How To Use ZOOM for Attendees:

Joining a ZOOM Meeting

Click the link under "Webinar Materials" on the training site or what was sent to you in the calendar invitation. Please, make sure you are using a computer (desktop or laptop) with webcamera and speakers/microphone. The link will look something like this:

Join Zoom Meeting
https://zoom.us/j/96013308508?pwd=VzdQek1XektCalBIUXl0K01jMytkUT09

Meeting ID: 960 1330 8508

**Follow the instructions** given to download and run **ZOOM**. Then, enter the *meeting ID*.

Join the audio conference after making sure that your camera and microphone are working. When you're in the meeting, you can click on the "*Start Video*" button to turn your camera on. This will allow everyone in the meeting to see your face on their screens. Click the button that looks like this:
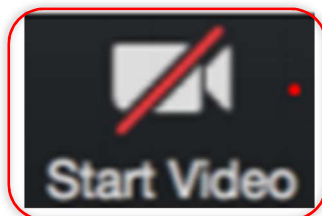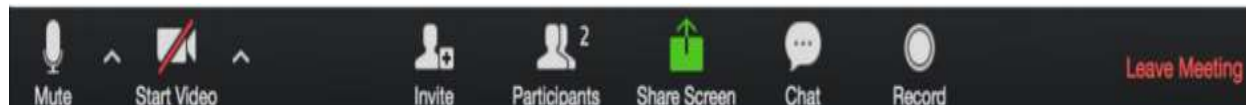
Screens: If the host hasn't started the meeting yet, you're going to see a screen that looks like this, which is fine. Wait for the host to join and start the meeting:
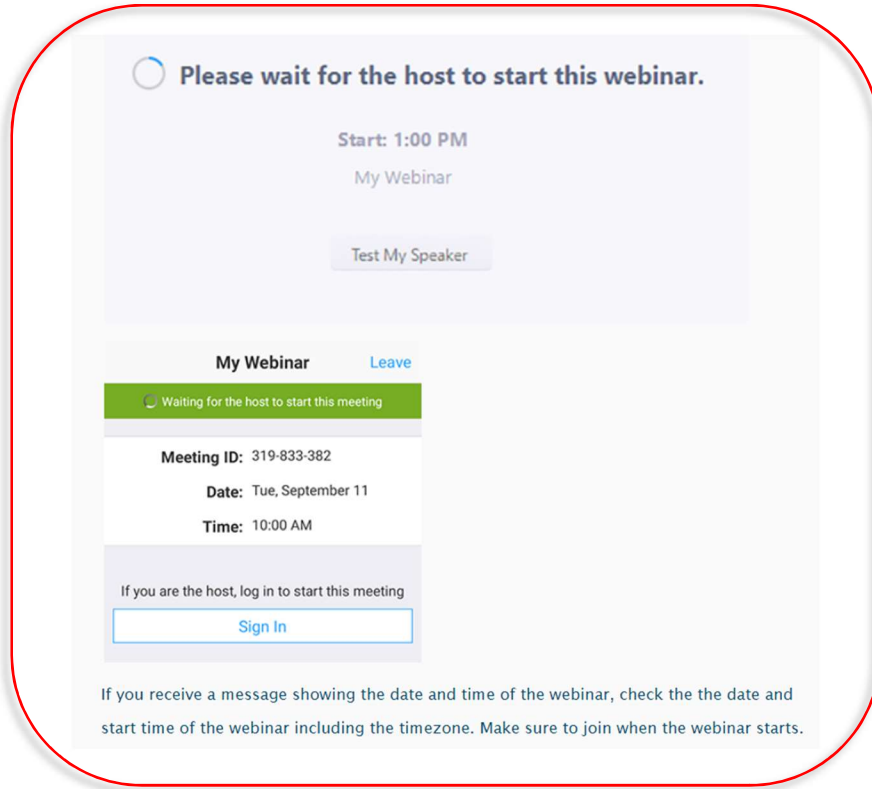

If the host did start the meeting, you should be able to see your host and the other attendees in the meeting as well. Your screen will look something like this:
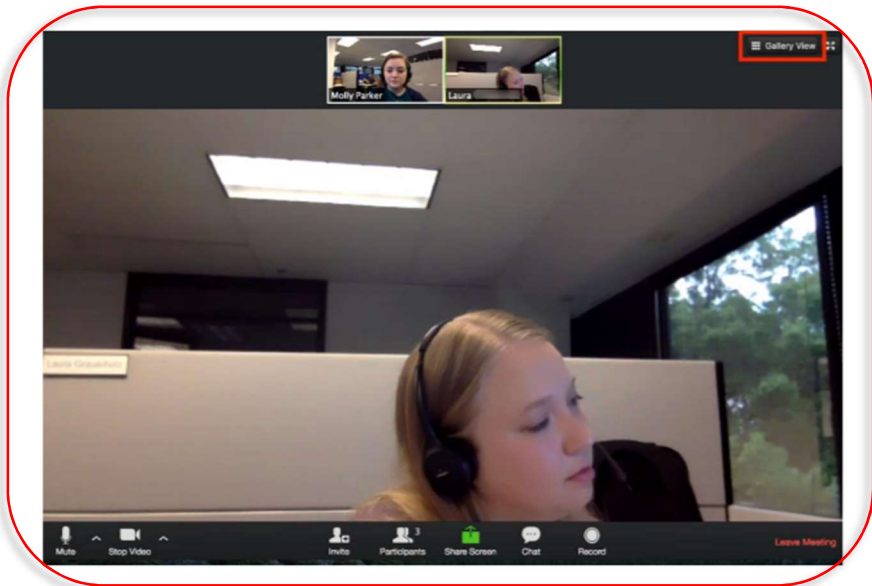
You can *change your screen view* by clicking **"Gallery view"** at the top right-hand corner of your screen (optional).

Turning Camera On or Off: You can turn your camera on and off by clicking on the up arrow next to the ***Start/Stop*** Video button. You will also see other camera options when you click the arrow. It will look like this:
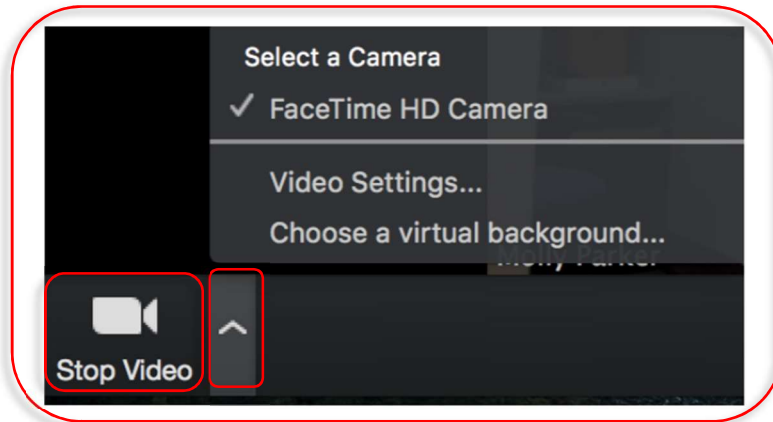

Adjusting your lighting: If you look at yourself on the screen and the lighting seems dark, you can use low light adjustments in the Zoom settings. Click the up arrow next to "Stop Video", then Video Settings > My Video > Adjust for low light

Mute: Click on the *"Mute"* button towards the bottom left of your screen on the panel in order to mute your microphone. Putting yourself on mute during the meeting will help prevent background noise. The button looks like this:
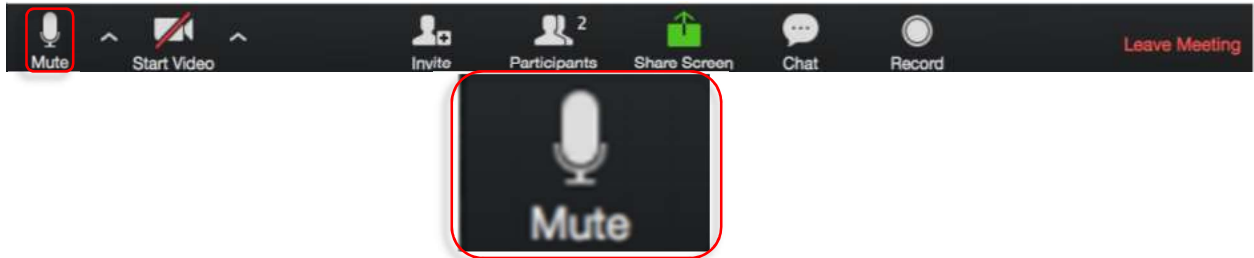

Participants: You can see who is in the meeting by clicking on the *"Participants"* button which looks like this:
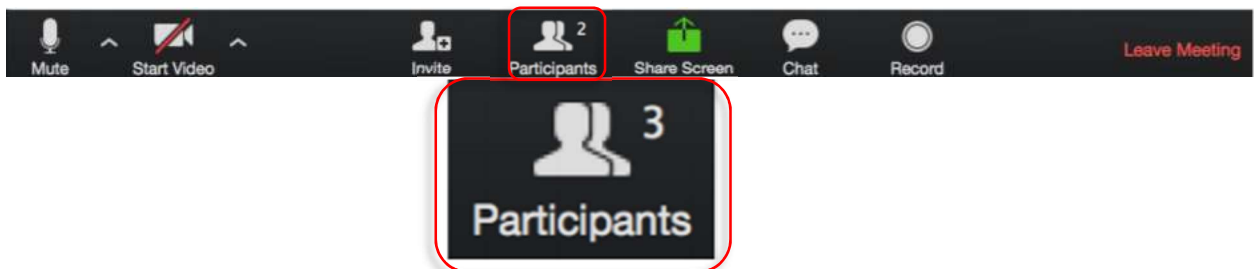

When you click on the *"Participants"* button, you also have access to use the *"Raise Your Hand"* feature during the meeting. However, we prefer that you do not use this feature and you actually raise your hand in front of the camera so the Trainer can see your hand.

Chat: The chat feature allows you to send a private message to the hosts (trainers and technical support person) in the meeting. When you click on the Chat button, a chat window will open up. Select the drop down next to *"To:"* to select who you are chatting with.

Use the *Chat* feature to ask a question and/or if you have technical difficulties and need assistance.
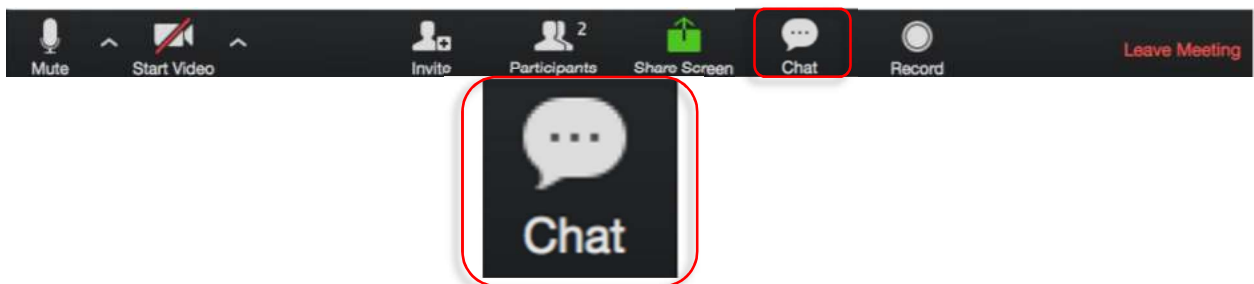
Enter/Exit Full Screen: At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking *Esc.* on your keyboard.
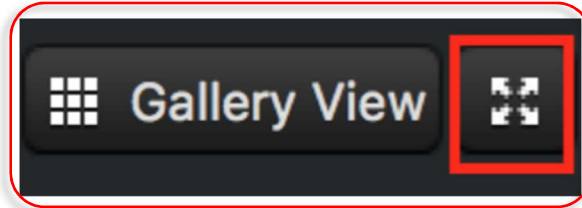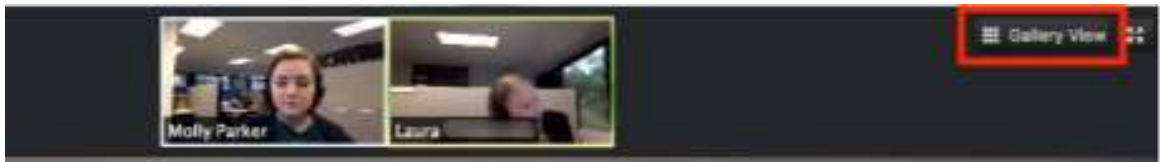
Leaving the Meeting: You can leave the meeting at any time by clicking on the *Leave Meeting* option at the lower right corner of the Zoom window.