

Zoom Meeting Instructions

General guidelines

- Follow the invitation link and try to join the meeting five minutes in advance.
- Open the Zoom application (if installed) and enter meeting details to join.
- Make sure your audio and video are working.
- To help keep background noise to a minimum, make sure you mute your microphone when you enter the meeting and are not speaking.
- Make sure the camera is in a stable position and focused at eye level. Doing so helps create a more direct sense of engagement with other participants.
- Use the 'Raise Hand' feature to ask questions.

General features and how to use them

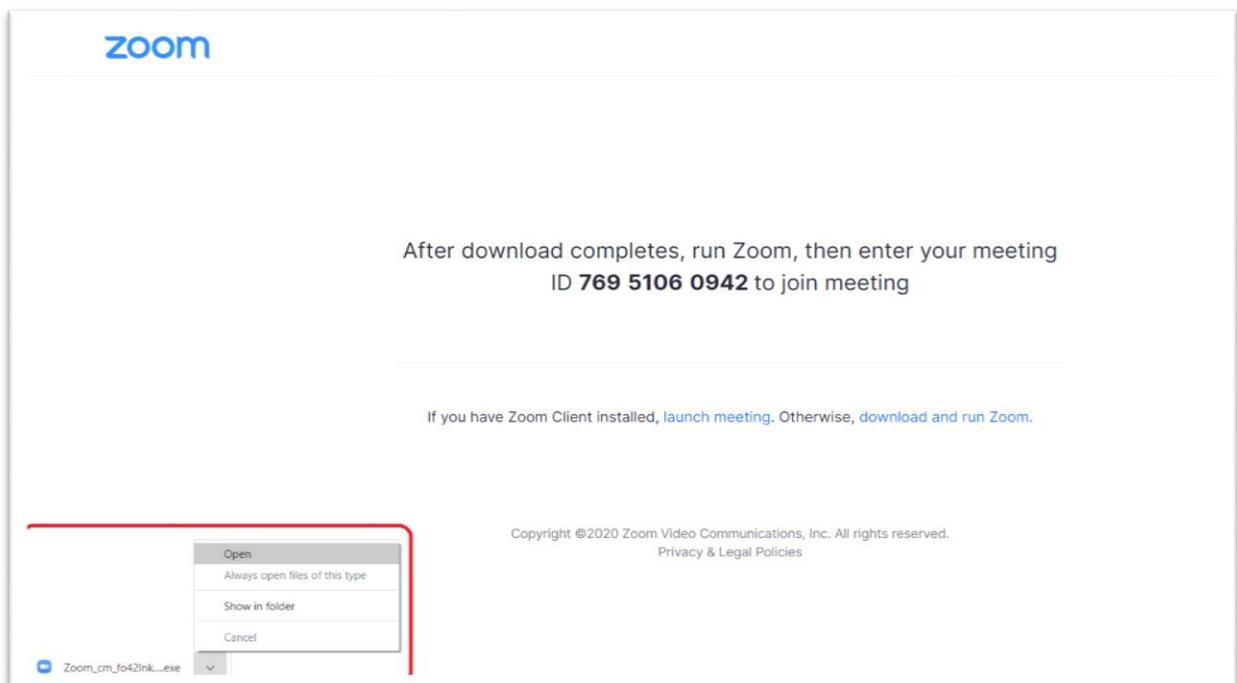
1. Join a meeting

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from [Zoom Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a join link.

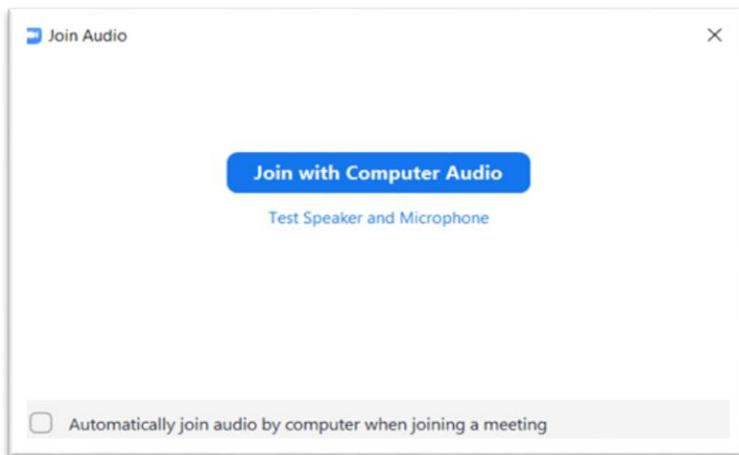
When a meeting invite is shared, the participants will receive the following details:

- a. Link for the meeting.
- b. Meeting ID.
- c. Password.

As mentioned earlier, if the Zoom application is installed, you can launch the meeting. If not, then download and run the application as shown below and follow instructions.

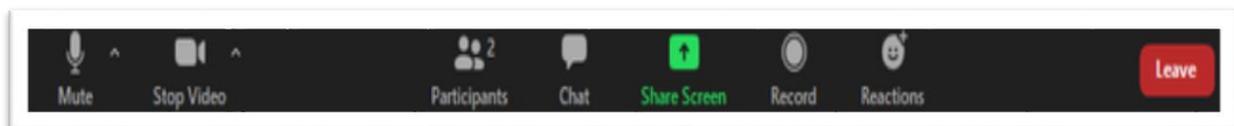


You will be prompted to join with your device audio.



2. Attendee controls in a meeting

When you join a Zoom meeting hosted by another user, you are considered an attendee. The attendee controls appear at the bottom of your screen if you are not currently screen sharing.



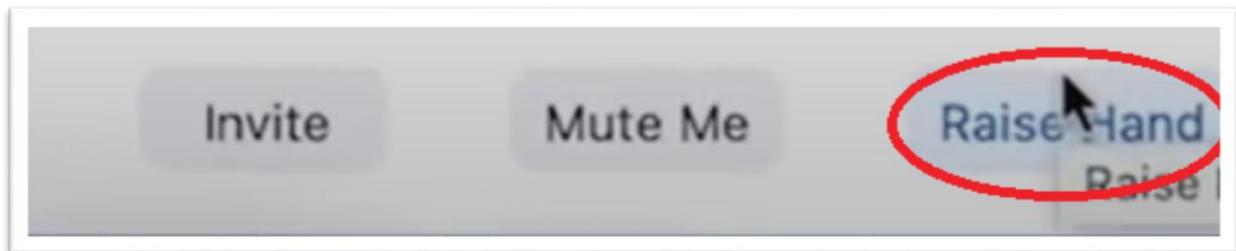
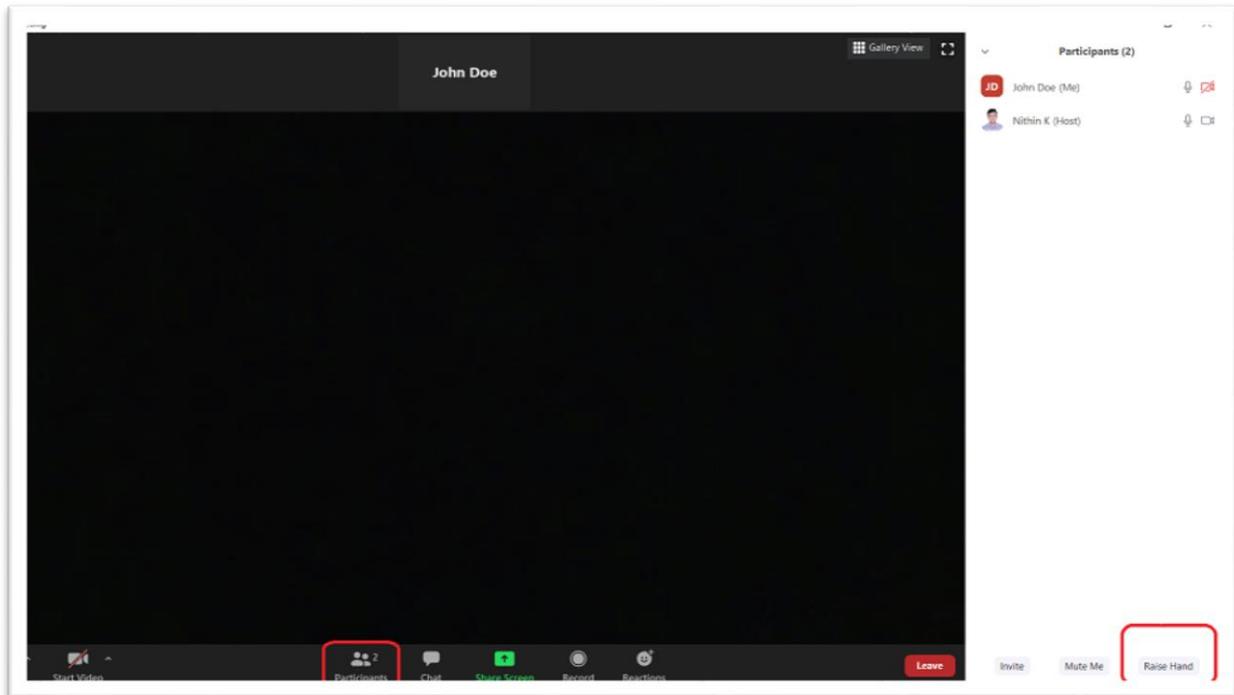
Attendees have access to the below features:

- **Mute / Unmute:** Mute and unmute your microphone.
- **Start Video / Stop Video:** Turns your camera on or off.
- **Participants:** See who is currently in the meeting and invite others. You can also access to these options.
 - Rename:** Hover over your name and click Rename to change your screen name displayed to other participants.
 - Non-verbal feedback icons** (if enabled by the host): Places an icon beside your name to quickly notify the host.
- **Share Screen:** Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.
- **Chat:** Access the chat window to chat with the participants.
- **Record:** Start or stop a local recording. Attendees do not have access to start a cloud recording.
 - Note:** The host will need to allow local recordings in their account settings, then give you permission to record.
- **Leave:** Leave the meeting while it continues for the other participants. Only the host can end the meeting.

3. Raise Hand

You can use the 'Raise Hand' feature in Zoom to let the host and other participants know you have input you would like acknowledged without interrupting the conversation.

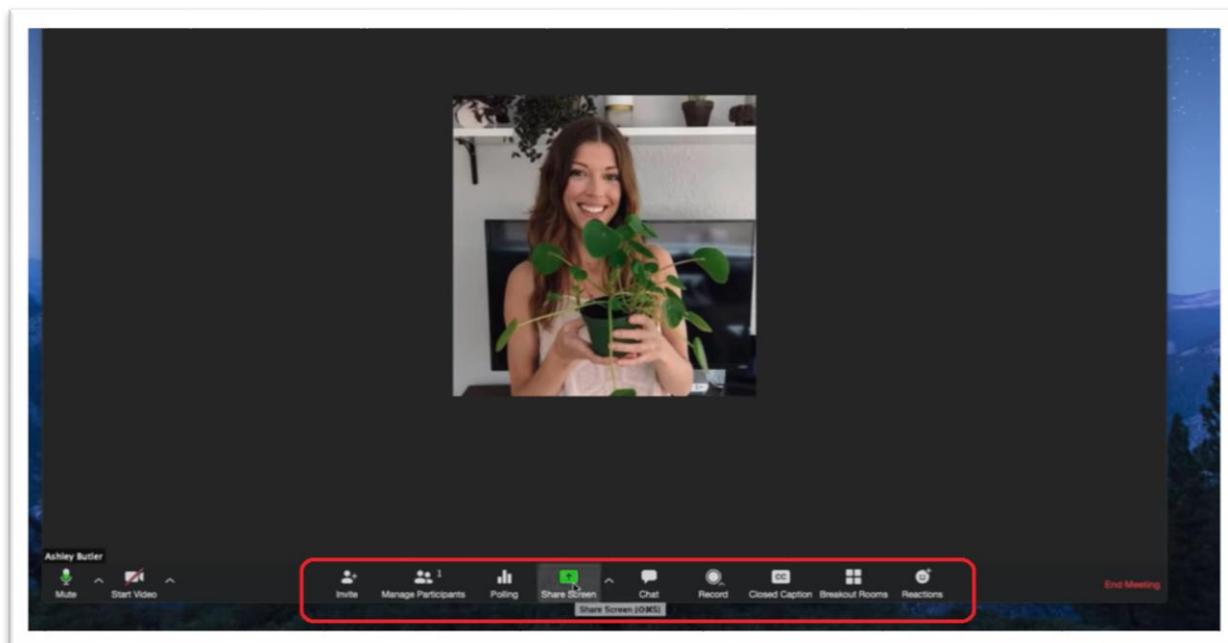
- During a meeting, click on the icon labelled '**Participants**' at the bottom of your screen.
- At the bottom of the window on the right side of the screen, click on the button labelled "**Raise Hand.**"



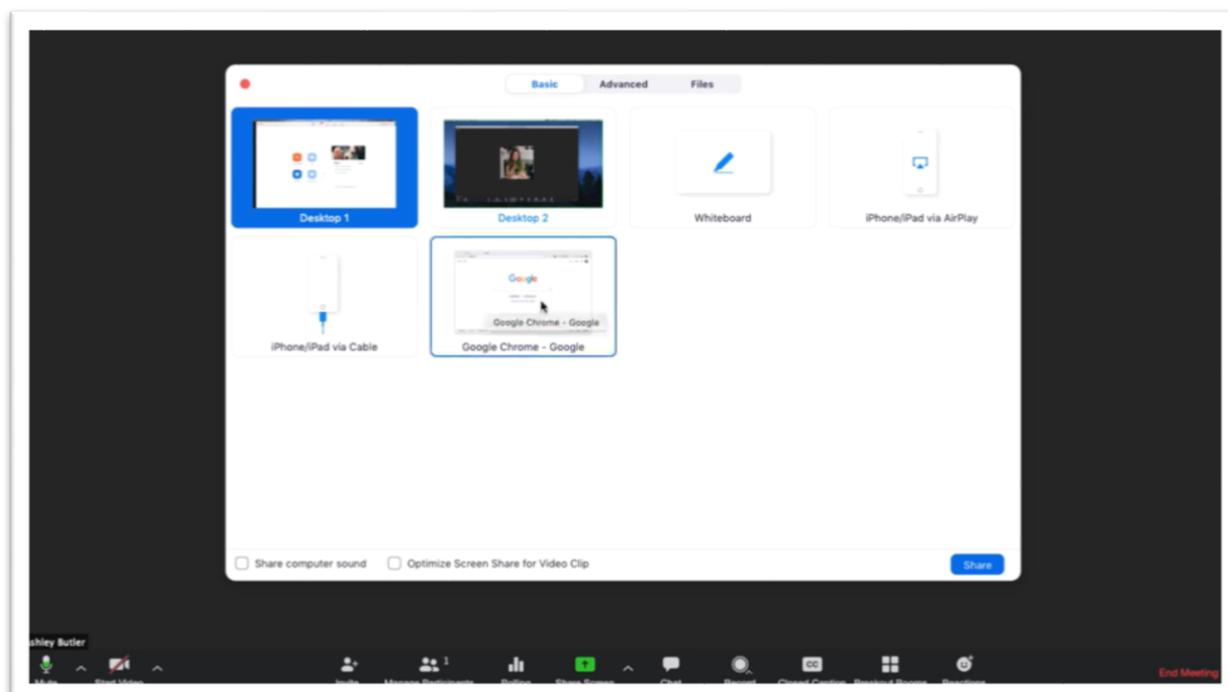
Your digital hand is now raised. Lower it by clicking the same button, now labelled "**Lower Hand.**"

4. Sharing your screen in a meeting

While in a meeting, you can share content with participants in the meeting. Select **Share Screen**  at the bottom of your meeting window.

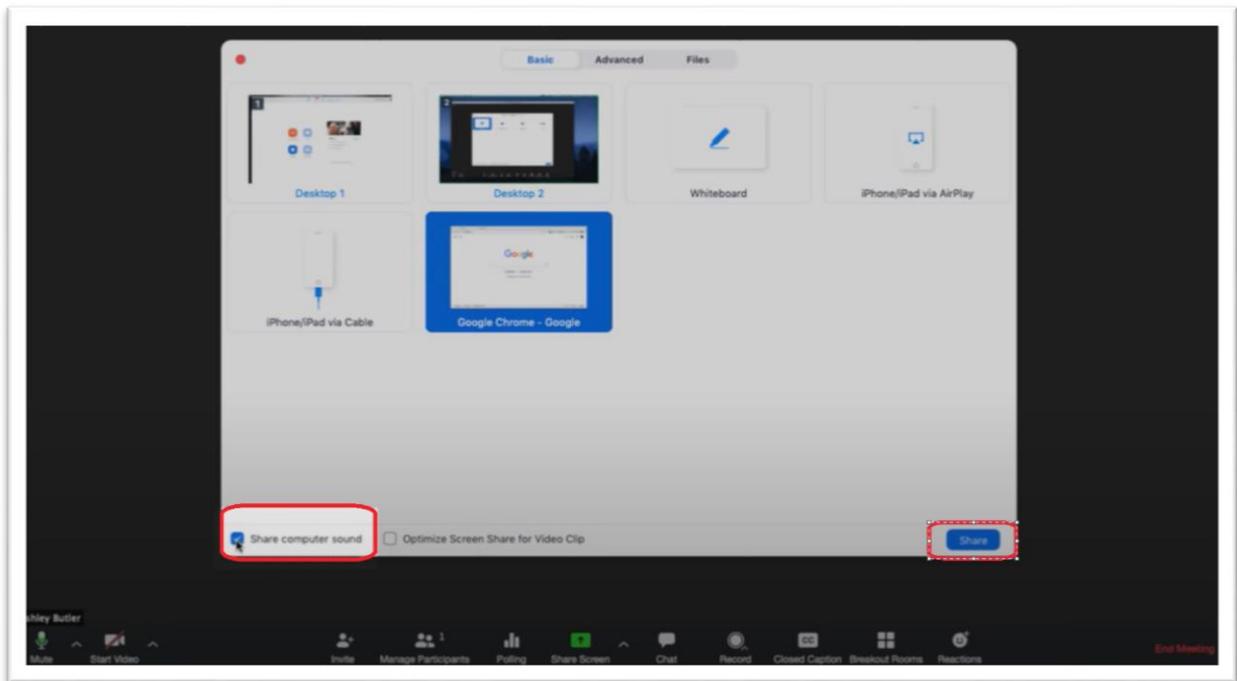


From here, you will be given various options for sharing such as sharing your full desktop, or an individual application you have open on your computer.

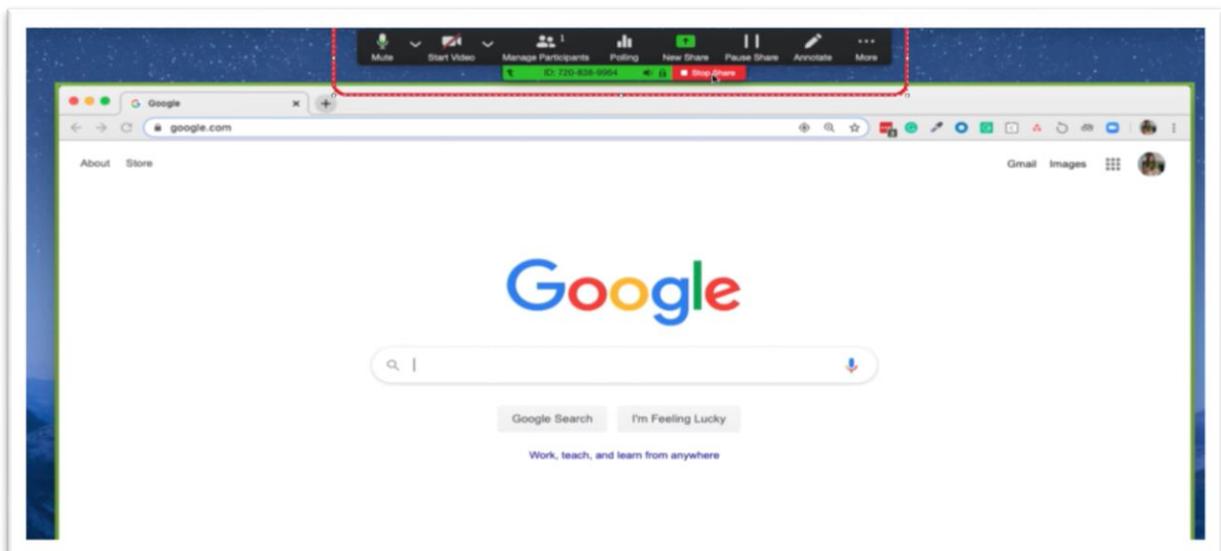
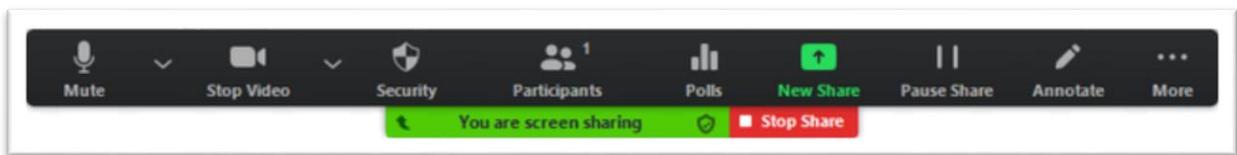


If you are planning to share content that contains audio, such as a third party video, be sure to select computer **Share computer sound** in the bottom left corner to ensure that your participants can hear your computer sound as you are sharing.

When you are ready, select **Share** on the right-hand side.



Once content sharing begins, you can always pause or stop the share at any time. If you need to pause the share, select **Pause Share** at the top of you meeting window. If you need to stop the share, simply select **Stop Share**.



Thank You

Source: <https://support.zoom.us/hc/en-us>