ZOOM PARTICIPANT GUIDE

Zoom is a cloud-based meeting tool which combines video conferencing, online meetings, and mobile collaboration into one platform. If you’re experiencing issues with Zoom, after reading this guide, you can find additional documentation via the Zoom online knowledge base at https://support.zoom.us/home. This document will provide you with some basic steps to participate in a Zoom session.

Should you need help or more information contact the help desk via email at helpdesk@clarku.edu or call 508-793-7745.

## JOIN A ZOOM MEETING

| Getting Started | There is no need to purchase a Zoom account to participate in a zoom meeting. To participate you will need:  
• A wired or WIFI internet connected computer, laptop, or web-enabled device, such as a smartphone.  
• An external webcam or built-in camera on your computer  
• An external or built in microphone  
• External or built in speaker |
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>No internet or computer</td>
<td>If you do not have internet access or a computer you can still join the zoom session for audio by calling into the meeting number</td>
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</table>
| Launch Zoom to participate in a meeting | When you’re invited to participate in a Zoom meeting, you’ll receive instructions similar to what you see in the Zoom meeting invitation example below. Your options to join the session are:  
• 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, or  
• Call into the session phone # for audio only connection if unable to join with internet enabled device |
| Download vs Browser option | You are not required to download zoom to participate. You can join by choosing the web browser option as seen here:  

*When prompted, select Yes.*  
If nothing prompts from browser, download & run Zoom.  
If you cannot download or run the application, join from your browser.
<table>
<thead>
<tr>
<th>Zoom meeting invitation: Example</th>
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<tbody>
<tr>
<td>Zoom Host is inviting you to a scheduled Zoom meeting.</td>
</tr>
<tr>
<td>Join Zoom Meeting</td>
</tr>
<tr>
<td><a href="https://clarku.zoom.us/j/999999999">https://clarku.zoom.us/j/999999999</a></td>
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<tr>
<td>Meeting ID: 914 270 999</td>
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<tr>
<td>One tap mobile</td>
</tr>
<tr>
<td>+16468769923,,914270061# US (New York)</td>
</tr>
<tr>
<td>+13126266799,,914270061# US (Chicago)</td>
</tr>
<tr>
<td>Dial by your location</td>
</tr>
<tr>
<td>+1 646 876 9923 US (New York)</td>
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<tr>
<td>+1 312 626 6799 US (Chicago)</td>
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<tr>
<td>+1 669 900 6833 US (San Jose)</td>
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<tr>
<td>+1 253 215 8782 US</td>
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<tr>
<td>+1 301 715 8592 US</td>
</tr>
<tr>
<td>+1 346 248 7799 US (Houston)</td>
</tr>
<tr>
<td>Meeting ID: 914 270 999</td>
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<tr>
<td>Find your local number: <a href="https://clarku.zoom.us/u/anT04rjD3">https://clarku.zoom.us/u/anT04rjD3</a></td>
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### Meeting started vs not yet started by host

When you join a meeting, you’ll be presented with instructions similar to what you see in the Zoom meeting examples below depending on if the host has started the meeting or not.

### Test computer video and audio

We recommend that you check your audio settings while waiting for the meeting to start or before joining the meeting. You can use the Test Speaker & Microphone option in the Audio settings seen in section 1 of the screen shot in the Participant Control section of this document.

### Join a meeting the host has not yet started: Example

![Zoom test meeting example](image)

### Join a meeting the host has started: Example

![Join with Computer Audio](image)
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.)

Your menu bar may look slightly different dependent on the meeting settings. However, in general you should have the following options:

1. Mute/unmute your audio (use the arrow to open more options)
2. Stop/start your video (use the arrow to open more options)
3. Invite more people to join by email, IM, SMS (mobile users) or meeting ID
4. View a list of participants
5. Share your desktop (everything you have open) or select a specific application to share (e.g., Microsoft PowerPoint or Excel)
6. Send a message to one person (private chat) or to all participants
7. Record the meeting (if you have been granted permission)
8. Leave or end the video meeting
To provide nonverbal feedback to the host of the meeting:

- Click the Participants button
- Click on of the icons to provide feedback to the host.
- Click the icon again to remove it.
- You can only have one icon active at a time

Feedback options include:

- Raise Hand / Lower Hand
- Yes
- No
- Go slower
- Go faster
- Agree
- Disagree
- Clap
- Need a break
- away

Your icon choice will appear next to your name in the participants list.
Zoom allows for screen sharing on desktop, tablet and mobile devices running Zoom.

- The host and attendee can screen share by clicking the Share Screen icon.
- The host does not need to grant screen share access for another participant to share their screen.

Click the Share Screen button located in your meeting controls.

Select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a whiteboard, or an iPhone/iPad.

If sharing video use the “Share computer sound” and “Optimize for full screen video clip”
SUGGESTIONS FOR MULTIPLE ATTENDEES

Note: You can only view up to 49 participants per screen

- On the top right-hand corner of your screen, click Gallery view.

  Tip: Zoom should default to Gallery view, but you can switch between the “Gallery” view and the “Speaker” view by clicking on it. Gallery view shows many thumbnails where Speaker view shows a thumbnail strip at the top of the screen with a larger view of the Speaker taking up the screen

- Do not have your screen in “Full Screen Mode”

- Click on Participants located on the bottom of the screen

  Tip: By not having your screen in “Full Screen Mode” the Participant list will dock to the right-hand side of your screen. If you were in Full Screen mode, a pop box with the Participant list would appear.

- Click on Chat also located on the bottom of the screen

  Tip: By not having your screen in “Full Screen Mode” the Chat feature will dock to the bottom right-hand side of your screen right below the Participant list

- Now make some sizing adjustments based on how many thumbnails you see on the screen or want to see on the screen

  Tip: Use your mouse to hover over the left edge of the Participant list (where the white part of the box meets the black section of the screen) until you see the horizontal drag arrows Use the drag to resize the view until it meets your personal preference.

- If the meeting host is sharing their screen you may need to resize again using the tips above.

  Tip: Hover over the edge of the black section until you see the drag arrows or depending on the number of thumbnails showing, vertical bars II may appear, use those to resize.
### Joining a Breakout Room

Breakout rooms are sessions that are split off from the main Zoom meeting. They allow participants to meet in smaller groups. Breakout rooms can be used for collaboration and discussion.

Note: Users joined into the Zoom meeting from the Zoom Desktop Client or Zoom Mobile App devices can participate in breakout rooms.

Users joined via the web client, Chromebooks/Chrome OS or Zoom Rooms are unable to join Breakout Rooms, but the main room can be used as an alternative session for these users.

The host will need to invite you to join the breakout room. Click Join.

If you choose Later, you can join by clicking the Breakout Rooms option in your meeting controls.

Click Join Breakout Room.

### Participating in the Breakout Room

Once you've joined the breakout room, you will have full controls similar to the meeting. You can:

- Mute/Unmute to speak
- Start/Stop Video
- Participants - view the Participants list
- Share screen - read more about screen sharing
- Chat - type messages to the other participants in your breakout room
- Record - you can record the Breakout Room locally if the host gives you recording permission. Read more about local recording.
- Ask for Help - request help from the meeting host
| 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.  
Click Ask for Help in the meeting controls.  
You can invite the host to this Breakout Room for assistance. |
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<tr>
<td>Confirm that you would like assistance by clicking Invite Host</td>
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</table>
You can invite the host to this Breakout Room for assistance. |
| 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.  
Click Leave Breakout Room.  
Choose if you want to leave the breakout room or the entire meeting.  
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. |