

## How to join and take part in a Zoom Meeting

You will usually get an invitation by email to join a Zoom meeting which will look something like this:

Please join xxxx Zoom Meeting, starting at 11 o'clock.

<https://zoom.us/j/97039171893?pwd=TX12TGVPbHNjdUxScCA5cVJUc2ODUT09>

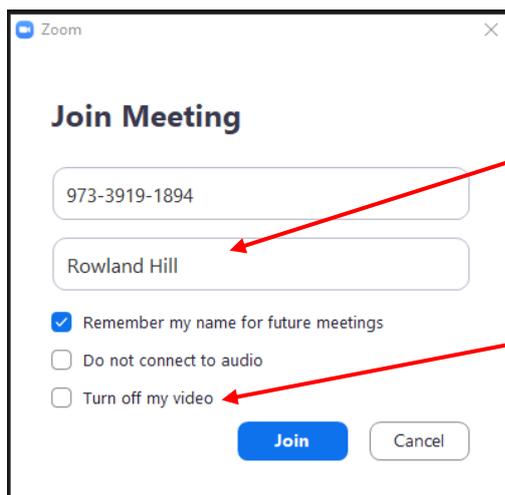
Meeting ID: 973 3919 1894  
Passcode: 353779

Please note that the information in this guide is based on the assumption that you have the Zoom software installed.

There may be a link

There will also be a meeting ID and passcode

You can click on the link (or copy and paste it into your browser's address box) to initiate the connection to the meeting, or you can start the Zoom application on your device and choose Join A Meeting and then enter the meeting ID:



Use your name with both first name and family name.

Do **not** check the 'Do not connect to audio' box

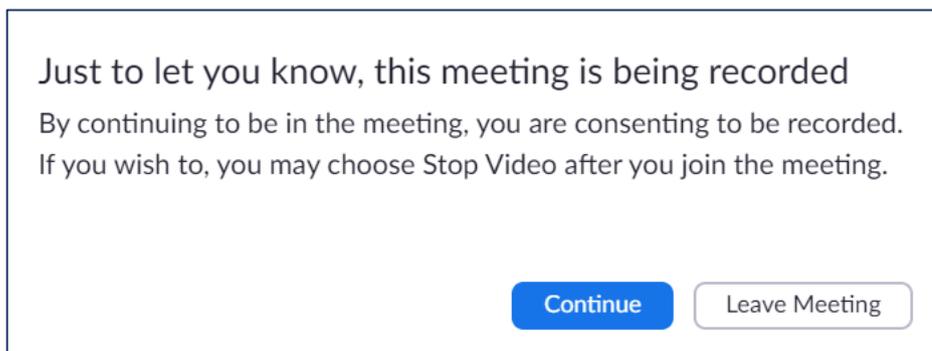
You can choose to turn off your video if you do not wish to appear if the meeting is being recorded.

In order to be seen and heard, you should join with audio and with video.

Click on Join, and enter the Passcode when prompted.

When you join, you may find that you are informed that the meeting is being recorded, and you can then consent to continue to be in the meeting, or leave the meeting at this point.

You will see a message like this:



Note that, as the message explains, if you continue to join the meeting but wish to not be seen, then you can choose to stop your video (see below for **Start Video / Stop Video**).

## The controls you have available to you in a meeting

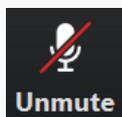
Once you have joined a meeting, you can access the meeting controls located at the top and bottom of the meeting window (move your mouse in the Zoom window or press the ALT key to display these meeting controls).

When you are attending, that is, participating in a meeting, the following attendee controls appear at the bottom of your screen (if you're not currently screen sharing).



The following features are available through the controls on the left at the bottom:

**Mute / Unmute:** Mute (i.e. silence) and unmute your microphone.



**Audio Controls** (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings (more about these on page 5).

**Start Video / Stop Video:** Turns your camera on or off.



**Video Controls** (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.

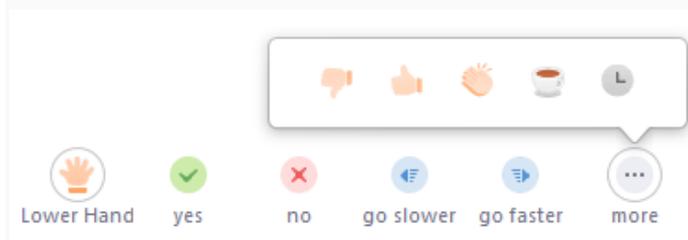


The features through the controls in the middle and right part at the bottom are as follows:

**Participants:** See who's currently in the meeting, and also access these options in the list:

**Rename:** Hover over your name and click Rename to change your screen name displayed to the other participants.

**Non-verbal feedback icons** (if enabled by the host): Places an icon beside your name to quickly notify the host, e.g. a raised hand.



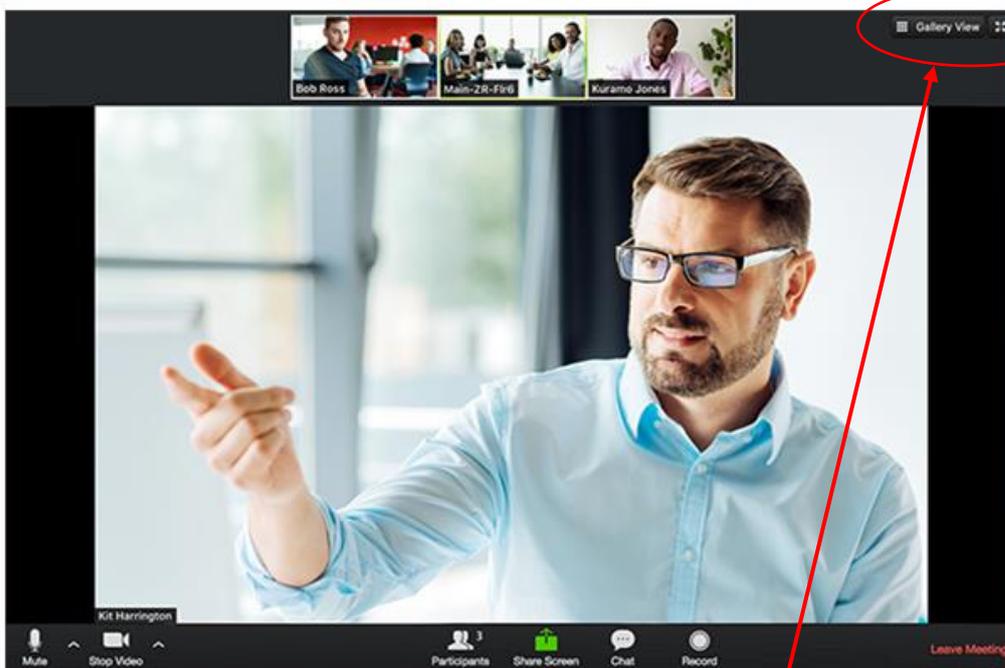
**Share Screen:** Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.

**Chat:** Access the chat window to chat with the participants and raise questions for the host.

**Record:** Start or stop a local recording on your device. The host will need to allow local recordings in their account settings, then give you permission to record. If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.

**Leave Meeting:** You may leave the meeting while it continues for the other participants. Only the host can end the meeting for everyone.

As well as the controls at the bottom of the screen, there are two controls in the upper right part of the meeting window (move your mouse in the Zoom window or press the ALT key to display the meeting controls).



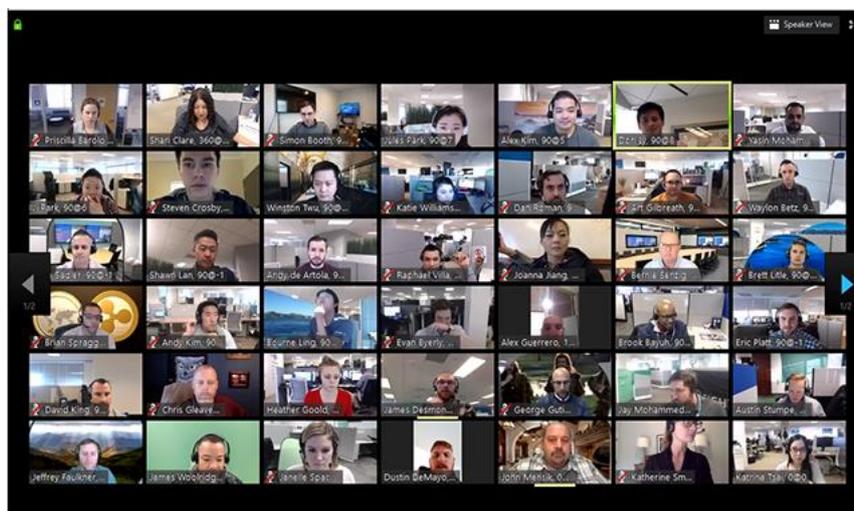
There is a control for changing the video layout. It allows you to change between Speaker View and Gallery View, and to use Full screen or a windowed screen. The style of control can be different depending on which version of the Zoom client you are using.

### Speaker View

The Speaker View is the default video layout. It will switch the large video window between who is speaking.

### Gallery View

You can also select to view your video layout in Gallery View. When using Gallery View, you will be able to see up to 49 participants at a time, and will have an arrow to scroll through the remaining participants.



## Full Screen

You can change the Zoom window into full screen. You can also exit full screen, using the View control in the upper right corner.

In the upper left corner, there is a green padlock symbol, giving information about data encryption.



## Important points to note when participating in an Online Event

### Audio

During the meeting, the host may well mute the microphones of all the participants. This is to manage the audio, and will help ensure that there are no stray sounds being picked up by microphones that will detract from the presentation.

Participants whose microphones are muted will have a muted microphone icon shown



Microphones can be unmuted for a participant to speak.



The Audio Controls (click the ^ arrow next to **Mute / Unmute**) allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings. You are also able to adjust the volume of your speakers or headphones, and test your microphone and speakers. Thus if you have trouble hearing the audio, you can adjust the settings.

### Video

Participants may choose to have their camera on or off, as they feel is appropriate.

The presenter or host will typically use the **screen sharing** facility to share a screen with all the participants. While screen sharing, the video of the participants will move to an adjustable video panel. The **View Options** that are available when you are viewing shared content allow you to choose **Side-by-side mode**, that places the view of the participants to the side of the shared content that you are viewing.