

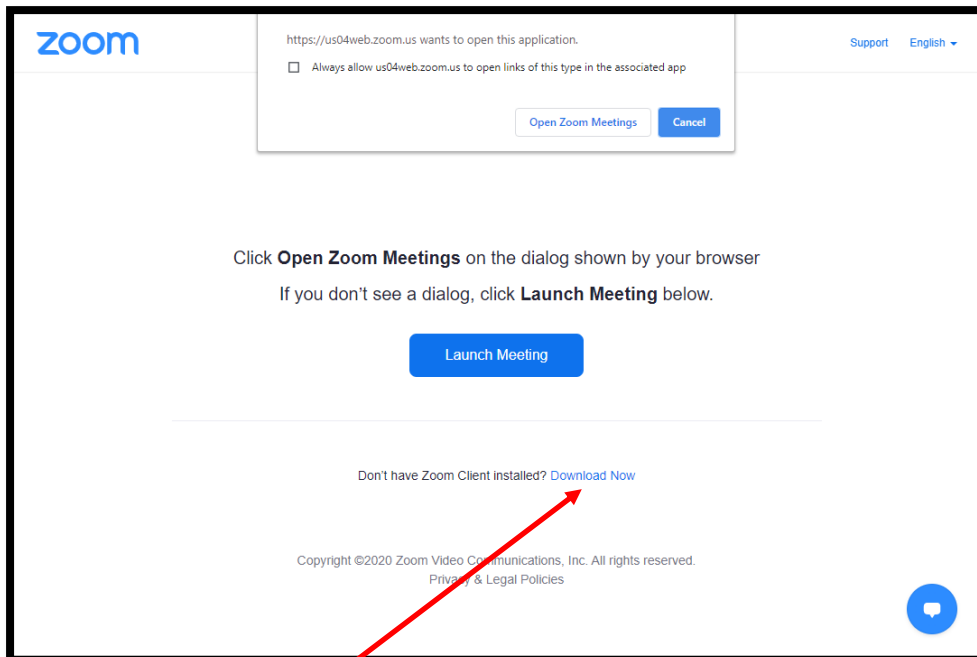


Zoom - Participant

PCs and Laptops
(February 2021)

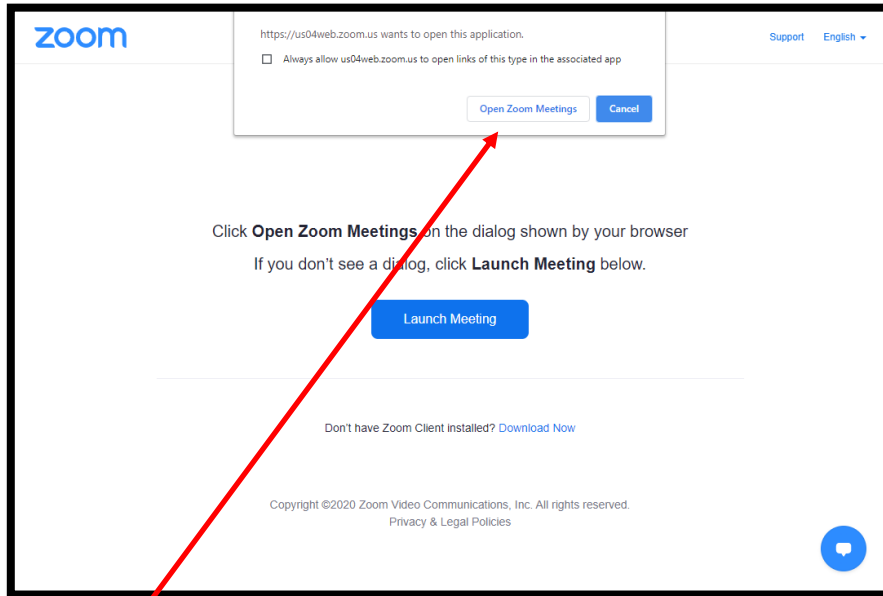
Step 1: Check your equipment and download Zoom

- Most Laptops have on-board cameras and microphones...this is not necessarily true for PCs and their monitors. If you need a webcam, get one...and then report back here.
- You will be sent an invitation URL to join a meeting. It will look something like this:
<https://us04web.zoom.us/j/5360308186?pwd=VWlaVWpSeEtVMHV4VHRCcEFyOHlxUT09>
- Each Zoom virtual conference room has a different URL. The one above belongs to the Field Council Training Sub-Committee.
- When you are ready to join the meeting, click or tap on your invitation URL. If this is your first trip to Zoom on your computer, your browser will display something like this:

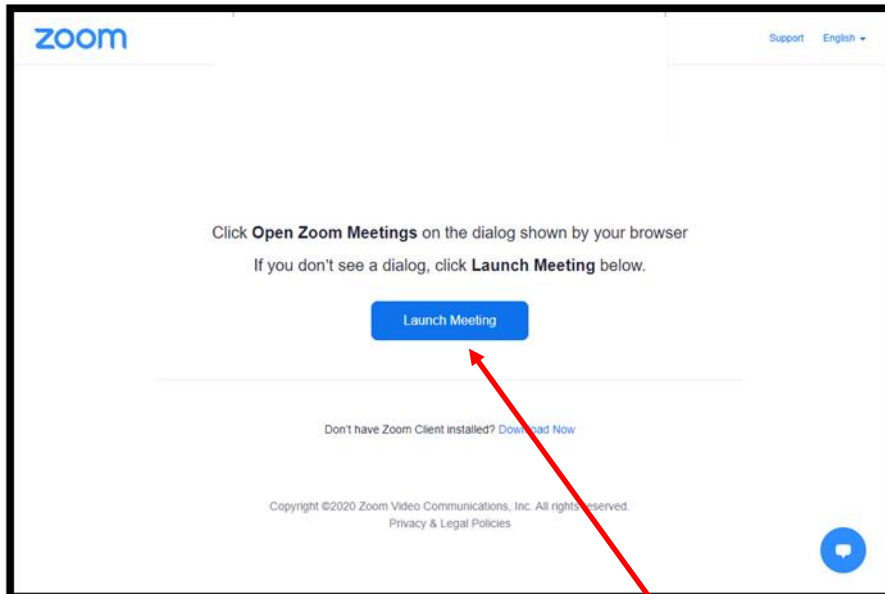


Click on **Download Now** and follow the instructions.

In the future, when you click on the invitation URL you might get the same screen.



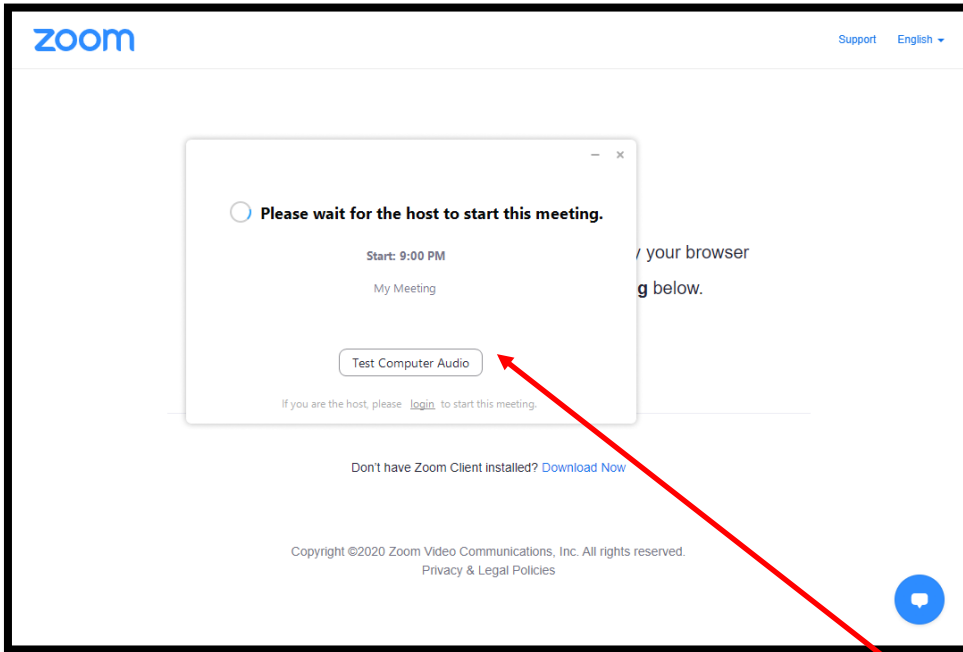
Click on Open Zoom Meeting



If the page looks like this, then click on **Launch Meeting**

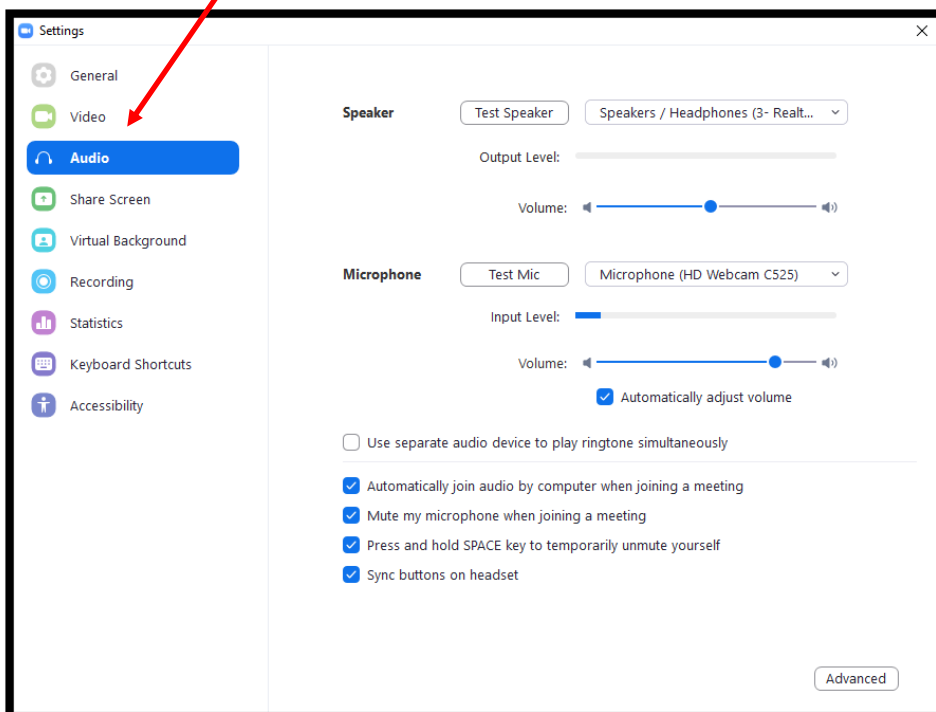
Step 2: Get Ready to connect

Zoom will load and present a screen that looks like this.

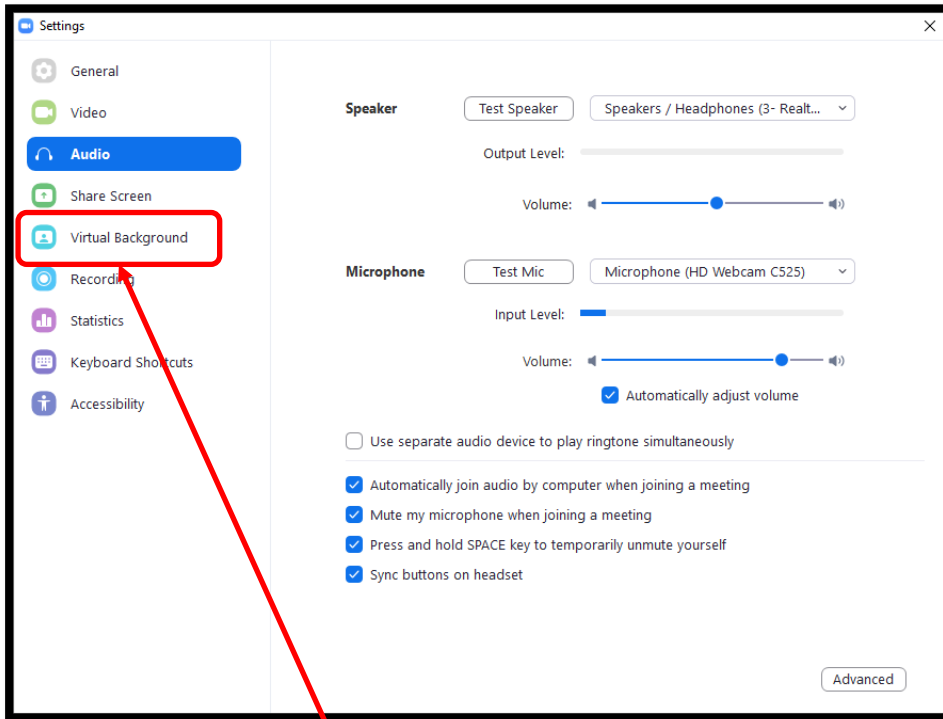


As you wait for the meeting or before joining it, **test your system**

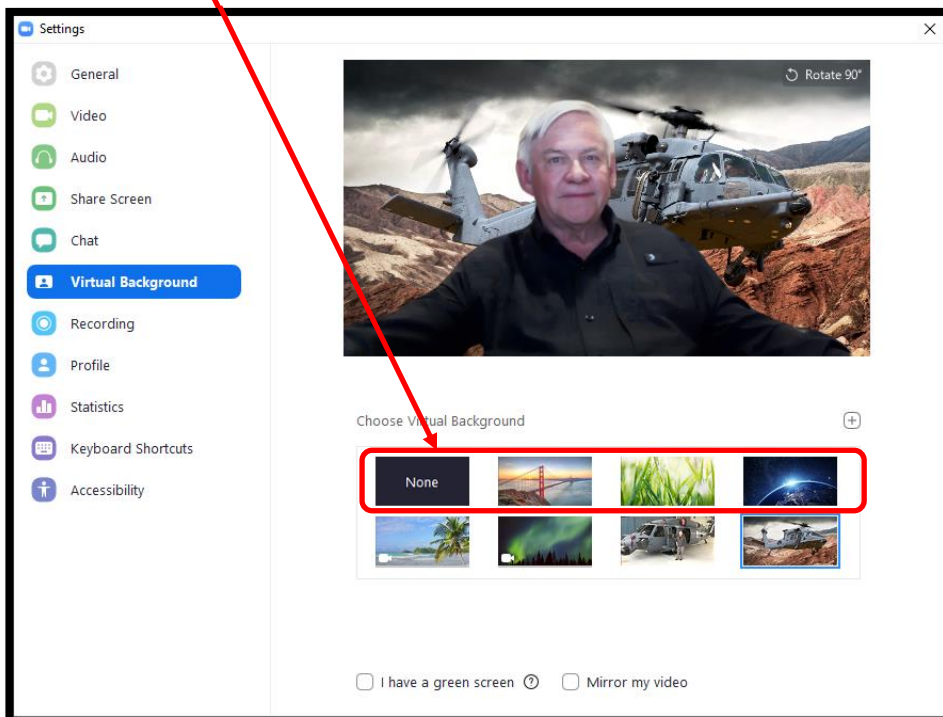
...and check the **Audio/Video** settings to be sure that your camera, mic and speakers are selected the way you want them.



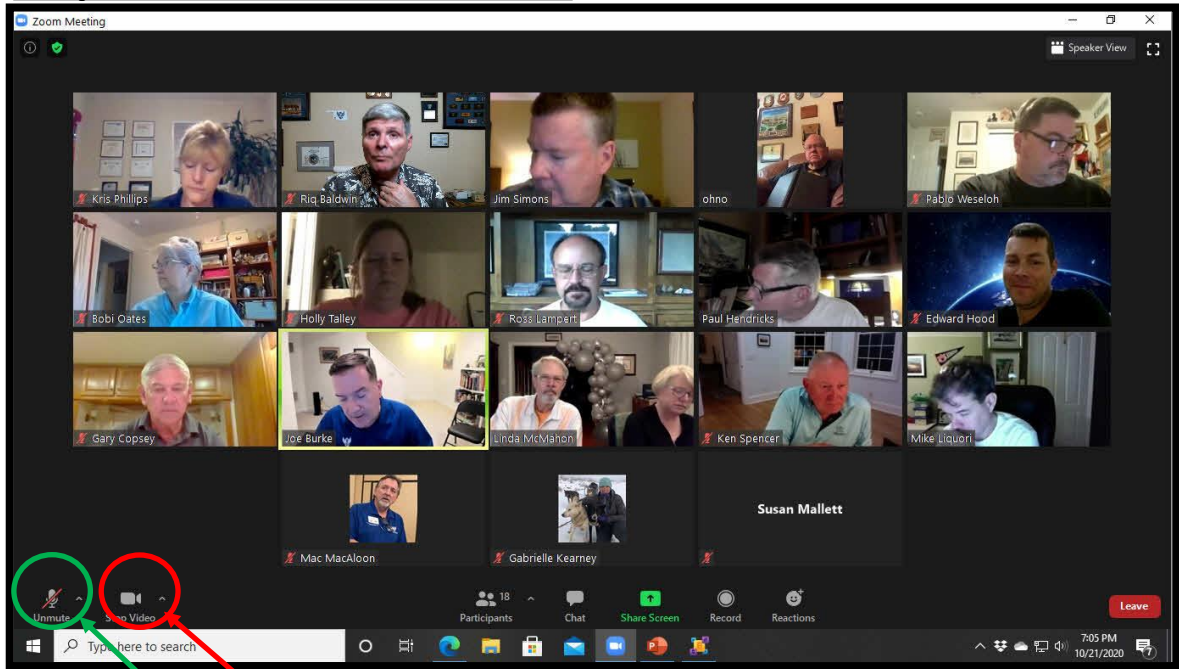
Step 2: Get Ready to connect (cont.)



This is also an opportunity for you to set up a virtual background if you so desire. Just click on **Virtual Background** to set it up. You have the choice of using a **canned background** or creating one by using a photo from your library as I have done here.



Step 3: Join the conference.

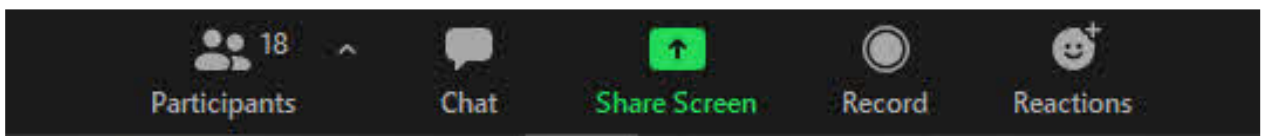


When the host starts the meeting, you will get this screen. Now:

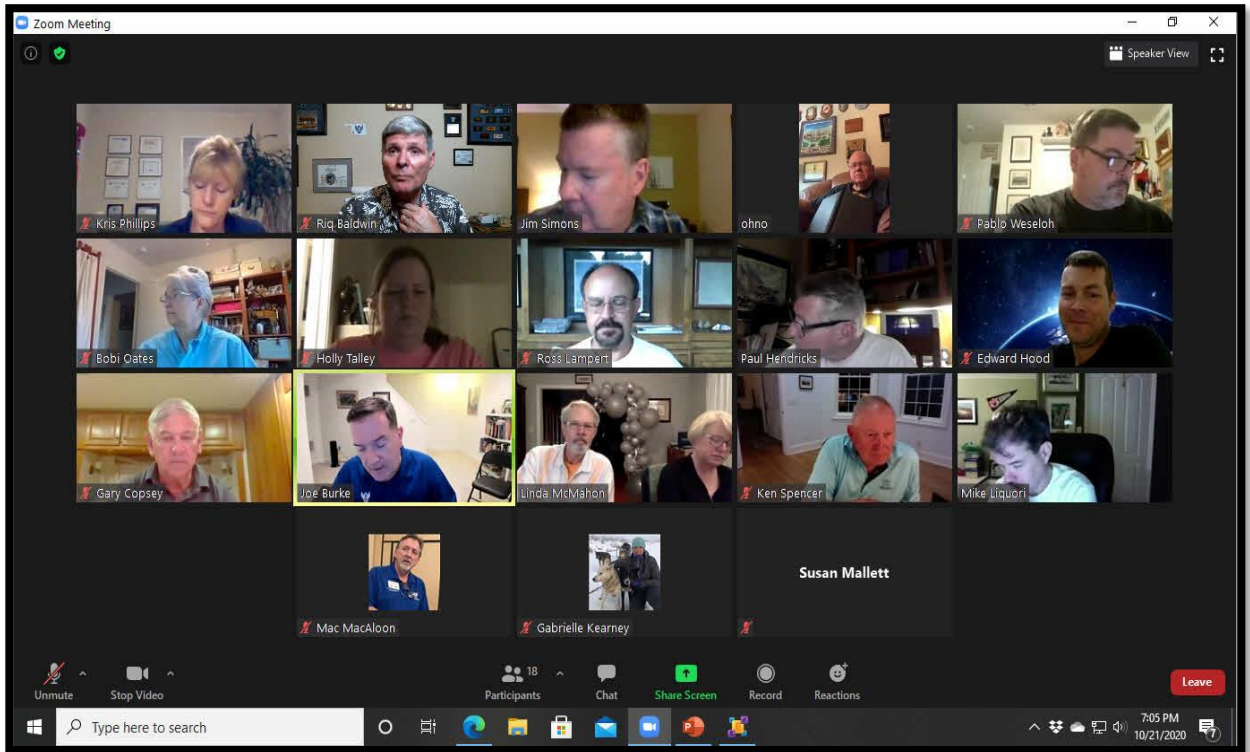
- Click or tap the **camera icon** to start or stop your video as desired.
- If you want to change your virtual background during a session, click on the caret next to the camera icon and you can do so there.
- Click or tap on the **microphone icon** to mute if you have not done so.

Here is your Zoom environment...let's take a closer look!

At the bottom of the screen, you will see these tools. By clicking on "Participants," you will be able to see the list of all attendees. To join into or start a chat, click on "Chat" and you can either direct the chat to one person or the group. If you are a presenter, you will be given the opportunity to share your screen from the host. **You must have host permission and have the presentation or what you want viewed open *BEFORE* you click on "Share Screen."**



Step 4: Participate!



Here is a review of your participant tools on Top Left to Right:

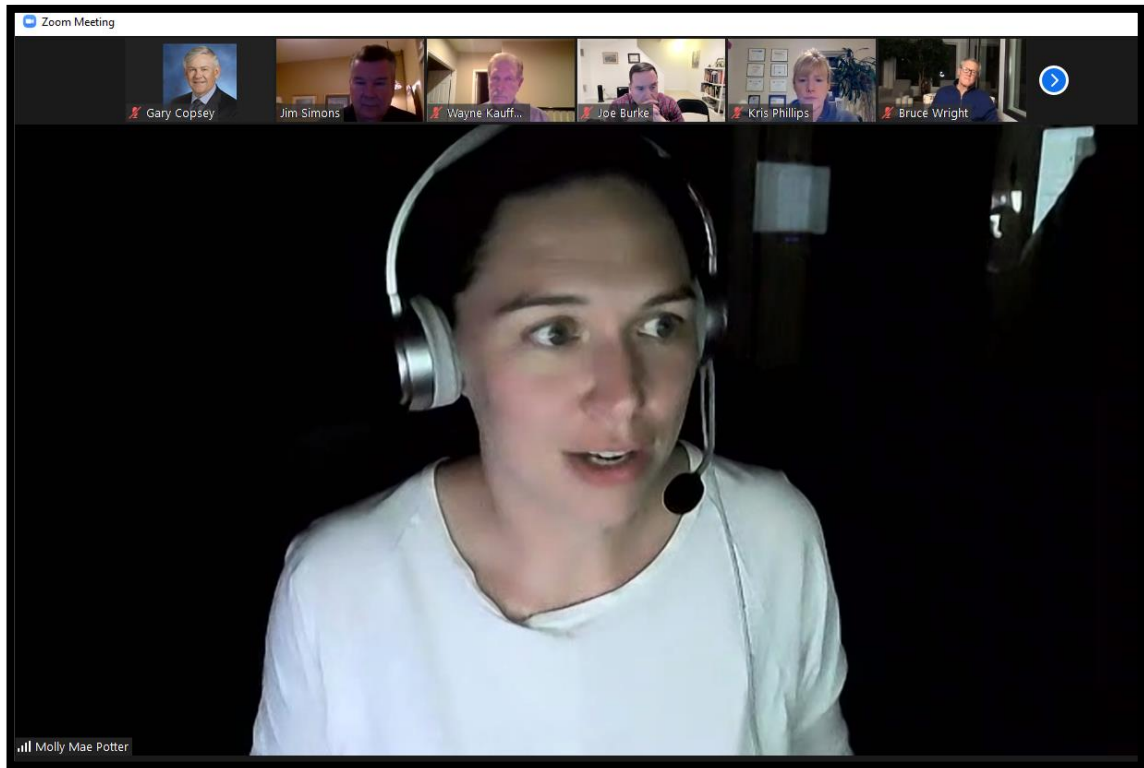
- Hovering over this lets you see meeting information
- Sets to “Speaker View” where the speaker will be prominent.
- Enter or Exit full screen

Bottom Left to Right:

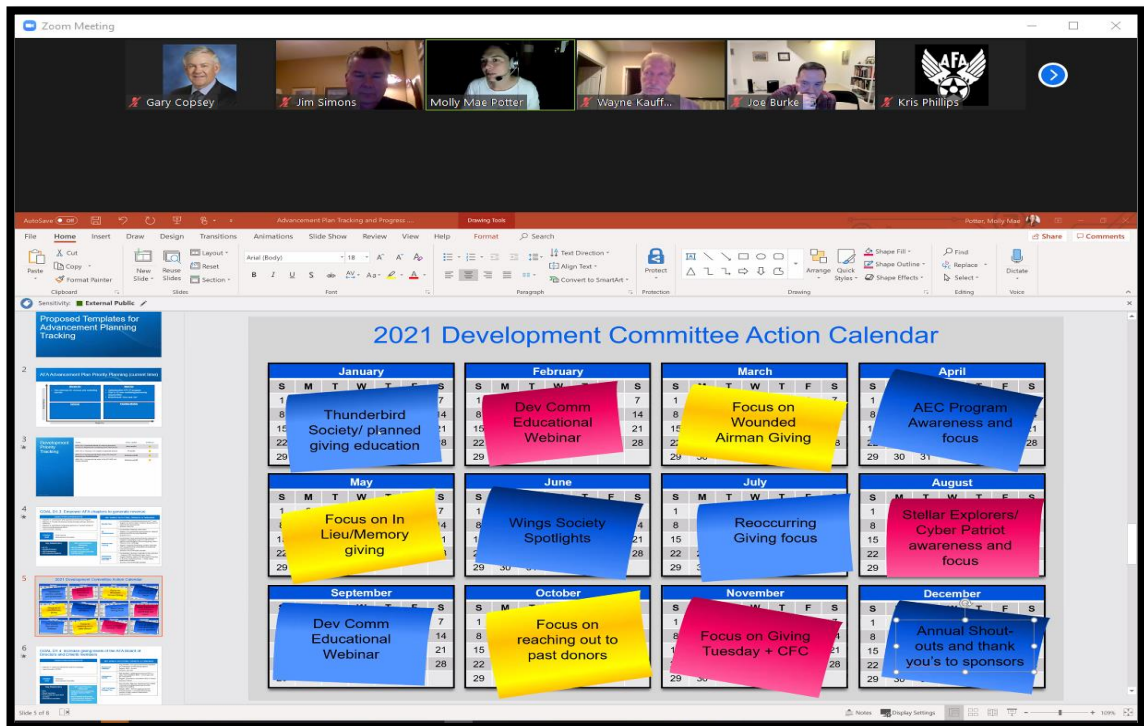
- Lets you mute or unmute your microphone.
- Activates or deactivates your camera.
- Gives you a list of participants
- Opens a chat (either to the group or an individual)
- Allows you to share your screen (may require permission).
- Record button (may require permission from the organizer)
- Lets you show an emoji reaction.

Exit the meeting.

Step 4: Participate!

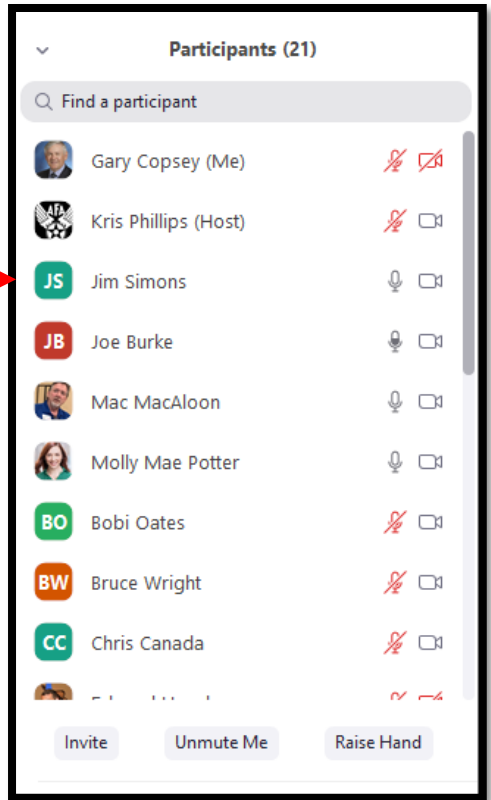
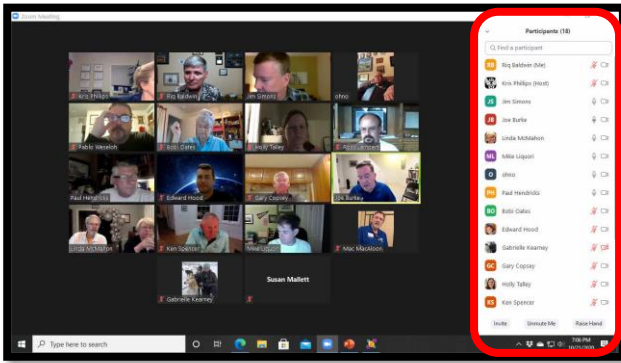


“Speaker View” where the speaker will be prominent.

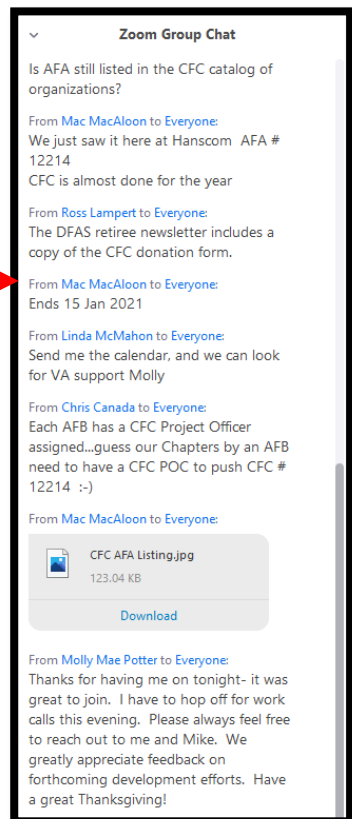
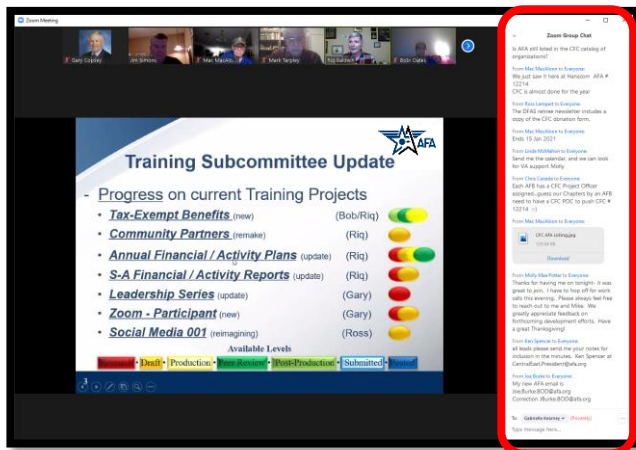


Sharing your screen...shows what is on your desktop. This can be a presentation or individual apps

Step 4: Participate!

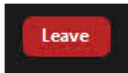
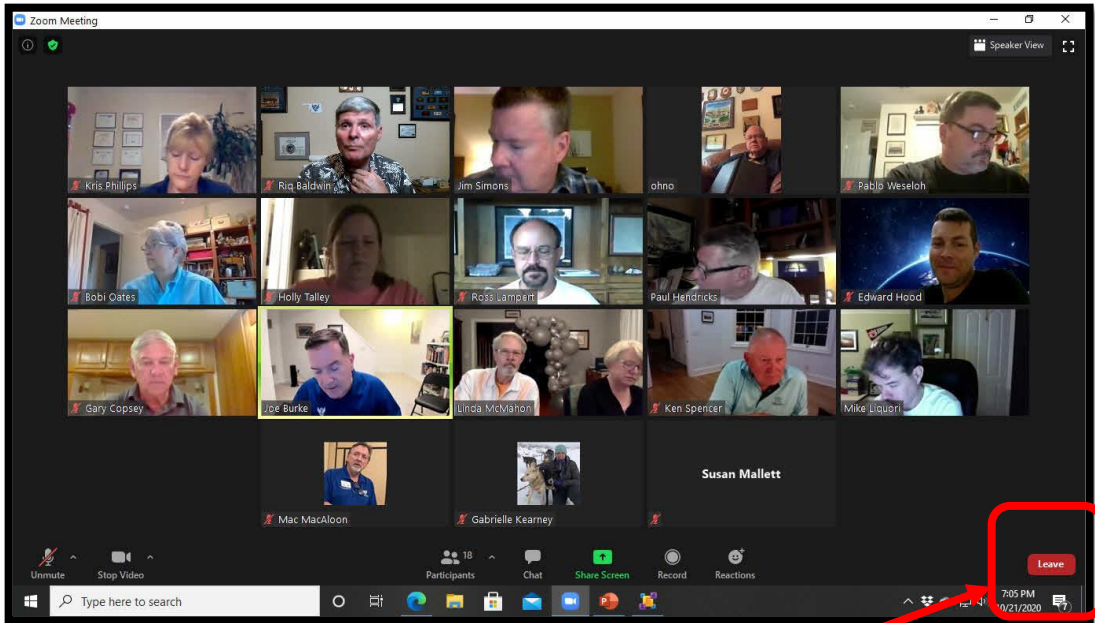


- Gives you a list of participants



- Puts you into the chat environment

Step 5: Exit the Meeting



- Exit the meeting.

Zoom Training Resources

Here is a link to training that Zoom has built if you want to look into some specific capabilities:

[Zoom Tutorials](#)

Just a closing note before getting into etiquette. Remember that technology changes quickly and Zoom will likely be making frequent updates to the look of the product. So, what you see on this may not be an exact replica of the current Zoom platform at the time of your viewing. But likely, all the same functions...and probably more...will be there!



Zoom Conferencing Etiquette

- **Mute before you join the conference and when you are finished speaking.**
- **Don't interrupt when someone is speaking. Wait for a natural break.**
- **Speak clearly. Don't yell.**
- **Don't be distracting. If you need to temporarily leave or pay attention to something off-screen, mute your microphone and deactivate your camera.**
- **Drinks are OK. Try to avoid eating while on-camera.**
- **Don't let what is behind you distract the conference.**
 - **Close any doors behind you.**
 - **Watch out for shiny/reflective surfaces. (lights, pictures, mirrors, windows).**
 - **No distracting moving art, blowing trees or bushes, active TVs or video monitors.**
 - **Avoid non-obvious items that cut across the screen behind your head**
 - **If you use virtual background use one that isn't distracting.**
- **Center yourself in the frame (use the selfie view) and make sure it is good view of you (not looking up your nose!). The conference is not interested in the top of your head.**
- **Make sure that you are appropriately lit and not "in the dark."**
- **Try to look towards the camera, particularly when you are speaking.**
- **Minimize background noise when speaking (fans, TVs, music, pets, grandkids, computer, landlines). Otherwise, be on mute.**
- **Dress appropriately.**
- **Be yourself, have fun, but don't be disruptive.**



Survey

Was this instruction helpful?
Can we make it better?

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to take the post-instruction
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