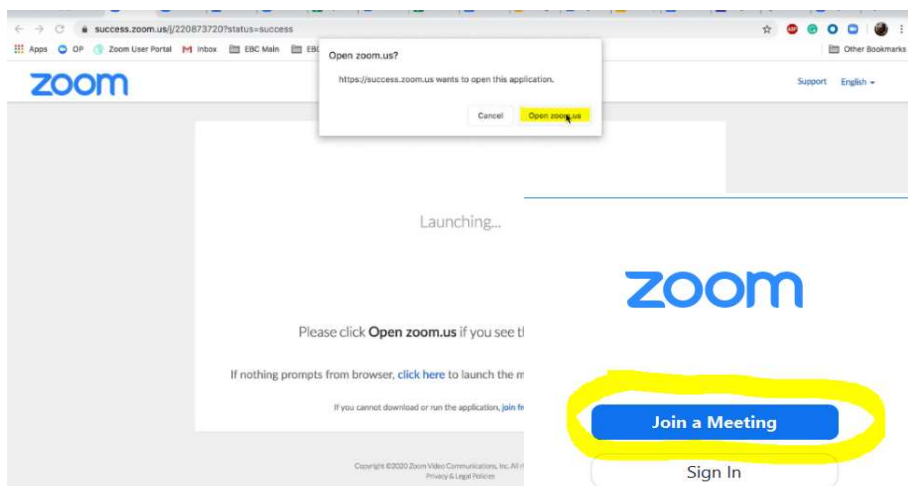
Who **organizer**

CLICK THE LINK

Join Zoom Meeting
<https://success.zoom.us/j/220873720>

One tap to join audio: +16699006833,,220873720# (US Toll)
Or, Dial: +1 669 900 6833 or +1 646 876 9923 (US)
877 853 5247 or 888 788 0099 (US, Toll Free)

You will be directed to the Zoom website and prompted to either download or launch zoom.



success.zoom.us/j/220873720/status=success

zoom

Launching...

Please click **Open zoom.us** if you see this prompt.

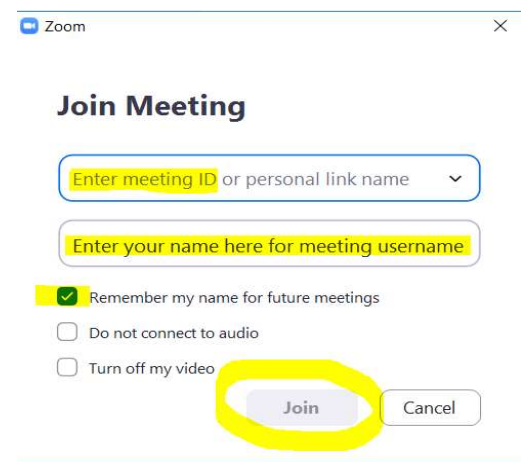
If nothing prompts from browser, [click here](#) to launch the meeting.

If you cannot download or run the application, [join by phone](#).

Join a Meeting

Sign In

Version: 4.6.7 (18176.0301)



Zoom

Join Meeting

Enter meeting ID or personal link name

Enter your name here for meeting username

Remember my name for future meetings

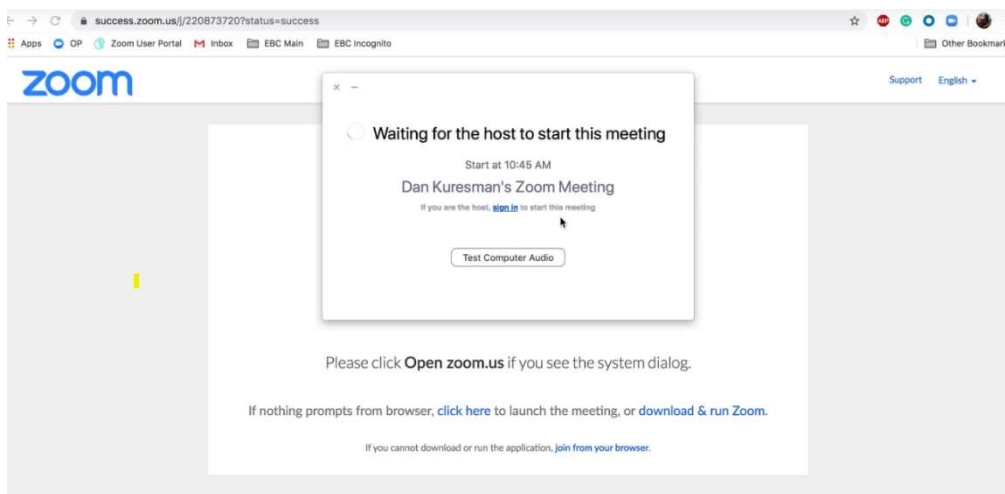
Do not connect to audio

Turn off my video

Join Cancel

I am having trouble joining a meeting. What can I do?

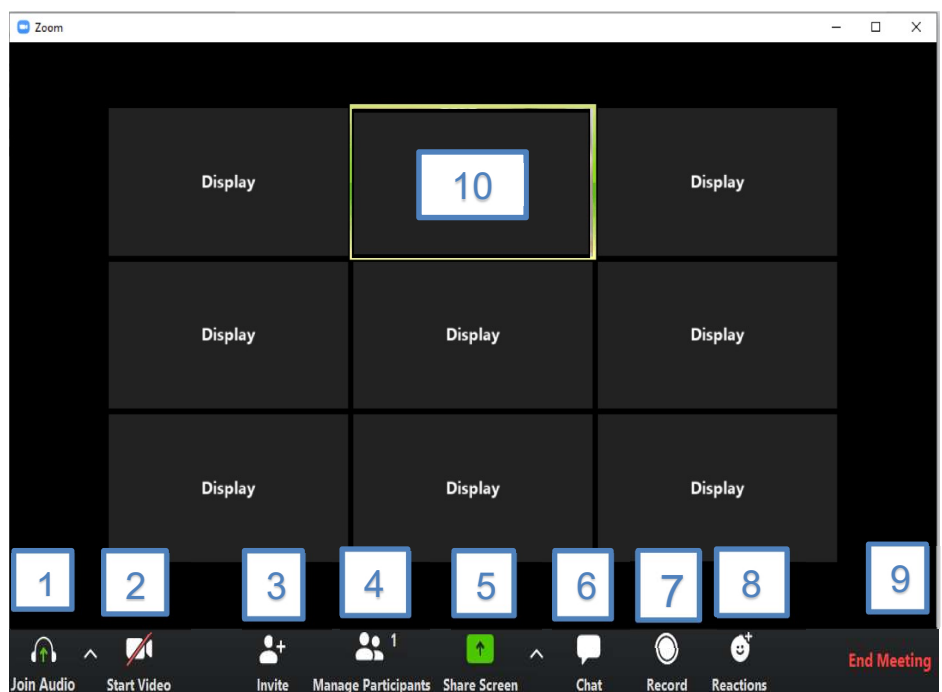
- If you are invited to the meeting and you already have a Zoom account, you can just sign in to Zoom to join the meeting.
- If the meeting space indicates that the meeting has ended or has not started, verify the meeting time. The meeting may have been scheduled for a different time zone.
- If you are asked to sign in to your existing Zoom account and you have forgotten your password, select the “Forgot?” link and follow the instructions on the screen.
- If the meeting window isn’t loading, close your browser and try to join the meeting again. Be sure to accept or approve any alerts requiring your approval to install the Zoom meeting application, and turn off any pop-up blocker that could be preventing the Zoom meeting window from opening.



Participating in a Zoom Meeting

Your Zoom meeting has started, here are your meeting functions:

1. Mute or unmute your microphone
2. Start or stop your video feed
3. Invite participants to the meeting – should not be used unless you are the organizer
4. Manage or view a list of meeting participants
5. Share your screen – should not be used unless you are the organizer



6. Open the Chat window
7. Record the meeting – disabled unless you are the host.
8. Reactions
9. Leave the meeting
10. Video Area