PARTICIPANT TIPS
All you need to know to participate in a Zoom meeting.

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Quick Start Support

Follow the meeting invite (need assistance, see below) and enter the meeting (if there’s a waiting room, read details later in this guide regarding that too!)

Once you are in the meeting, here is a general overview of the screen.
Note that you can maximize or adjust the size of this screen to best fit your computer screen. 25 people are the max that can be on 1 screen (this will vary if you do not have the window maximized).

Also note that the location of videos is different for each participant.

You can adjust your view to Speaker or Gallery view. This is only for your view and does not impact others.

Scroll forward a screen

If you cannot see all participants, an arrow will be here for you to scroll back a screen

Click here to leave the meeting

Click here to mute/unmute

Click here to change microphone settings

Click here to turn on/off video camera

Click here to change video settings

See detailed sections below for Attendee Controls. You can see participants, interact, chat, and react throughout the meeting.
Meeting Invitation

The host is able to email, send a meeting calendar invite. No matter the method, the core information here is the same:

Direct link to the meeting

Join Zoom Meeting
[https://us02web.zoom.us/j/81410076772?pwd=bm9vYkhCaVZks0ICdmh1WFhVWWJLUz09](https://us02web.zoom.us/j/81410076772?pwd=bm9vYkhCaVZks0ICdmh1WFhVWWJLUz09)

Meeting ID: 814 1007 6772
Passcode: 009777

One tap mobile:
+1 253 215 8782 US (Tacoma)
+1 669 900 9128 US (San Jose)
+1 346 248 7799 US (Houston)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)

Meeting ID: 814 1007 6772
Passcode: 009777

Call options by location plus the Meeting ID and Passcode

If opening the invite on your smartphone, clicking on this line will call and enter the meeting ID and password for you.

Joining a Meeting from the Zoom Website

You can join the meeting from the Zoom website. When following the meeting invite link, you see this prompt.

The website limits the options for a meeting. Participants via the web will have the same Chat and Participants options but do not have Reactions or other controls that are available via the downloaded app.
Download Zoom to Your Computer
Follow this link to download the Zoom desktop client (Windows or Mac)

Sign in and Join
After downloading and launching Zoom, click Join a Meeting to join a meeting without signing in. If you want to log in and start or schedule your own meeting, click Sign In.

To sign in, use your Zoom, Google, or Facebook account. If you don't have an account, click Sign Up Free. If you have a Zoom account but cannot remember your password, click Forgot.

Home
After signing in, you will see the Home tab, where you can click these options:
From here you can join, schedule, update settings and more.

To join a meeting from the Meetings Tab or in the right side list, click on the meeting then click on Start/Join (word varies if you are a host, scheduler or attendee).

Joining a Meeting from Your Smart Phone
The free Zoom app is available for both android and iphone. After downloading, you can sign-in with the same account you use from your computer.

Most of the controls are similar, but note that Settings is under More – this is where you can customize your phone options.

Phone Only Participants
Zoom provides a phone only option for participants. Use these options to engage in the meeting:

* 6 - Toggle mute/unmute
* 9 - Raise hand

Note that participants by phone only cannot respond to poll or utilize reactions or other icon nonverbal responses.

Waiting Rooms
For increased security, the host may have a waiting room. The host has the ability to see participants in the waiting room, let some/all into the meeting and send messages. Hosts can also move participants back and forth to/from the waiting room.

Sound Management
Signing in via video and phone may improve audio.

Selecting on the arrow next to your microphone in a meeting will open a menu of options to manage your microphone and speaker.
Selecting Switch to phone audio will open a pop-up with phone number options.

Follow the prompts on the phone.

If you enter the Participant ID the phone audio and video will be synced.

Syncing audio and video:
1) Merges the phone image with the video
2) Means that if the video connection is lost, the audio connection is also lost
* it may be beneficial NOT to merge lines by not including the participant ID to sync the connections.

Turning off your video may also improve your audio.
Your Settings

There are 2 areas where you locate settings. One in the downloaded app and another online. Online

Settings are available in your meeting by selecting Audio or Video settings (using the arrows next to the microphone/video images) but you cannot alter the items in the General tab (shown here).

From this area or by selecting the Audio or Video settings during a meeting (using the arrows next to the microphone/video images) you can access all tabs except the General. In the Audio tab you can activate the option to be able to temporarily unmute yourself during a meeting by holding down the space bar.
In Meeting – Renaming
You can rename yourself by clicking on the ... and checking the Rename option. Whatever name you have here will be what is shared in the meeting recording, transcript, and chat. Hosts can also rename participants.

In Meeting – Attendee Controls
Explanations below were copied from Zoom’s support site.

Windows and Mac Controls:
The attendee controls appear at the bottom of your screen if you are not currently screen sharing.

Attendees have access to these features:

**Mute / Unmute:** Mute 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.
Tip: Use the following keyboard shortcuts to mute or unmute yourself. You can also use push to talk if you want to unmute yourself by holding the spacebar.

- Windows: `Alt + A`
- Mac: `Shift + Command + A`

**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.

**Participants:** See who’s currently in the meeting and invite others. You can also access to these options:

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

**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.

**Record:** Start or stop a local recording. Attendees do not have access to start a cloud recording. **Note:** 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:** Leave the meeting while it continues for the other participants. Only the host can end the meeting.

**Website Controls**

The attendee controls appear at the bottom of your screen. Attendees have access to these features:

- **Mute / Unmute:** Mute and unmute your microphone.
- **Start Video / Stop Video:** Turns your camera on or off.
- **Participants:** See who’s currently in the meeting. The participants list also gives you access to these options:
  - **Rename:** Hover over your name to change it as it’s displayed to other participants.
  - Non-verbal feedback icons (if enabled by the host): Places an icon beside your name to quickly notify the host. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.
Chat: Access the chat window to chat with the participants. Learn more.

Leave Meeting: Leave the meeting while it continues for the other participants. Only the host can end the meeting.

Phone App Controls
The attendee controls appear at the bottom of your screen, except for Leave meeting which appears at the top-right corner.

Mute / Unmute: Mute or unmute your microphone.

Video: Start and stop your own video.

Share: Start a screen share. You'll be able to select what you want to share.

Participants: See who's currently in the meeting. The participants list also gives you access to these options:

- Tap your name if you want to rename yourself.
- Chats: Chat with other participants.
- Invite: Invite others to join your meeting.

More: Non-verbal feedback icons (if enabled by the host). Tapping an icon will notify the host by placing the icon beside your name in the participants list. For example, the hand icon places the raise hand icon beside your name and simulates a hand raise.

In Meeting – Chat
Participants can only see chats from their point of entry. So, if you posted a link when the call started, only those on the call at that moment see that chat. A latecomer will see a blank chat when they join.

Hosts can control chat capability.

Note, private chats are saved in the master chat recording – they are only private during the meeting.
In Meeting – Reactions
Reactions are one of the choices in the app that is across the bottom bar. The skin tone is changed in your settings (mentioned above) Also note that reactions are not available to those using the browser to view the meeting.

Reactions appear for a short time and are viewable on the top corner of your video screen.

In Meeting – Pin vs. Spotlight

Pin screen allows you to disable active speaker view and only view a specific speaker. Pinning another user's video will only affect your local view in the Zoom Room, not the view of other participants and will not affect cloud recordings.

Spotlight video puts a user as the primary active speaker for all participants in the meeting and cloud recordings. To spotlight, you need at least 3 participants in the meeting with their video on and can only be done by the host or co-host. Everyone must also have the most current version (5.2.2).

In Meeting – How to Pin a Participant

1. At the top of your meeting window, hover over the video of the participant you want to pin and click ...
2. From the menu, click Pin.
3. If you want to pin additional videos (up to 9 total), follow steps 1 & 2 again as needed.

To Cancel a Pin
1. Click Remove Pin in the upper left corner of any video pinned currently.
2. This will return your view to Active Speaker layout.
The Host can allow for Participants to Multi-Pin
By default, only the host or co-host can utilize the multi-pin feature, but either can allow individual participants to multi-pin on their video layout.

In Meeting – Participants Tab
Under the participants you have access to all the other features for participation including raise hands, yes, not, go slower, go faster, thumbs up/down, need a break, and stepping away. When participants click on these, they appear in the participant tab next to their name. Hosts see these images in the video boxes as well.

Hosts will see the icons in the participants tab to the right of their name.

In Meeting – Breakout Rooms

Joining a breakout room
1. The host will need to invite you to join the breakout room.
2. Click Join.
3. If you choose Later, you can join by clicking the Breakout Rooms option in your meeting controls.
4. Click Join Breakout Room.

You will have access to full controls similar to the meeting.

Asking for help
If you click Ask for Help, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.

1. Click Ask for Help in the meeting controls.
2. Confirm that you would like assistance by clicking **Invite Host**.

![Invite Host](image)

**Leaving the breakout room**
You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

1. Click **Leave Breakout Room**.
2. Choose if you want to leave the breakout room or the entire meeting.
3. When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.

**In Meeting – Hide Self Video**
In your video screen, click on the ...
Click on the Bottom choice – Hide Self View

![Hide Self View](image)

To show again, click on Show Self View in the top right next to the Gallery/Speaker View option

**In Meeting – Screen Sharing**
While screen sharing the default view is 4 participants. You can grab the bar to see more participants. This does decrease the size of the screen share.
Hosts may allow participants to screen share.

1. Click the **Share Screen** button located in your meeting controls.

2. Select one of these screen share options:
   - **Basic**: Share your entire desktop, specific application window, whiteboard, or iPhone/iPad screen.
   - Check **Share Computer Sound**: If you check this option, any sound played by your computer will be shared in the meeting.
   - Check **Optimize for full screen video clip**: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.

If you have more files/applications open than can be seen on this screen, click on the bottom right box for all files/applications to be added to their screen.

Make sure you test the video before you the meeting. You may have to download something that allows Zoom to officially share your computer audio. This is key because otherwise when you share a video, you will be using your computer speaker or headset audio so you can’t mute yourself or the video audio will also be muted.
**Advanced Tab**

- **Portion of Screen**: Share a portion of your screen represented by a green border.

- **Music or Computer Sound Only**: Only share your computer's audio (your selected speaker in your audio settings).

- **Content from 2nd Camera**: Share a secondary camera connected to your computer; for example, a document camera or the integrated camera on your laptop.

- **Files**: Share a file from a third-party sharing service like Google Drive or Microsoft OneDrive. Follow the on-screen prompts to sign in to the third-party service and grant Zoom access.  
  **Note**: Alternatively, you can open the file in a web browser then share the browser window. For example, to share a Google doc, open the doc in Chrome, then share the Chrome window. The end result is the same as using the sharing options in the Files tab.

3. Click **Share**.  
   - Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click **Exit Full Screen** in the top-right corner or press the **Esc** key.
In Meeting – Closed Captions

When closed captions are in use, participants will see a notification. In a meeting, it will appear in the controls at the bottom of your screen.

After selecting **Closed Caption**, you will see the captioning at the bottom of your screen.

*Optional:* If you need to adjust the caption size, click on the arrow next to stop/start video and choose **Video Settings**.

Click on **Accessibility**.
Move the slider to adjust the caption size.