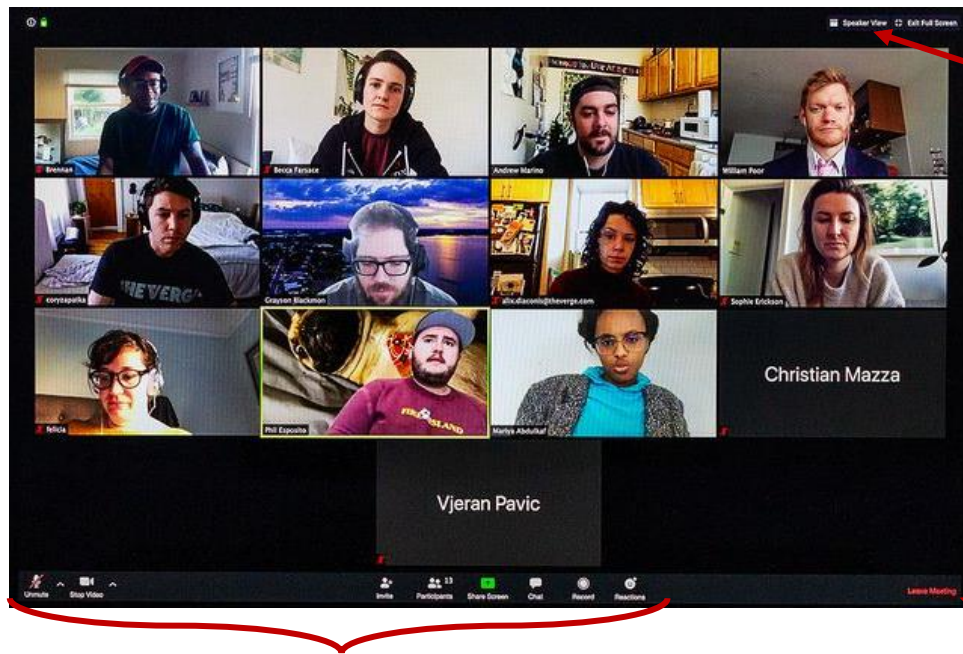


zoom PARTICIPANTS BASICS

A quick reference guide to attending a Zoom meetings.

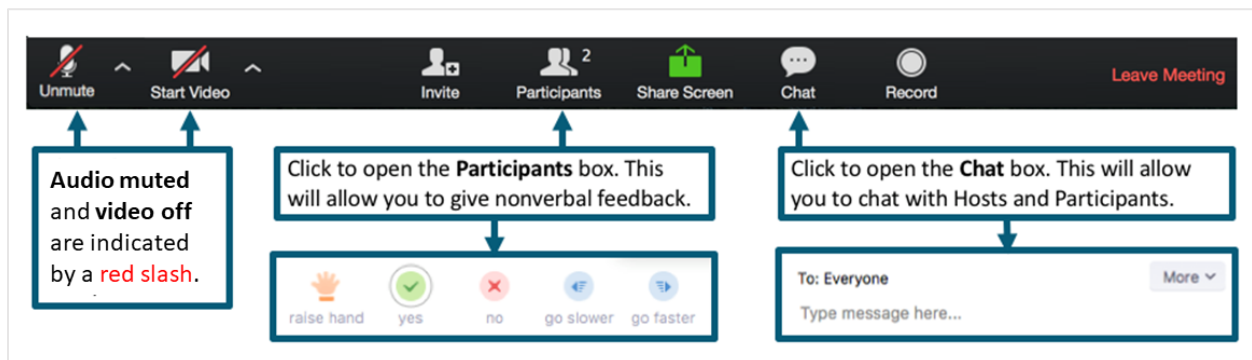
If you cannot see all participants, an arrow will be here for you to scroll back a screen



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

A side arrow will appear here if you can scroll to see more people

Click here to leave the meeting



Downloading Zoom to Your Computer

Follow this link to download the [Zoom desktop client \(Windows or Mac\)](#). Using the Downloaded app will give your more options to engage (reactions, etc) however you can participate through the website browser as well.

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.

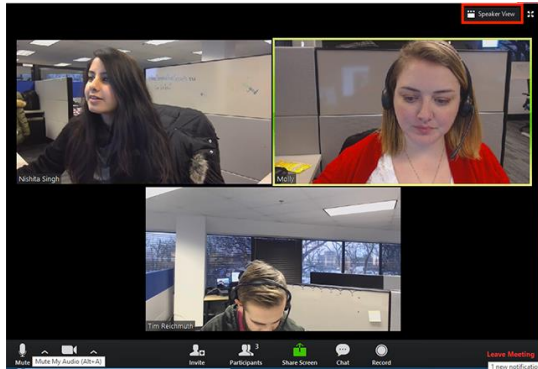
Waiting Rooms

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.

Galley View or Speaker View?

GALLERY VIEW

All participants appear on the screen. The box with the yellow highlighting indicates who is speaking.



SPEAKER VIEW

The one currently speaking appears on the main screen, and other participants are in a single line along the top.



Sound & Bandwidth Management

If you are struggling with sound or your connection remaining stable, here are some options:

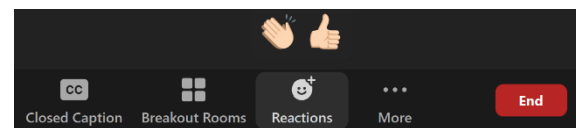
- 1) Sign in on the computer for video but use the phone number to connect audio
- 2) Selecting on the arrow next to your microphone in a meeting will open a menu of options to manage your microphone and speaker.
- 3) Turn off your video – that reduces bandwidth usage.

In Meeting – Renaming

You can rename yourself by clicking on the ... on your video or in the participants tab.

In Meeting – Reactions

Reactions are in the bottom bar and when clicked, they appear for 10 seconds in the top corner of your video box. The skin tone is changed in your settings. Note that reactions are not available to those using the browser to view the meeting.



In Meeting – Screen Sharing

While screen sharing the default view is 4 participants. Anyone can grab the bar to see more participants on their screen.

