How to attend a Zoom Meeting

Attending a Zoom meeting is easy! You do not have to have a registered Zoom account and you can use your mic-enabled computer (most laptops have this capability - if using a desktop computer or a laptop without a microphone, you can use a pair of headphones that have a speaker on them or purchase a headset with mic online). If you cannot find a solution for your computer, you can download the ZOOM Cloud Meetings app on a mobile device and use your phone.

When you are invited to a Zoom meeting, you will receive an invite via email. This invite will have all the details you need to join a meeting:

Join Zoom Meeting
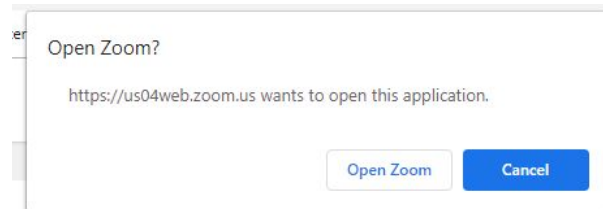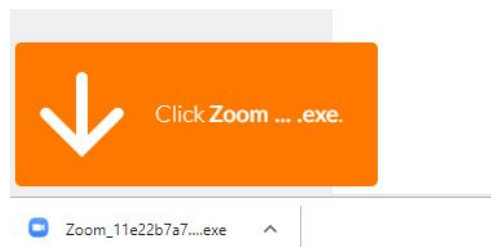https://us04web.zoom.us/j/473828422?pwd=bXNVL2ozNzZWWllCSGtFaVc5M2JOZz09
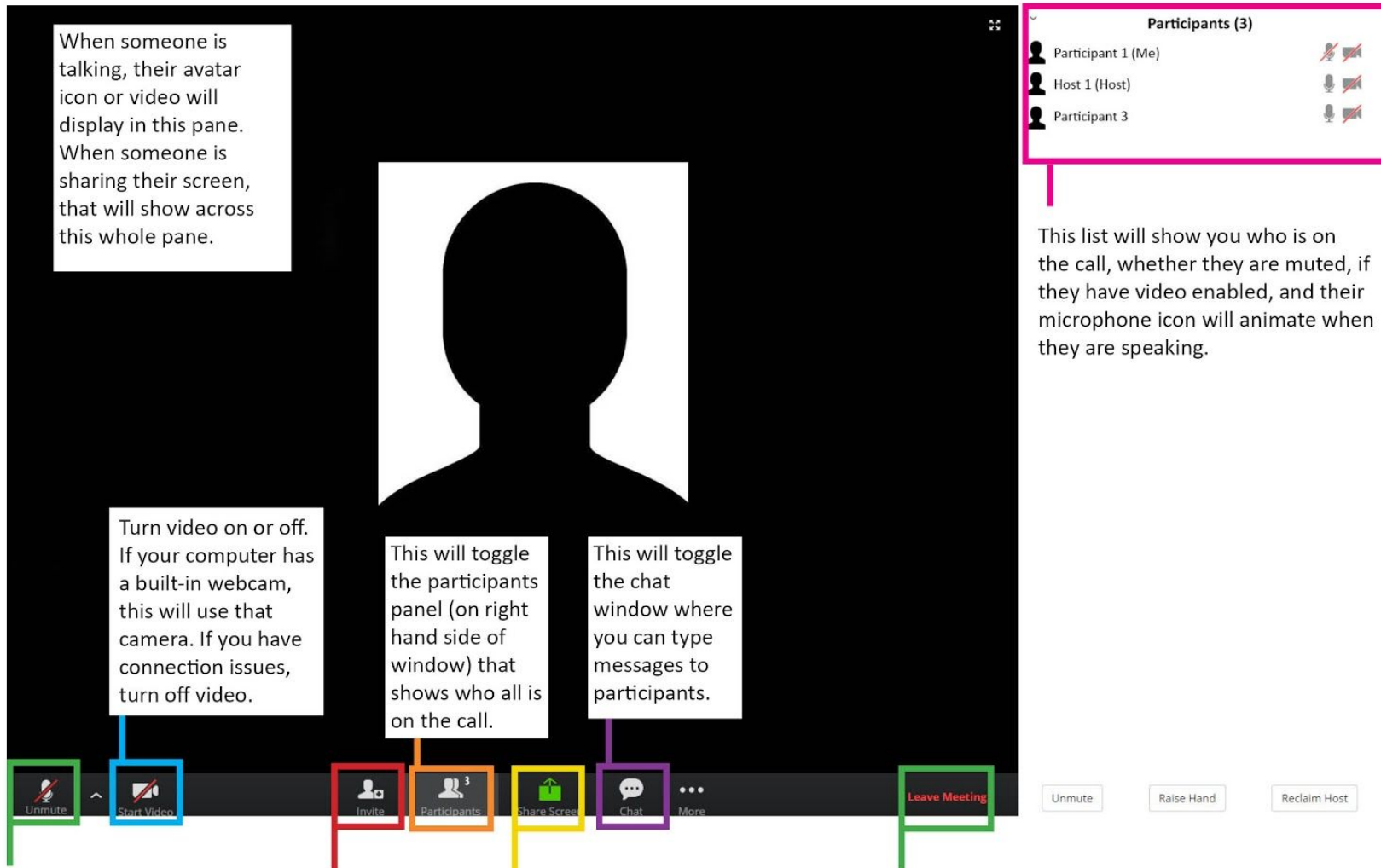
Meeting ID: 473 828 422
Password: 075163

 The link will let you enter the call when it is time to start. If you are joining by phone* or through the Zoom mobile app, you can use the Meeting ID and password to join the call.
*At this time, if you are invited to a meeting by someone using a free license of Zoom, then there is no option to dial in from a phone line

When it is time to join the call, simply click the link and on a computer and you will join the call through your browser. A launch screen will show up and either a pop-up box with an "Open Zoom" button will appear or Zoom may download from your browser. If it does download, you need to click the downloaded file and install Zoom.

Overview of Zoom window and controls

When someone is talking, their avatar icon or video will display in this pane. When someone is sharing their screen, that will show across this whole pane.

Participants (3)

Participant 1 (Me)

Host 1 (Host)

Participant 3

This list will show you who is on the call, whether they are muted, if they have video enabled, and their microphone icon will animate when they are speaking.

Turn video on or off. If your computer has a built-in webcam, this will use that camera. If you have connection issues, turn off video.

This will toggle the participants panel (on right hand side of window) that shows who all is on the call.

This will toggle the chat window where you can type messages to participants.

Unmute

Start Video

Invite

Participants

Share Screen

Chat

More

Leave Meeting

Unmute

Raise Hand

Reclaim Host

Mute or mute yourself on the call. If you aren't speaking, it is recommended to keep yourself on mute.

You can use this button to invite others to the call. Will help you send an email or allow you to copy invite link details.

Use this button to share your computer screen with participants on the call. Good to use when referencing a file.

When you are done with the call or need to leave the call, click Leave Meeting.

ZOOM **Tips and Best Practices**

Familiarize yourself with the mute, unmute, video on, and video off icons that appear in your lower control menu of the Zoom window:
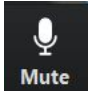
[Mute icon] You are unmuted and participants should be able to hear you when you speak. Click this icon to mute yourself.

[Unmute icon] You are muted and participants will not be able to hear you when you speak. Click this icon to unmute yourself.

[Stop Video icon] Your video camera is on. Click this icon to turn your video off.

[Start Video icon] Your video camera is off. Click this icon to turn your video on.

When joining a call with more than one other participant, it is a best practice to keep yourself on mute with you are not speaking. This will prevent background noise from interrupting the person who is speaking.

When using video, be conscious of your surroundings and avoid a setting where a lamp or window is right behind you. If there is a window behind you, make sure to close blinds or curtains so that you aren't backlit.

If you can't hear someone or you think someone is muted and they don't mean to be, use the chat feature to send them a message letting them know you can't hear.

If you are in a call where there is a presentation (such as a webinar), consider using the chat to ask questions so as to not interrupt the speaker.

If you are going to record a Zoom meeting, use courtesy and inform participants that you are recording the call before hitting the record button.

When referencing a document, file, or image, consider using the screen sharing feature to help participants follow along. When sharing your screen, ask to make sure participants can see it on their end.