

Zoom Basic Use for Participants

What to Do Before Joining the Meeting

Make sure you have the following:

- Computer or device with a camera and microphone
- Zoom link sent by the teacher

If possible, use headphones and find a place that is free from distractions to participate in the Zoom meeting. It is helpful to sit so your back is facing a wall to help prevent distractions in your background.

How to Join and Participate in the Meeting

1. Click on the link sent by the teacher. It will look something like this:

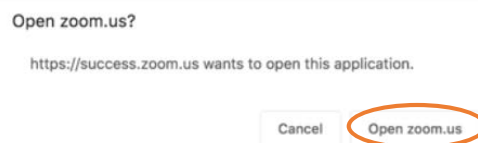


2. Open Zoom meetings

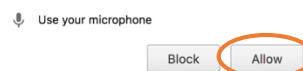
- a. If you have never used it before, then click "download & run Zoom." However, this is not required. You may "Join from your browser" if preferred.



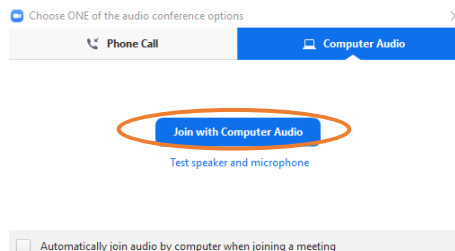
- b. If you have Zoom downloaded on your computer, click "Open Zoom.us."



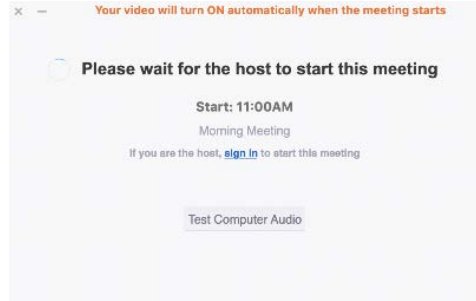
- c. If prompted by a pop-up box to allow Zoom to access your microphone and/or camera, click "Allow."



3. Select "Join with Computer Audio."



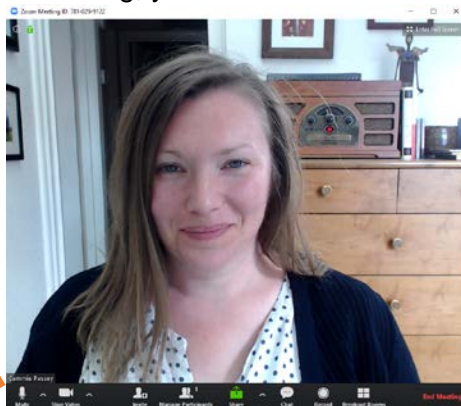
4. If you log on before the teacher starts the meeting, you will see a notification like the one below.



Note: Your microphone will be muted when the meeting starts, so you will be able to hear the teacher, but the teacher and other students will not be able to hear you

5. When the teacher starts the meeting, your screen will look something like this

Here is the menu bar. If you do not see it, move the mouse around and it should appear.

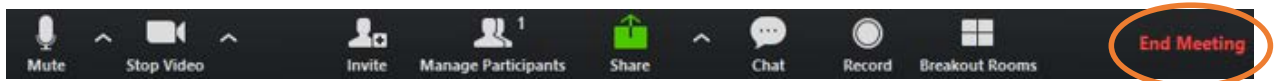


6. When the teacher is ready for you to speak, unmute your microphone using the menu bar at the bottom of the screen

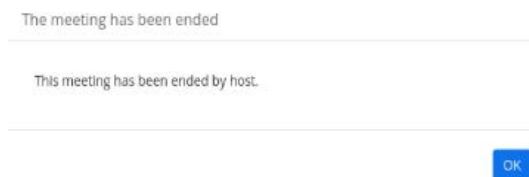


Note: If you cannot see the menu bar, move the mouse around and it should appear.

7. If you need to leave the meeting early, click the “Leave Meeting” button on the menu bar



8. If the teacher ends the meeting, you will see a message alerting you



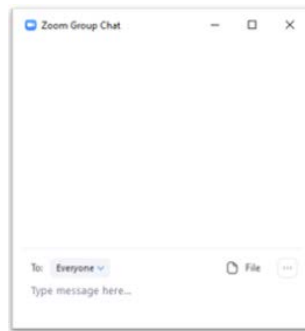
How to Do Basic Troubleshooting

Your teacher may be able to help you with many of your questions. Follow class guidelines for asking a question. However, if you need to communicate without the microphone, you can use the chat function in the menu bar.

1. Click on the “Chat” icon in the menu.



2. Type in the box that pops up and hit enter to send.



What if...

I can't hear others in the meeting?

- Check the volume on your headphones or speakers
- Politely alert the teacher

Others can't hear me in the meeting?

- Click the ^ next to the microphone icon and try connecting to a different microphone (if available)
- Send communications through chat

I can't see others in the meeting?

- Check the settings on your monitor to make sure it's on
- See if another application window is open and blocking the Zoom window

Others can't see me in the meeting?

- Check to see if your camera is enabled
- Click the ^ next to the camera icon and try connecting to a different camera (if available)