

# Zoom Participant Guide

---



Zoom is a conferencing solution that provides both video conferencing and screen sharing capabilities.

If you're experiencing issues with Zoom, after reading this guide, please contact the TUC HelpDesk at 707-638-5424 or <http://it.tu.edu/>

Additional documentation is available via the Zoom online knowledge base: <https://support.zoom.us/home>.

## What You Need To Get Started

- An internet connected computer, laptop, or device
- Your meeting ID #
- A headset or ear buds (if you're participating with a laptop)
- A phone (if you're unable to receive audio via your computer, laptop, or device)

## How to Launch Zoom and Participate in Your Meeting

When you're invited to participate in a Zoom meeting, you'll receive instructions similar to what you see below. You can either click on the link provided, or go to the Zoom web site at <http://zoom.us/> and click on "Join a Meeting" where you can enter the 9 or 10-digit Meeting ID number.

Audio is integrated in the meeting. However, you have the option to participate via audio-only if a web-connected device is not available.

Hi there,

Karen Ludwig is inviting you to a scheduled Zoom meeting.

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to start or join. <https://ottawa.zoom.us/j/180816251>

Or, go to <https://ottawa.zoom.us/join> and enter meeting ID: **180 816 251**

Join from dial-in phone line:

Call +1(424)203-8450 (US/Canada only).

For Global dial-in numbers: <https://ottawa.zoom.us/teleconference>

Meeting ID: 180 816 251

Participant ID: Shown after joining the meeting

Join from a H.323/SIP room system:

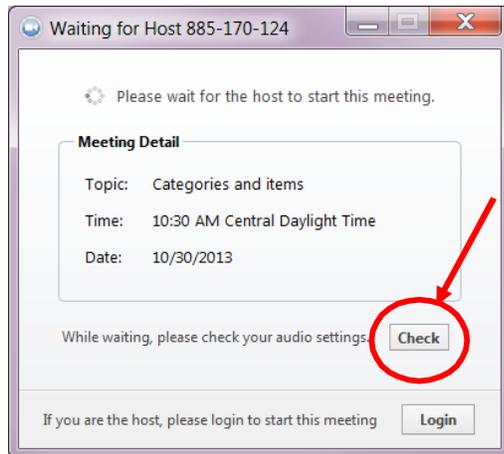
IP Address: 8.25.218.77

Meeting ID: 180 816 251

## While You're Waiting for the Meeting to Begin

You'll be presented with the following screen if the host hasn't started the meeting at the time you join. We recommend that you check your audio settings while waiting for the meeting to start.

Furthermore, we recommend that laptop users participate with a headset to avoid audio feedback.



## The Zoom Menu Bar

The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full-screen mode.)



*You can:*

1. Mute/unmute your audio (not the audio of the participants)
2. Stop/start your video
3. Configure your settings for items such as audio and video
4. Invite more people to join by email, IM, SMS (mobile users), or meeting ID
5. View a list of participants
6. Share your desktop (everything you have open) or select a specific application to share (e.g., Microsoft Word)
7. Send a message to one person (private chat) or to all participants
8. Record the meeting (if you have been granted permission)
9. Leave or end the video meeting

## Switching Between Views (Share Screen and Video)

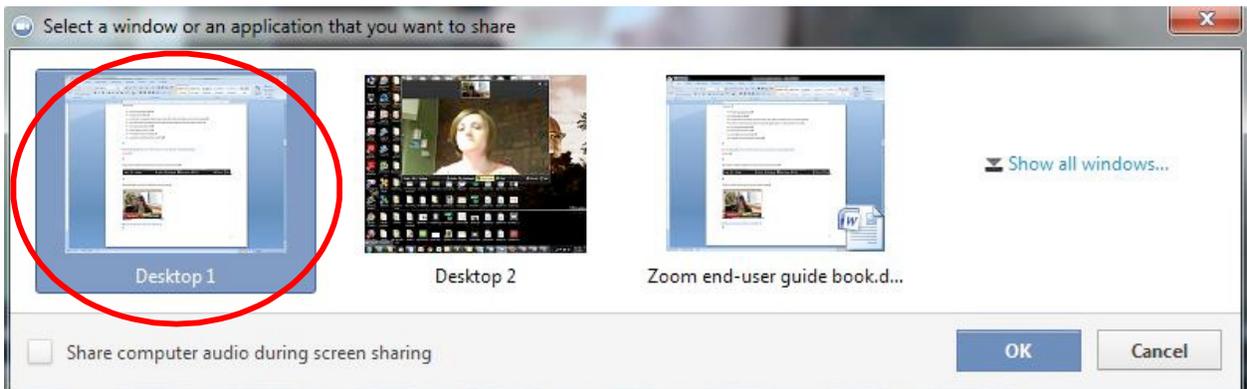
As a participant you might be asked to share your desktop or an application. During a meeting you can switch back and forth between sharing your screen and sharing your video as often as needed.

**If you are in video mode, switch to screen share by:**

1. Clicking on “Share Screen”:



2. A window showing all possible options for you to share displays. Click on the item you want to display and then click “OK”:



**If you are displaying your screen, switch to video by:**

1. Clicking “Stop Share” from the sharing/annotation menu at the top of the screen:



The view will immediately switch back to showing the webcam videos of the participants.

## Audio Mute and Unmute

During a session you might be asked to mute your microphone until you have a question or comment. This helps to minimize audio feedback. Mute your audio by clicking on the microphone icon located in the lower left-hand corner of the menu bar.



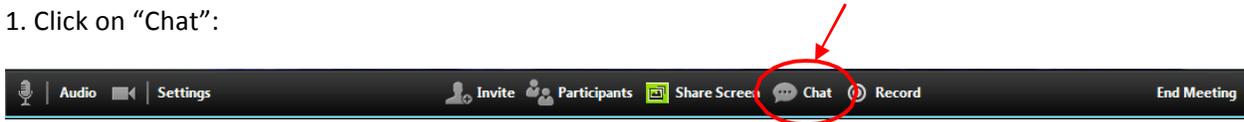
*Audio is not muted*

*Audio is muted*

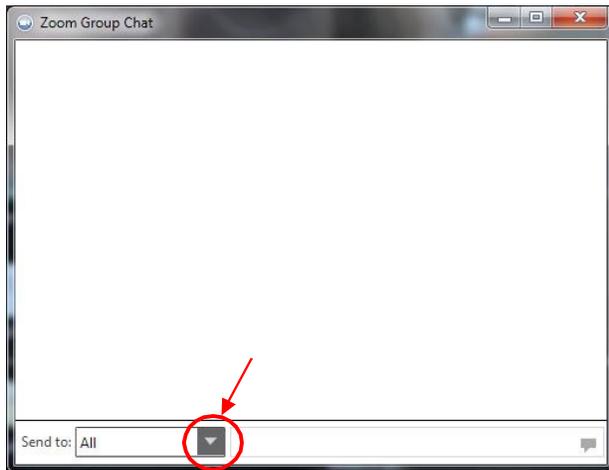
## Chat

The chat feature provides the ability to send instant messages during the session. You can send private chat to one person or message all participants.

1. Click on “Chat”:



2. Type a message and press “Enter” on your keyboard to send. Messages are sent to all participants by default. You can message an individual participant via private chat by clicking on the drop down menu, and selecting an individual’s name.



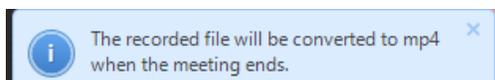
## How to Record a Session

You must either be the host or the host must grant you permission to record.

1. If the host has granted permission to record, record the session by clicking the “Record” button.



After you click “Record” you’ll receive a message indicating how the file will be saved. All recorded meetings are stored locally on **your** device or computer.

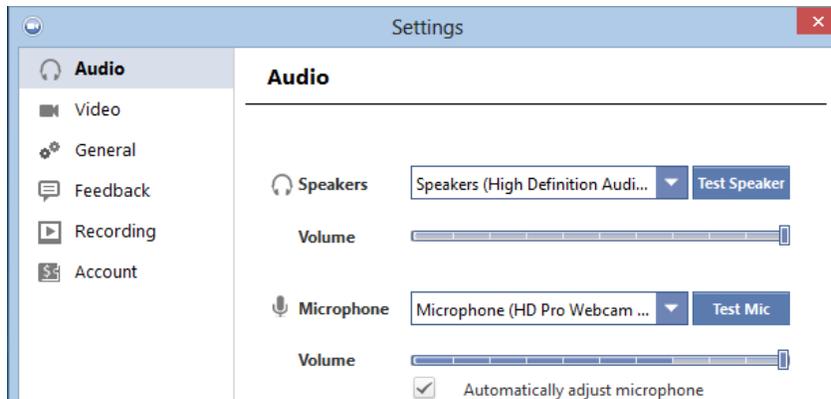


2. Click “Stop Recording” to end the recording (note: this ends the recording but does not end the meeting).



## How to Configure the Settings

You can find the Settings tab in the main dialog box or in the meeting menu bar. After clicking Settings, you will have the following options:



- **Audio:** Test, select, and adjust your speakers and microphone
- **Video:** Select and test your video camera
- **General:** You can select additional preferences, such as how Zoom appears when it is launched
- **Feedback:** Use this option to send questions, comments, or feedback to Zoom
- **Recording:** Here you can browse/open your stored recordings and edit where recordings are stored on your computer (all recordings are stored on your local device/computer)

## The Zoom Mobile App

The Zoom mobile app is available for both iOS and Android devices.

- For iOS, search "Zoom" on Apple AppStore or open Safari, and enter zoom.us. It will direct you to <http://itunes.apple.com/us/app/zoom.us-cloud-video-meetings/id546505307>.
- For Android, search "Zoom Meetings" on Google Play. It will direct you to <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>.