



Zoom Instructions for Participants

Before an event:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting or event.
2. After registering for the event, you will receive an electronic notice / appointment. The notification will include the time and date of the event and a link to “**Join via computer**” as well as phone numbers for a conference call option. It may also include a 9-digit Meeting ID.

To join the event:

1. 15 minutes before the start time of the event, click on the link in your invitation to **join via computer**. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on **Test Computer Audio**. Once you are satisfied that your audio works, click on **Join audio by computer**.

You may also join the event without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID provided in your electronic invitation.

If you are having trouble hearing the event, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the **Meeting ID number** (also provided in your invitation) when prompted using your touch-tone (DTMF) keypad.

Possible participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- View Participant list – opens a pop-out screen that includes a **Raise Hand** icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window

To learn more, view this short video for an introduction to Zoom:

<https://www.youtube.com/watch?v=FnFSBjFvK2o>