Zoom Instructions for Participants

<u>Before a videoconference</u>:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.

2. You can sign up and download Zoom from zoom.us Follow the click on the "Sign Up for Free" tab and follow the prompts to enter your information
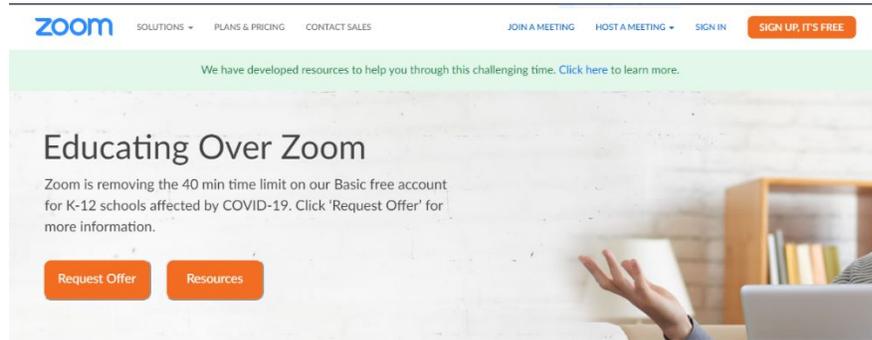
To join the videoconference:

At the start time of your meeting, click on the link in your invitation to **join via computer**. You may receive notice for a videoconference via email or from the meeting notification on the Maywood Public Library Facebook Page. The notification may include a link to "**Join via computer**" as well as phone numbers for a conference call option. It will also include the 9-12 digit (usually) Meeting ID. .

You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID provided.
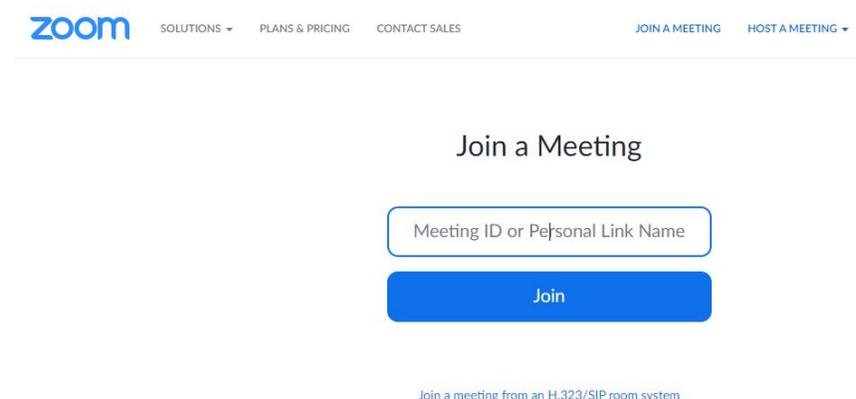
1. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference, <u>if a telephone option is available</u>.

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the **Meeting ID number** when prompted using your touch-tone keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2digit participant ID to be associated with your computer.

Once connected via video here are the Participant controls in the lower section of the Zoom screen:

Using the icons at the bottom of the Zoom screen, you can:
- Mute/Unmute your microphone (far left)
- Start Video
- Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand
- Chat – conversation between participants which can be scrolled on the right-hand side
- Share your screen if requested by host
- Record (to local device)
- Reactions
- Leave Meeting (does not end full meeting only allows user to leave at any time)

Somewhere on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.

PLEASE NOTE: NOT ALL ICONS WILL ALWAYS BE AVAILABLE.