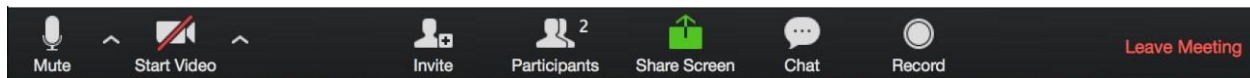


# FOR ATTENDEES: Basic **Zoom** Instructions

## About

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When you join a Zoom meeting hosted by another user, you are considered an attendee. As an attendee, you have access to a full range of “Attendee Controls” illustrated on the Attendee Controls bar, to see the Attendee Controls bar, hover over the bottom of your active Zoom meeting window.



## Join a Meeting

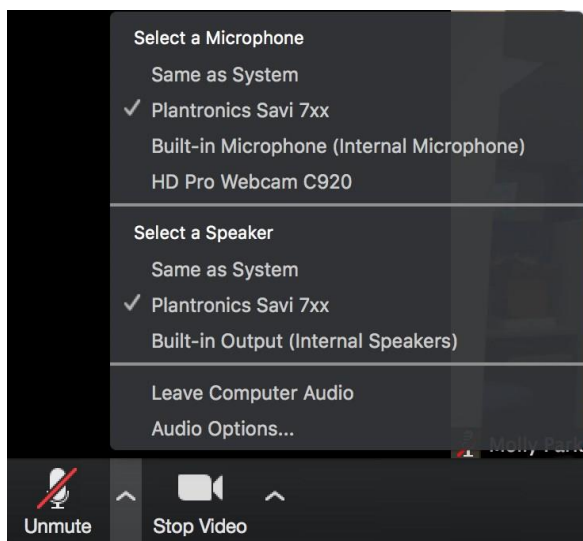
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Join a meeting by clicking on a Zoom link provided by the meeting host => follow the prompts to download and run Zoom => (enter the meeting ID if prompted) => click to [Join the Audio Conference](#). When you're in the meeting, you may click on the [Start Video](#) button to start your video.

## Mute/Unmute & Audio Settings

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You can mute and unmute your microphone. If you click on the arrow next to the mute button (bottom left main Zoom screen), you have additional options for audio settings. You can change your microphone, leave the computer audio or access the audio options.



## Start/Stop Video & Video Settings

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You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).

## Participants

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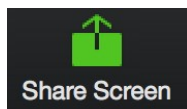
If you click on Participants, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself.

**Raise Hand** - notifies host and shows a prompt to simulate hand raise

**Rename** - hover over your name to change it as it is seen in the participants list and video window

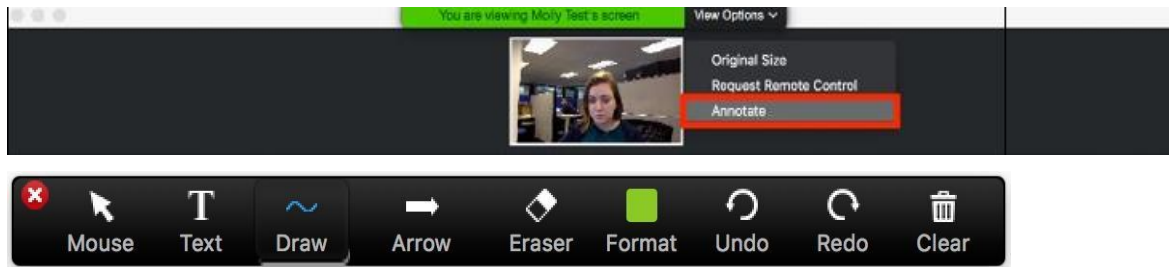
## Share Screen

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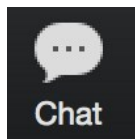
If the host allows, you can share your screen in the meeting. The host has the ability to stop your screen share.

1. **SHARE YOUR SCREEN:** When you are ready to show a PowerPoint file or show a YouTube video or display a document, hover over the bottom of your Zoom screen and click on **Share Screen**—and additionally be sure to click in the tiny check box, lower left, for **Share computer sound**. Then click on **Share Screen** (lower right). Click on **Stop Share** when you are done sharing your screen (red button, top of your active window).
2. **ANNOTATE A SCREEN YOU ARE SHARING:** Hover over the bottom of your Zoom screen and click on **Share Screen** => click on **Desktop** and then on **Share Screen** (bottom right) => open the file/document you want to show => hover over (or push with your cursor) the green ID tab or the red Stop Share tab at the top of your screen => click on **Annotate** => click on any of the tools on the pop-up tool bar (Mouse, Test, Draw, Spotlight, Erase, Save) => click on **Stop Share** when you are done (red button, top of your active window).
3. **ANNOTATE SOMEONE ELSE'S SHARED SCREEN:** Click on **View Options** at the top of your screen and choose **Annotate**. Then select from any of the tools.



## Chat

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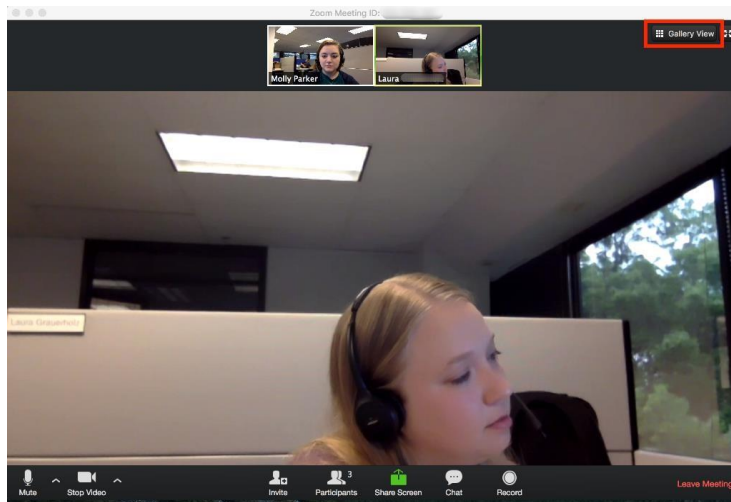


Chat with individuals or everyone in the meeting. Click **Chat** to open up the chat window and chat with other participants or view chat messages. Select the drop down next to **To:** to change who you are chatting with.

## Choose Video Layout

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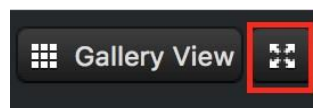
At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share.



## Enter/Exit Full Screen

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At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking **Esc**.



## Pin Video

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Pin video makes a user the primary speaker for you, instead of switching between the active speaker video. You can pin a video by right-clicking on the video of the person you want to pin or double click on their video window.

## Leave Meeting

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You can leave the meeting at any time by clicking on the **Leave Meeting** option at the lower right corner of the Zoom window.

## For More Information

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**Contact Technical Support** <https://support.zoom.us/hc/en-us/articles/201362003-Zoom-Technical-Support>

**Zoom Help Center** <https://support.zoom.us/hc/en-us>

**Getting Started** <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>

**Tutorials** <https://support.zoom.us/hc/en-us/sections/201740096-Training>

**Mobile** <https://support.zoom.us/hc/en-us/sections/200305413-Mobile>

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