Zoom Participant Information

What Device to Use?
You can easily join our zoom from any device – smartphone, tablet, laptop or computer. Some people may prefer the Zoom experience on a laptop or desktop computer (Windows or Mac), where the controls are more flexible and they can see up to 25 participants at the same time. Tablets and smartphones allow up to 4 people on the screen at one time.

Getting Ready to Use Zoom
Before starting your Zoom session the first time, you can test that your speakers and mic are working properly before joining the meeting if you want.

As you Join the Meeting
When you are prompted to enter your name, update it with your name. For instance, if it lists “iPhone” or “Joan’s Galaxy Tab”, change it to your name. This way the host knows who is joining the meeting.

During the Meeting
• Quickly mute or unmute yourself by pressing <Alt> A (Mac: <Cmd> A)
• Click on the Reactions button to Clap Hands or give a Thumbs Up.
• Experiment with View Options
  o You can choose Enter Full screen at the top right corner of your screen, which allows Zoom to take over the entire screen.
  o When the Host is sharing the screen, you can change the view options, at the top of the screen. Experiment with Side by Side, which allows you to see the participants and the handout at the same time. In Side by Side mode, you can change the size of the handout. Move the mouse between the handout and the participants and drag left or right.

Recording
Although you can Chat privately with someone else, note that Private chat is not truly private. When chats are recorded, all chats will be recorded, even the private ones. Please note that we are saving all the chats from services and will be compiling them for reflection later in the year.