ZOOM PARTICIPANT GUIDE

Zoom is a video conferencing platform known for its ease of use, high quality HD video and audio, and collaboration facilities such as text chat, screen sharing and breakout rooms.

If you're experiencing issues with Zoom after reading this guide, you can find additional documentation via the Zoom support website 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 508-793-7745.
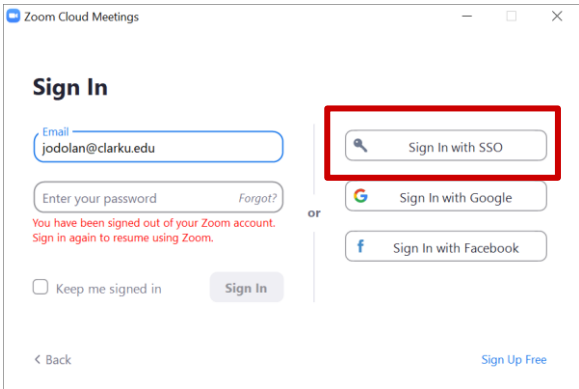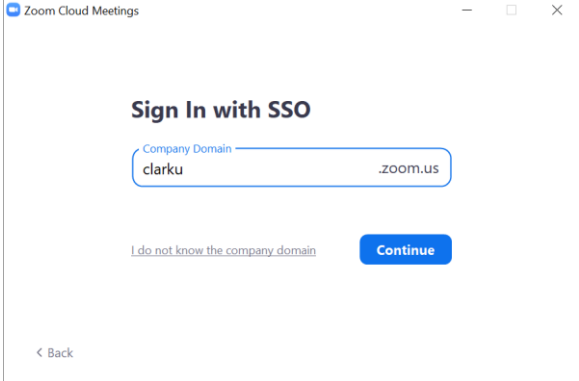
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July 15, 2020

All Clark University faculty, staff and students have access to a fully licensed Zoom account that allows you to host meetings with up to 300 participants for up to 24 hours.

You do not need to sign in to be a participant in most Zoom meetings, but if you wish to, follow the instructions below.

Sign in via the Web	Visit https://clarku.zoom.us/ and click Sign In. Log in with your Clark account.	
Sign in via the Zoom Application	If you don't already have the Zoom application installed on your device, visit https://clarku.zoom.us/ and click Download	
	Open the Zoom application on your device. On the Sign In page, click Sign in with SSO on the right side.	
	Enter "clarku" as the company domain, or click "I don't know the company domain" and enter your Clark email. Log in with your Clark account.	

Requirements	• A wired or WiFi internet connected desktop, laptop, or web-enabled device, such as a smartphone or tablet • An external webcam or built-in camera on your device • An external or built-in microphone • External or built-in speaker
Zoom Application	While there are ways to participate in a Zoom meeting without downloading the Zoom application, your experience will be limited. Therefore, we do recommend participating via the application. Visit https://clarku.zoom.us/ and choose Download to install the Zoom application on your device.
No internet or device	If you do not have internet access or a device, you can still join many Zoom meetings by audio by calling into the meeting phone number in the invitation
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 Clark Zoom web site at https://clarku.zoom.us/ and click on "Join a Meeting" where you can enter the 9 or 10-digit Meeting ID number and password, or • Call into the Zoom meeting phone number with Meeting ID and password for audio-only connection.
Browser option	When prompted, select **Yes**. If nothing prompts from browser, download & run Zoom. If you cannot download or run the application, join from your browser.

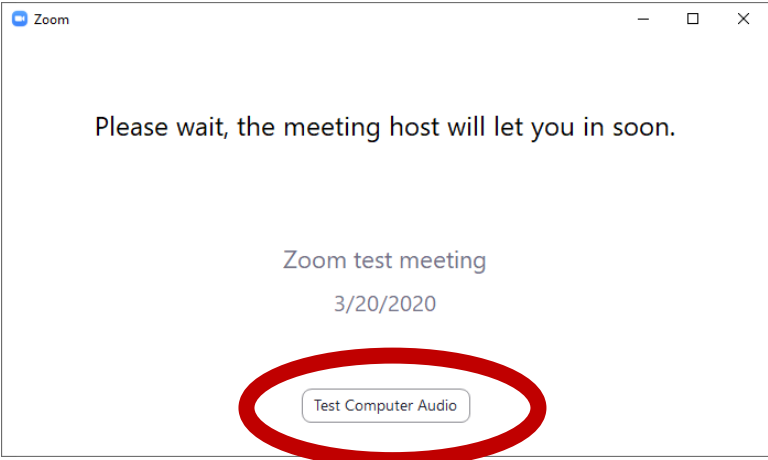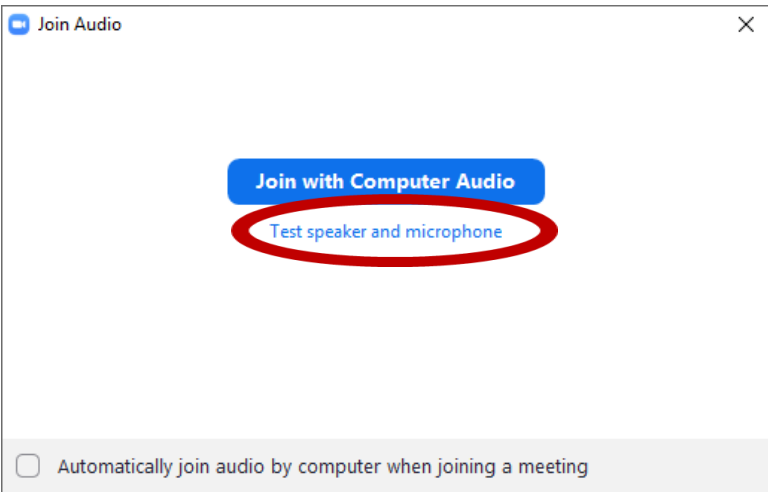|	

Zoom meeting invitation: Example	Joanne Dolan is inviting you to a scheduled Zoom meeting.
	
	Topic: Test Meeting
	Time: Jul 15, 2020 08:00 PM Eastern Time (US and Canada)
	
	Join Zoom Meeting
	https://clarku.zoom.us/j/99274453982?pwd=MHVhdmwySGZLQ1VPYlpvdjFaZEtQQT09
	
	Meeting ID: 992 7445 3982
	Password: 511805
	One tap mobile
	+13126266799,,99274453982# US (Chicago)
	+16468769923,,99274453982# US (New York)
	
	Dial by your location
	    +1 312 626 6799 US (Chicago)
	    +1 646 876 9923 US (New York)
	    +1 301 715 8592 US (Germantown)
	    +1 346 248 7799 US (Houston)
	    +1 669 900 6833 US (San Jose)
	    +1 253 215 8782 US (Tacoma)
	Meeting ID: 992 7445 3982
	Find your local number: https://clarku.zoom.us/u/aelWxFFW3b

Test video and audio	We recommend that you check your audio settings while waiting for the meeting to start.
Testing Audio: Meeting not yet started.	
Testing Audio: Meeting already started.	

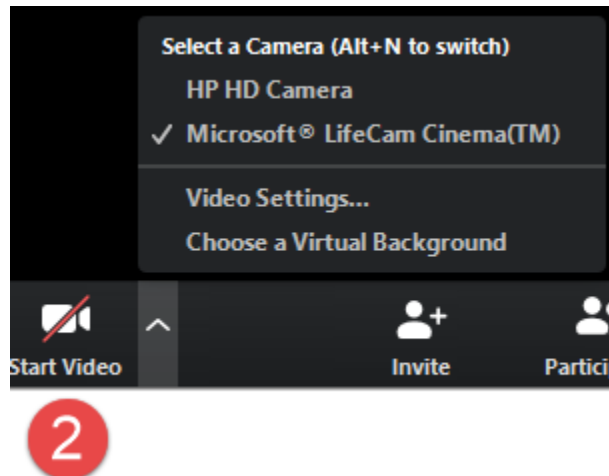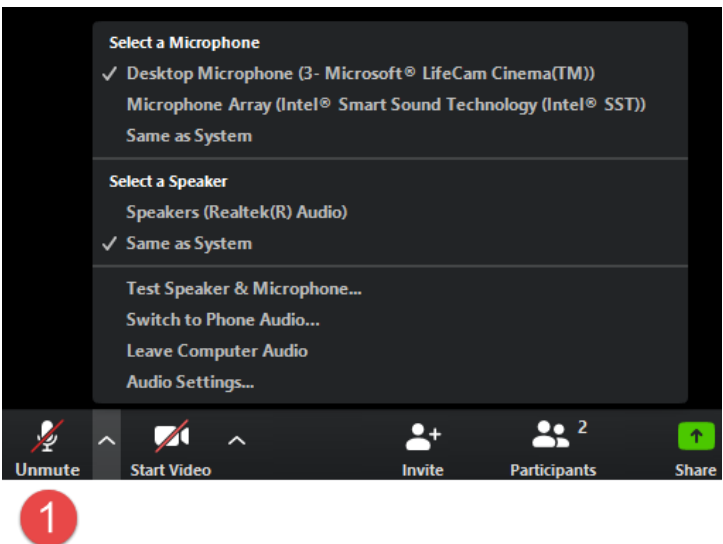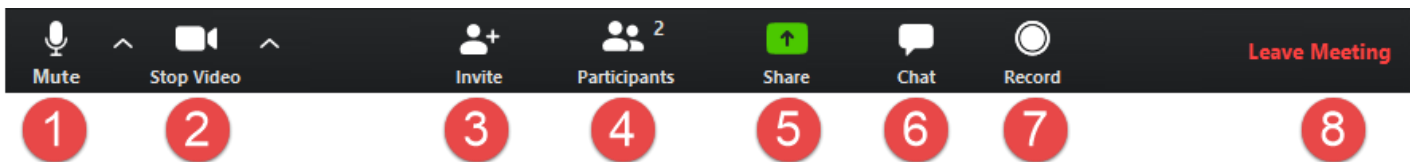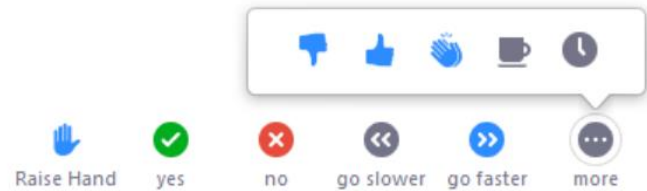|	
The Zoom Menu Bar	The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full-screen mode.) Your menu bar may look slightly different dependent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

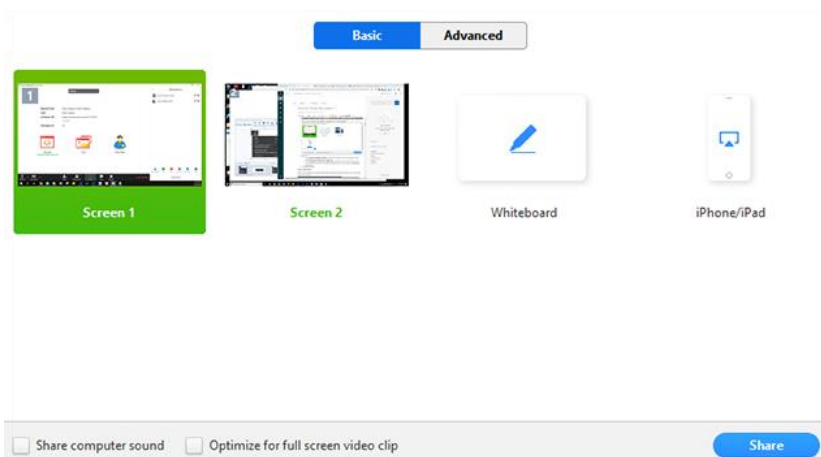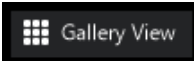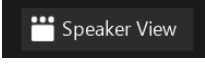|	
Nonverbal Feedback During Meetings	To provide nonverbal feedback to the host of the meeting: - Click the Participants button - Click one of the icons to provide feedback to the host. - Click the icon again to remove it. - You can only have one icon active at a time Feedback options include: - Raise 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.
Screen Sharing	Zoom allows for screen sharing on desktop, tablet and mobile devices running Zoom. You will only have the ability to share your screen if granted by the host. 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" at the bottom of the window. Click on the screen or program you want to share and click "Share" in the bottom right corner.

Setting Suggestions	• In the top right-hand corner of your screen, click Gallery view, **Gallery View** to view the participants in a grid format. You can only view up to 49 participants per screen • Alternatively, click Speaker view **Speaker View** to view the current speaker enlarged, with other participants in a ribbon above. • Click on the Participants button 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 are in Full Screen mode, the Participant list would appear in a pop-up window. • 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

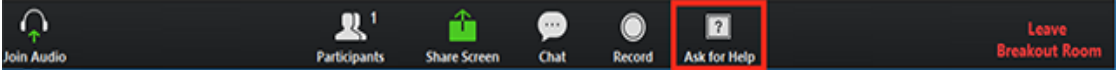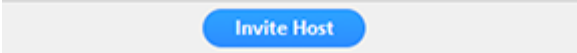|	
Joining a Breakout Room	Breakout rooms are sessions that are split off from the main Zoom meeting. They allow participants to meet in smaller groups. Breakout rooms can be used for collaboration and discussion. Note: Users joined into the Zoom meeting from the Zoom Desktop Client or Zoom Mobile App devices can participate in breakout rooms. **Users joined via the web client, or Chromebooks/Chrome OS 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. Join Audio Participants Share Screen Chat Record **Ask for Help** Leave Breakout Room Confirm that you would like assistance by clicking Invite Host You can invite the host to this Breakout Room for assistance. **Invite Host**
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. Join Audio Participants Share Screen Chat Record Ask for Help **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.