

Guidelines for Zoom Meeting Participants

Table of Contents

1. Zoom Basics.....	1
1.1 Installing Zoom.....	1
1.1.1 Installing on Computers/Tablets.....	1
1.1.2 Installing on Phones.....	2
1.2 Joining a Zoom meeting.....	2
2. Meeting Buttons and Menus	3
2.1 Viewing all participants.....	3
2.1.1 On a computer	3
2.1.2 On a phone.....	3
3. Raising your Hand on Zoom	4
4. Using the Chat Window on Zoom	5

1. Zoom Basics

Please note that this guide is for people who wish only to access and participate in Zoom meetings. It is not intended for more complex scenarios such as creating or hosting Zoom meetings.

1.1 Installing Zoom

You do not need a Zoom account to attend a Zoom meeting. However you can only access a Zoom meeting in one of two ways:

- Installing the Zoom app (preferred option) on your computer, tablet or phone
- Going to the Zoom website on your usual web browser

The Zoom app is a better experience than the Zoom website and much less prone to errors, so it is highly recommended that you download and install it.

1.1.1 Installing on Computers/Tablets

To install the Zoom App you need one of the following links:

Windows: <http://zoom.us/client/latest/ZoomInstaller.exe>

Mac: <http://zoom.us/client/latest/zoomusInstaller.pkg>

Save the installation file onto your computer, then double-click it to install Zoom.

Alternatively, if you have the Chrome web browser, you can install a Zoom plug-in here:

<https://chrome.google.com/webstore/detail/zoom/kgifgplpablkijnlkjmjdecgdpfankdle?hl=en&gl=US&authuser=1>

1.1.2 Installing on Phones

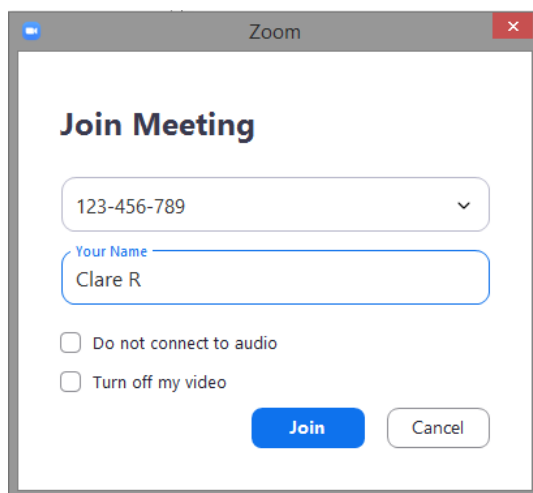
You can get Zoom for free from your App Store.

1.2 Joining a Zoom meeting

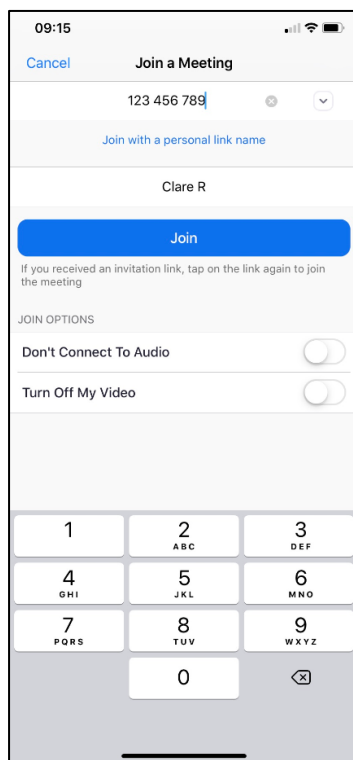
If you are given a Zoom meeting **link**, you can click on this link and you will be prompted to open your Zoom app. If the meeting has started, you will be given the option to join it. If it hasn't, you will be presented with a "wait" screen, which will be displayed until the Host starts the meeting.

If you do not have a link, but you know the **number** and **password** (if there is one) of your Zoom meeting, you can open your Zoom app, click on the **Join** or **Join a Meeting** button. **You do not need to sign in.** You will be presented with a screen where you can enter the meeting details.

On computers:

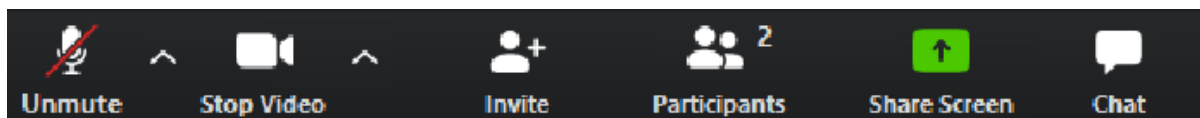


On phones:

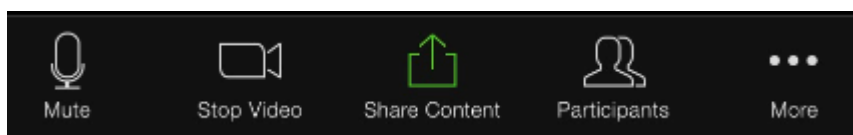


2. Meeting Buttons and Menus

If you are on a computer or tablet, move your mouse to the bottom of your screen. It may look something like this:



If you are on a phone, tap the bottom of your screen. It may look something like this:



Key features are:

Mute and **Video** buttons (on the left): You have the power to switch your video and microphone on and off here. However, if the meeting host has muted all participants, you may have to ask the meeting Host to unmute your microphone (see the Raising your Hand on Zoom chapter).

Participants button (middle): Displays the meeting Participants panel, where you can see all attendees.

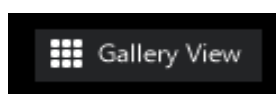
Chat button (or – on some phones - Chat option available from the **More** menu): displays a Chat window which you can use to message meeting participants. See the Using the Chat Window on Zoom chapter.

2.1 Viewing all participants

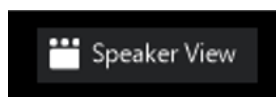
2.1.1 On a computer

By default the participants' faces are displayed at the top of the screen, with the current speaker in the centre. If you want to see everybody at once, choose the **Gallery View**.

Move your mouse to the top right of the central image and you will be presented with the following option to click:



If you want to stop the Gallery View and go back to seeing the current speaker only, move your mouse to the top right of the screen again and click **Speaker View**:



2.1.2 On a phone

By default, the mobile app displays the current speaker. Swipe left to display the Gallery View. Note: on phones you can see a max of only 4 people at a time, so you may have to swipe multiple times to see all the participants.

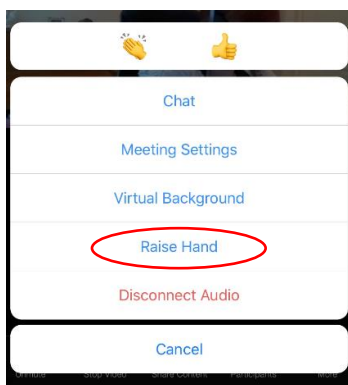
3. Raising your Hand on Zoom

In some meetings, all participants may be muted by the Host, and you may have to “raise your hand” to ask to say something during the meeting.

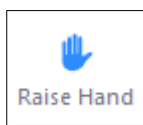
On computers and some other devices you can raise your hand from the **Participants** window:



On other devices, you may have a **More (...)** button where you can select the **Raise Hand** option:



On some phones, you may be able to see a picture of a **hand** at the bottom of your screen, which you can click to raise your hand.



Once you have raised your hand, the meeting Host will invite you to speak and unmute you (or ask you to unmute yourself). **Remember to lower your hand afterwards**, using the same button/menu, and **re-mute** yourself (if the Host doesn't do it).

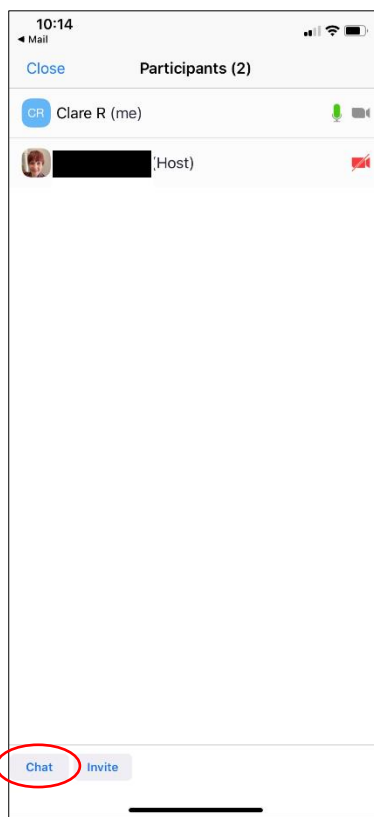
4. Using the Chat Window on Zoom

If your microphone fails, you'd prefer to send a message rather than speak, or want to contact one or more of the meeting participants, you can use the **Chat** button. This will be in one of three places:

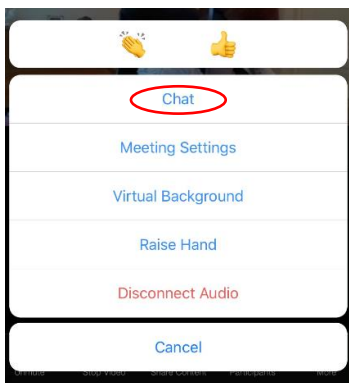
From your main screen:



From the **Participants** window:



From your **More** button:



Once the chat window is open you can use it to message everybody, the Host or another participant:

Send to: **Everyone** ▾

Hello world! **Send**

You can also chat to a person by clicking on a person's name or image, and selecting Chat.

ENJOY USING ZOOM – YOU WILL SOON LEARN TO LOVE IT!

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