



Zoom Cloud Meetings: Participant Guide

Getting Started:

You **do not** have to have a Zoom account to attend a Zoom meeting. However, you will be prompted to download the software, once you have clicked on the link that you have been provided. You may also wish to create an account, but that is **not required** to participate in a Zoom meeting.

Please see the System Requirements at the following URL to ensure that you are ready to go:
<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-and-Mac>

You will need a computer or device with a webcam and microphone to participate in a Zoom session.

If you do not wish to have an account, all you'll need to do to participate is click on the link for the class that your contact will send to you via an email invitation.

Step 1:

Click on the link provided in the email.

Step 2:

Download the Zoom Desktop Client. Simply follow the prompts to download the correct Zoom desktop client for your computer and operating system.

Step 3:

Your Zoom Desktop Client will download. You will then need to install the client. Note that you may also download clients for IOS and Android devices.

Step 4:

Once you have downloaded the desktop client, you can now join the meeting. **You may have to click on the link again in the email to connect to the meeting, once you have installed the client.** The Zoom desktop icon looks like the one to the side.



Zoom User Tips

These are some following tips to help make sure you have the best experience. It is within your best interests to follow these recommendations to ensure a good quality class/interview/meeting.

1. **Obtain a high quality web camera if you are using a desktop.** For laptops, if your computer is less than 3 years old, the built-in camera (if it has one) should be adequate.
2. **Obtain a computer headset.** This will greatly reduce the chance for feedback and improve your voice quality for those who are communicating with you on the other side. Headsets that connect via USB are the best choice.
3. When possible, connect to the Internet with a physical cable connection, **not just Wi-Fi.** This will give you much greater speed and service.
4. A laptop or desktop is preferred over a Smartphone or tablet.
5. **Don't be outside.** Wind and background noise makes your device's microphone adjust and your voice may sound muffled.
6. Don't have several programs running while using Zoom. Close all unnecessary applications during your call so all of the machines processing power is used to maximize the quality of your Zoom session.
7. Pay attention to your background. Too much light behind you and you appear to be only a dark figure. Also, don't have anything behind you that may be distracting to those who are on the other side.
8. To counteract back lighting, make sure you have a good source of light in front of you and behind the camera that you are using with your computer.
9. Avoid moving your head too much or "talking with your hands." Too much movement can cause the video to become pixilated and degrade.

How to Participate in a Zoom Meeting Using the "Attendee Controls"

<https://support.zoom.us/hc/en-us/articles/200941109-What-Are-the-Attendee-Controls->

About

When you join a Zoom meeting hosted by another user, you are the attendee.



Join a Meeting

Join a meeting by clicking on a Zoom link provided by the meeting host => follow the prompts to download and run Zoom => enter the meeting ID if prompted => click to join the audio conference. When you're in the meeting, you may click on the Start Video button to start your video.

Mute/Un-mute & Audio Settings

You can mute and un-mute your microphone.



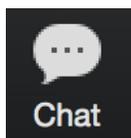
Participants



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

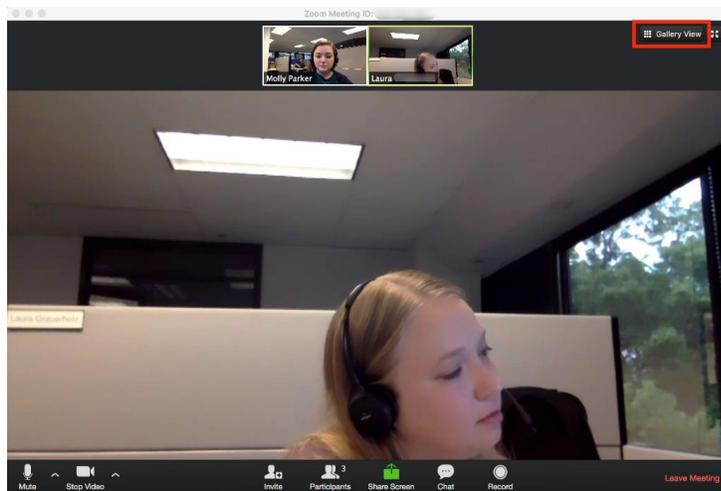
- **Raise Hand** - notifies host and shows a prompt to simulate hand raise
 - **Rename** - hover over your name to change it as it is seen in the participants list and video window
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Chat



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.

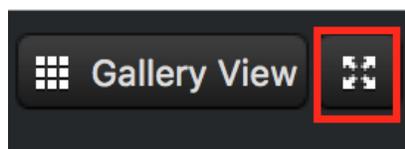
Choose video layout



At the upper right of the Zoom window, you can switch between active speaker view and gallery view. If you choose gallery you will see all participants in the meeting.

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>