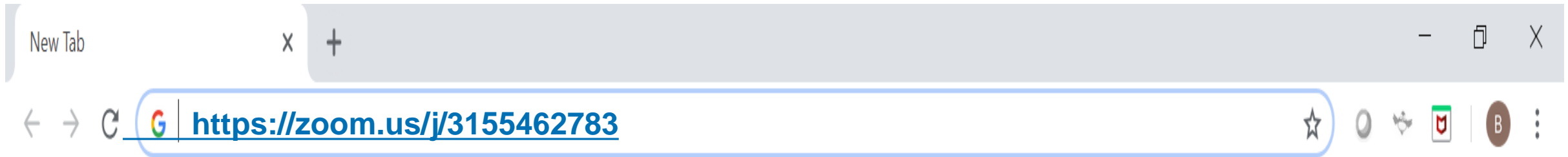# zoom

Participant User Guide

Tools, Tips, Resources

Join from PC, Mac, Tablet or Smartphone

Click on the session link that is sent to you through a calendar invite or email

New Tab   X   +   — ▢ X

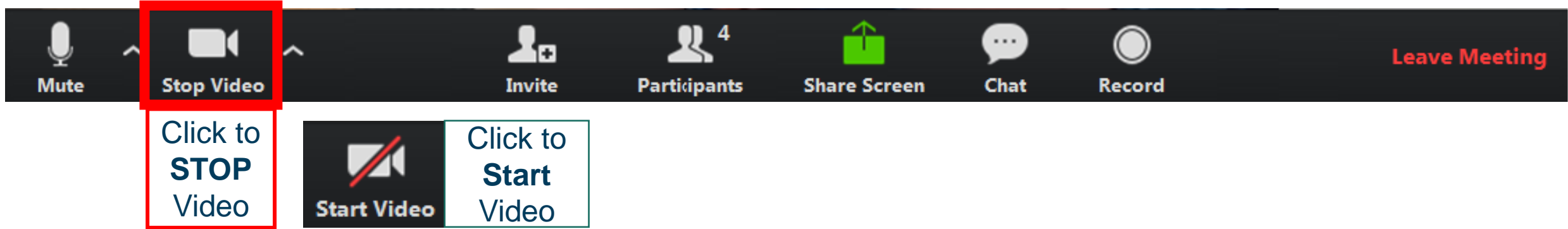← → C G | https://zoom.us/j/3155462783   ☆ ◯ ✴ 🛡 Ⓑ ⋮

While waiting for the session to begin,
test your speakers and volume using the **Test Computer Audio** button

Test Computer Audio

VIDEO
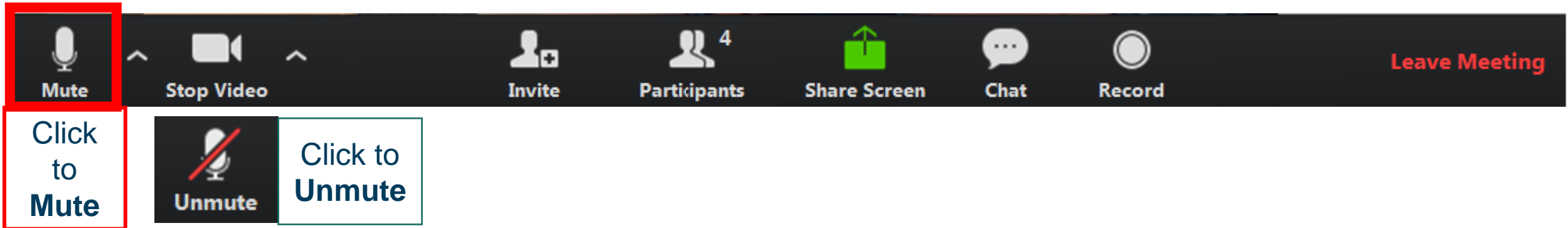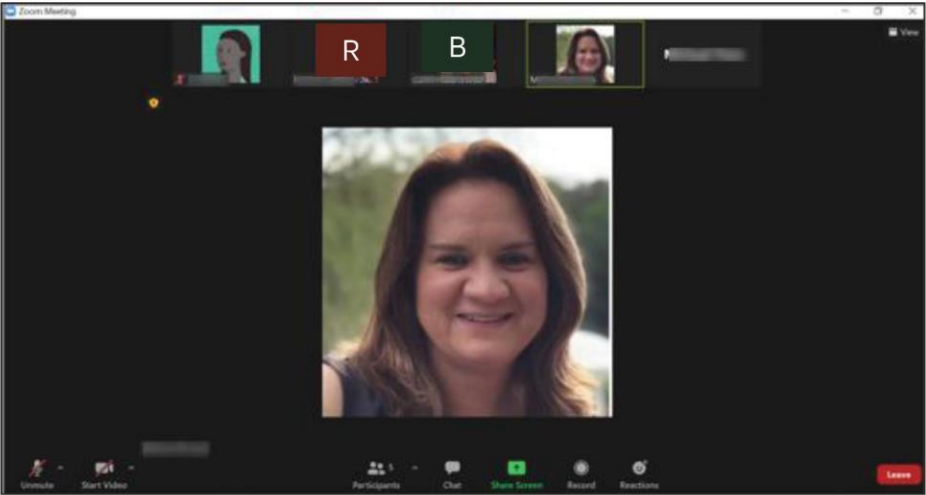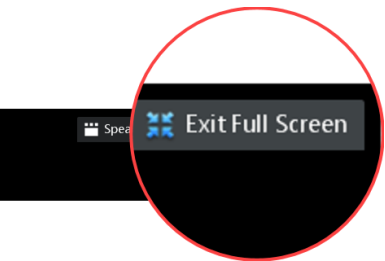
Video is preferred

Click to STOP Video

Click to Start Video

AUDIO

Mute is preferred if not talking

Click to Mute

Click to Unmute

Speaker View vs. Gallery View

Speaker View

The person speaking will take "center stage"

Full screen

Minimize screen

Exit Full Screen

Gallery View
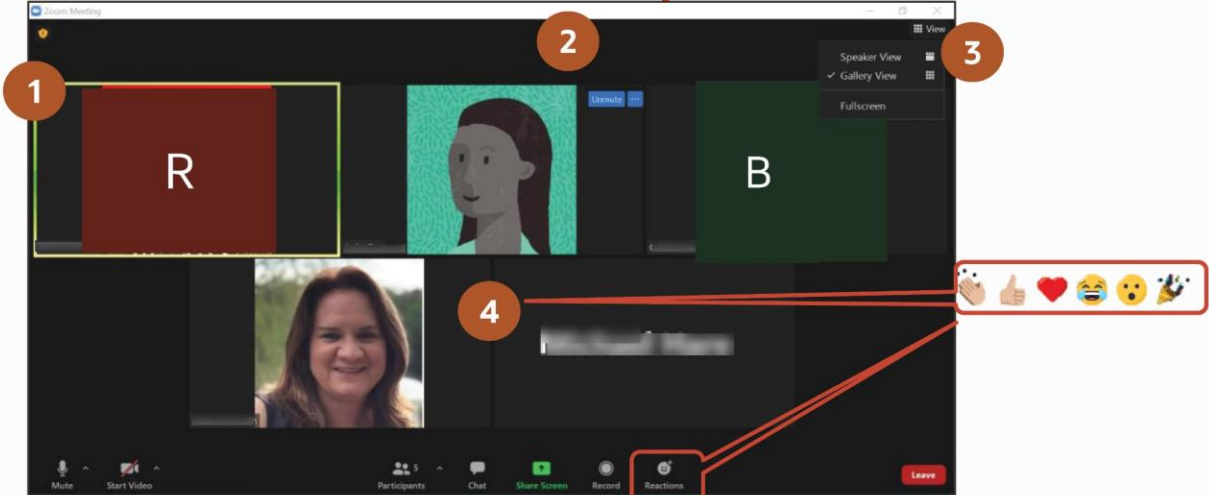
1. A yellow outline around the picture/video/name indicates the person currently speaking

2. Click on the ellipses (...) for more options, such as unmute or to rename yourself

3. Toggle between Speaker View and Gallery View

4. Reactions will display at the top left corner

Zoom Session

1 Mute/Unmute
Mute or unmute yourself during the session and select microphone.

TIP
Temporarily unmute yourself: Press+hold your spacebar down to talk (PTT=Push To Talk)

2 Start Video
Start Video to share your camera (use either laptop camera or a camera attached to your computer)

3 Participant
Used to view meeting participants

4 Chat
Use to send chat messages to participants or presenter/host.

6 Meeting Details
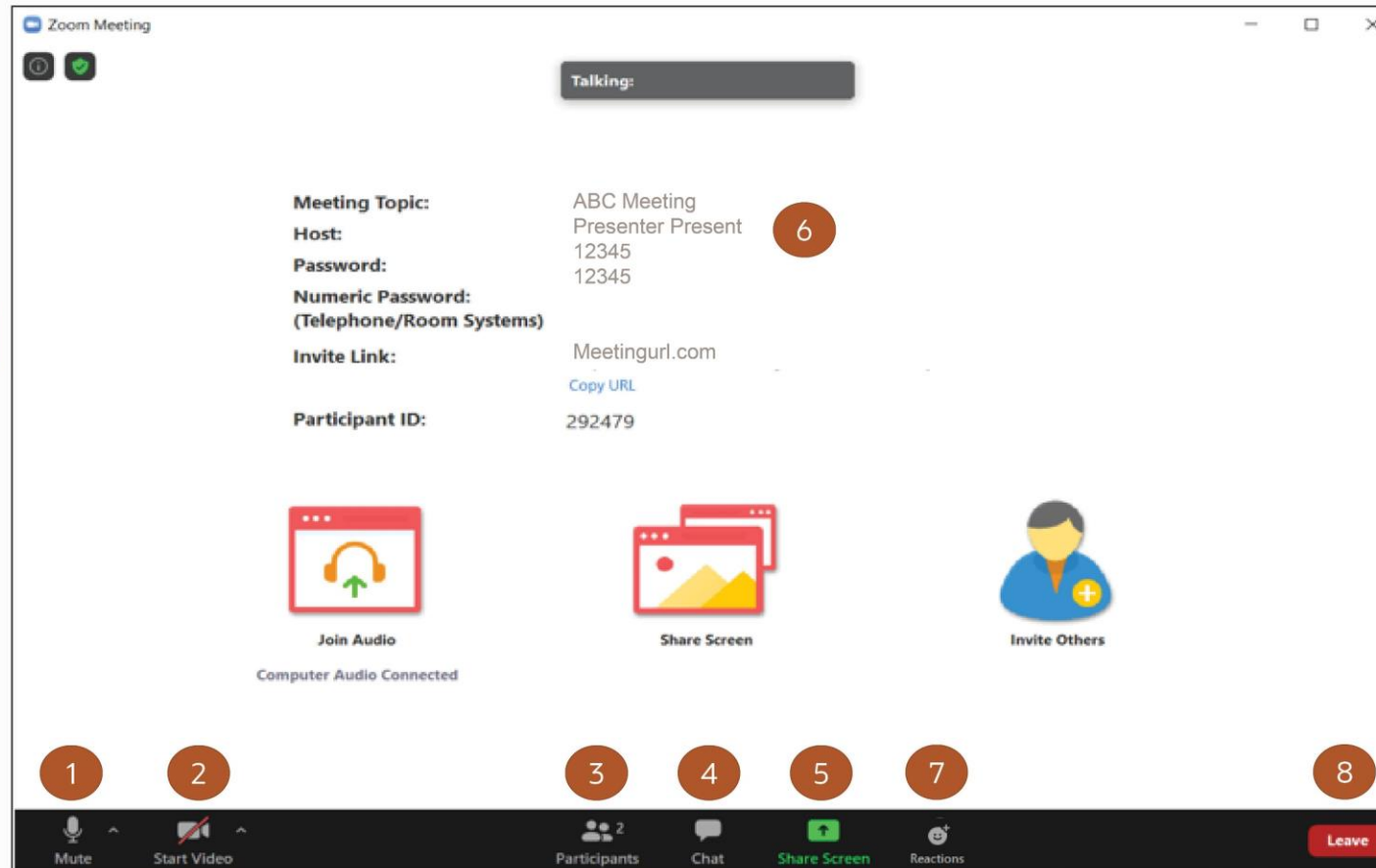Displays details of the session

7 Reactions
The host would love to know your thoughts, so feel free to use any of the reactions below

👏 👍 ❤️ 😂 😮 🎉

8 Leave
Leave the meeting
NOTE: Should you return, you will not be able to re-join the session until admitted by the Host

5 Share Screen
Used to share your screen or application during session
- Click on Share Screen and select the screen (if you have multiple screens) or application to share
- Remember to click Share (bottom right) to complete the share

---

Zoom Meeting

Talking:

Meeting Topic: ABC Meeting
Host: Presenter Present
Password: 12345
Numeric Password: 12345
(Telephone/Room Systems)

Invite Link: Meetingurl.com
Copy URL

Participant ID: 292479

Join Audio
Computer Audio Connected

Share Screen

Invite Others

Mute   Start Video   Participants 2   Chat   Share Screen   Reactions   Leave

Participants Panel

The (Host) will be located at the top of the list and participants listed alphabetically, until they unmute and speak, or share their screen
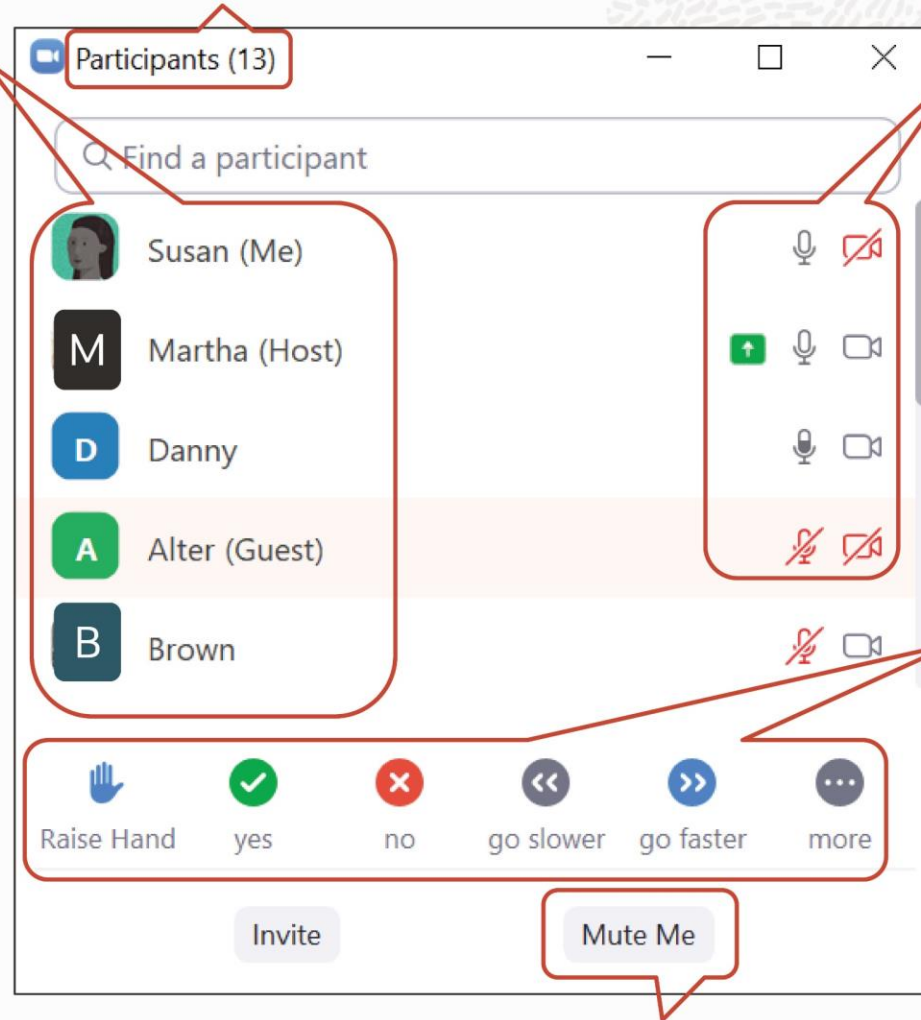
D : No Zoom picture loaded, reflects participant's initials

: Zoom picture loaded

(Me) : Easily locate self especially when the list is long

When you hover over your name, you can unmute/mute and rename yourself

Indicates total number of participants including the Host

Participants (13)

Q Find a participant

Susan (Me)

M Martha (Host)

D Danny

A Alter (Guest)

B Brown

Raise Hand   yes   no   go slower   go faster   more

Invite   Mute Me

One of the many areas you can Unmute yourself; there is no need to hover over your name to unmute when this button is used

: Indicates participant sharing screen

: Indicates participant unmuted but not speaking

: Indicates participant speaking
NOTE: The speaker will display towards the top of the list regardless of where he/she is sequenced on the Participant Panel

: Indicates participant is muted

: Indicates participant's camera is off

: Indicates participant's camera is on

The following tools are helpful to express your non-verbal response

: Raise your hand to raise your question

: To respond to question/statement with YES

: To respond to question/statement with NO
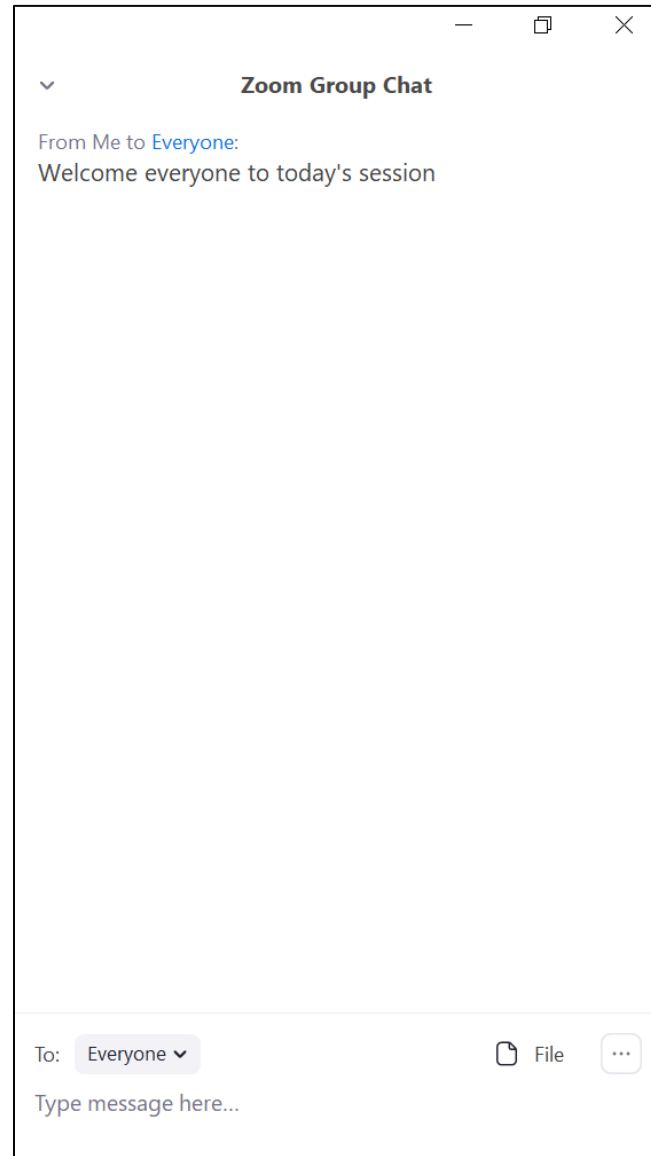
: To let the Host know to go slower with the pace

: To let the Host know to go faster with the pace

: More options that enables you to indicate…

Thumbs Down, Thumbs Up, Applause, On Break, Away from computer

Chat Panel

Zoom Group Chat

From Me to Everyone:
Welcome everyone to today's session

To: Everyone ⌄   📄 File   ⋯

Type message here...

Save Chat

Participant Can Chat With:
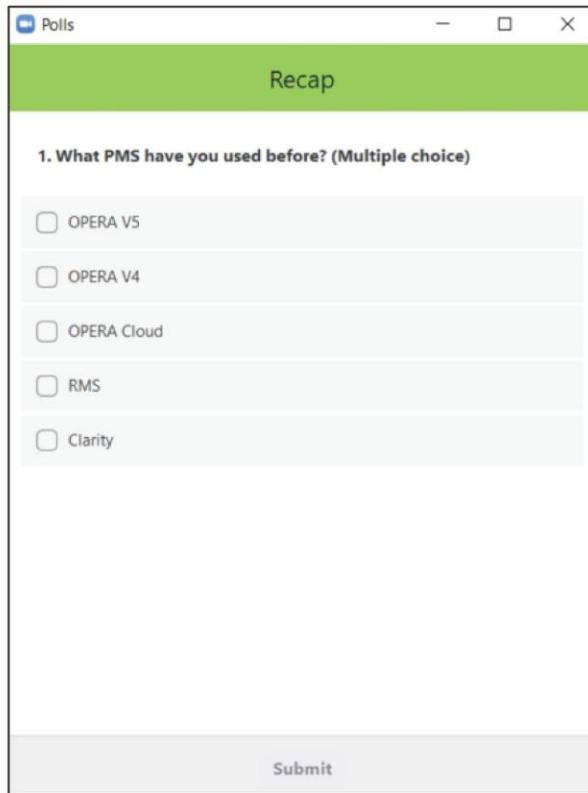
No One

Host Only

Everyone Publicly

✓ Everyone Publicly and Privately

Chat with everyone or privately with selected individuals

Save Chat – chats saved to a Zoom folder on your computer

Chat saved.   Show in Folder

Insert **File** into chat

Dropbox

Microsoft OneDrive

Google Drive

box Box

Your Computer

Polls

Recap

1. What PMS have you used before? (Multiple choice)

- ☐ OPERA V5   100%
- ☐ OPERA V4   0%
- ☐ OPERA Cloud   100%
- ☐ RMS   0%
- ☐ Clarity   0%

Submit
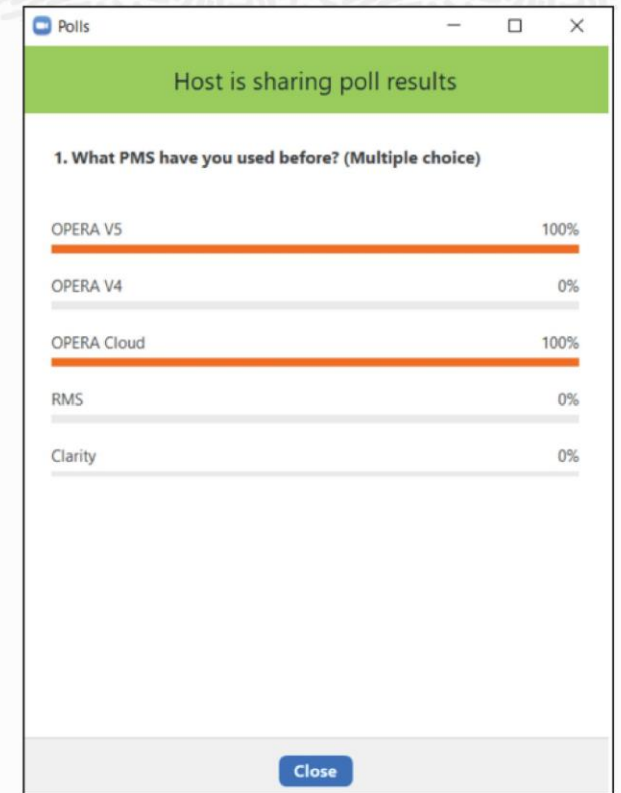
Poll Launched
- The host may launch questions for lesson review or to gather feedback on the session
- Answer the questions (you may need to scroll down for more questions)
- The poll may be anonymous
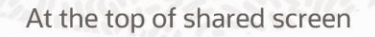- Click Submit at the bottom

Poll Results
- When all submissions are received, the host may choose to share the results
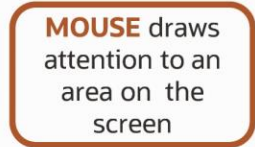- Once you have viewed all the results, click Close to exit

Host is sharing poll results

1. What PMS have you used before? (Multiple choice)

OPERA V5   100%

OPERA V4   0%

OPERA Cloud   100%

RMS   0%

Clarity   0%

Close

Annotation Tools

New Share | Pause Share | **Annotate** | Remote Control | More

You are screen sharing | ■ Stop Share

Use **DRAW** ∼ to 'write' on the whiteboard. This can be quite difficult using the mouse so Text is recommended

ERASER removes specific text/drawing

CLEAR all text/drawing at once

Mouse | Select | Text | Draw | Stamp | Spotlight | Eraser | Format | Undo | Redo | Clear | Save

MOUSE draws attention to an area on the screen

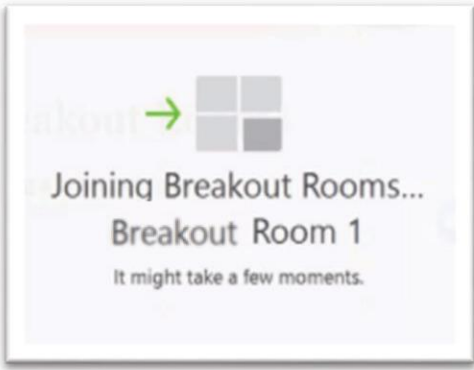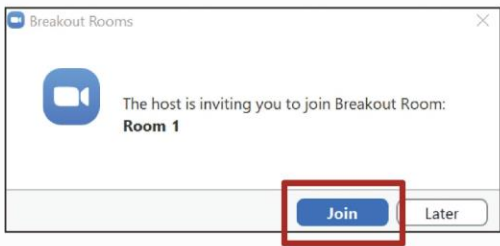**TEXT** box opens to type text into

Line Width

Font

B | I | 18

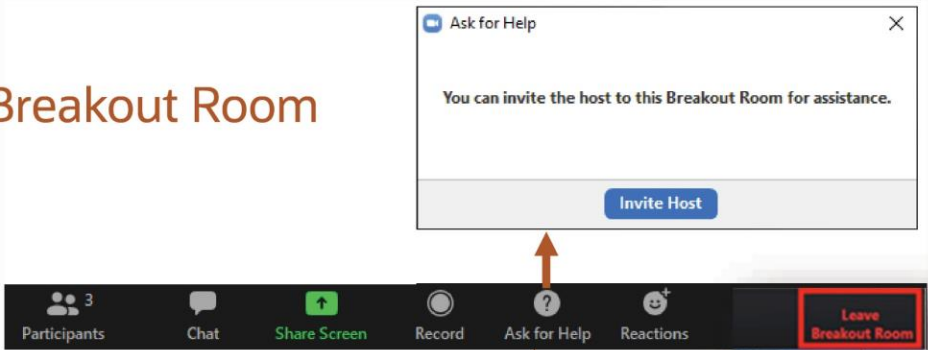**SAVE** a copy of the page on your computer

Breakout Room and Whiteboard

During the session, you may be sent to a smaller group for discussions
The Breakout Room is used to provide space and privacy. The Whiteboard can be used with Annotate tools, to note the discussion input
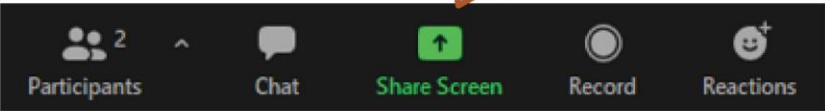
When sent to your Breakout Room

In the Breakout Room

Need Help?

If you decide to leave the Breakout Room, this takes you back to the Main Session

Share Screen to enable Whiteboard

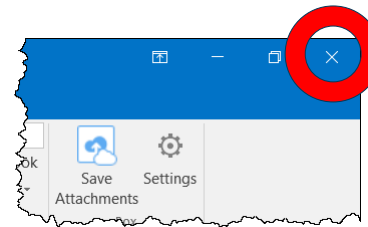The Whiteboard can be used to assist with discussions, Annotate tools can be used here.

zoom

For internet, video and audio stability and quality
Recommendations

- Use a wired vs. wireless internet connection

- Use computer webcam

- Use computer audio vs phone

- Use a headset

- Close out other applications

Test Your Zoom Connection

Test Before Scheduled Session

- Go to: zoom.us/test
  - This option allows you test your audio and video
  - Once you have launched the test meeting, you will be taken through the steps to test your speaker and microphone.
  - Ensure your computer is not muted and the volume is turned up.
  - Click on the Start Video to test your video.
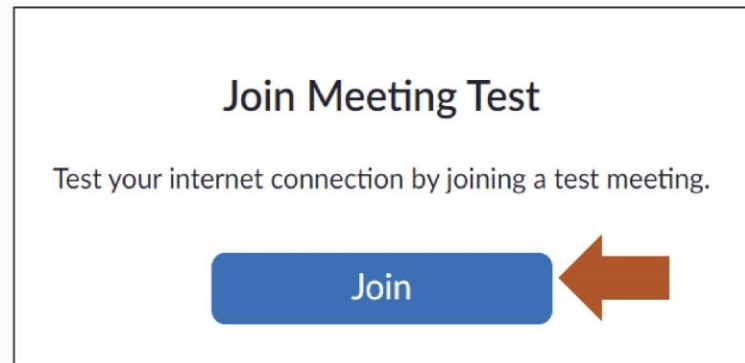
Zoom Support and Tutorials

To ensure you have access to all Zoom has to offer update to the latest version:

- https://support.zoom.us/hc/en-us/sections/201214205-Release-Notes

Visit the Zoom Help Center for Quickstart Guides and Video Tutorials

- https://support.zoom.us/hc/en-us