Zoom Instructions for Meeting Attendees

Before a videoconference:

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

To join the videoconference, please click the following link and follow the instructions below:
https://us06web.zoom.us/j/5205864690

1. At the start time of your meeting, click on the link in your invitation to **join Zoom meeting**. You may be instructed to download the Zoom application. However, you *do not* need to download anything to join a Zoom meeting. Simply click the link on the launch page "**start from your browser**". 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:

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the **Meeting ID number (5205864690)** when prompted using your touch-tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

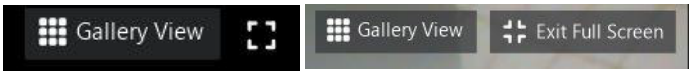
Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")
- Invite other participants
- View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen
- Click Chat to open up the chat window and chat with other participants or view chat messages.

Choose Video Layout
At the upper right of your screen you can switch between Speaker View and Gallery View. You can also enter/ exit full screen by clicking icon to right of Gallery/Speaker View.



Leave Meeting
You can leave the meeting at any time by clicking on Leave Meeting at the lower right corner of the Zoom tool bar.

Resources
Zoom Help Center

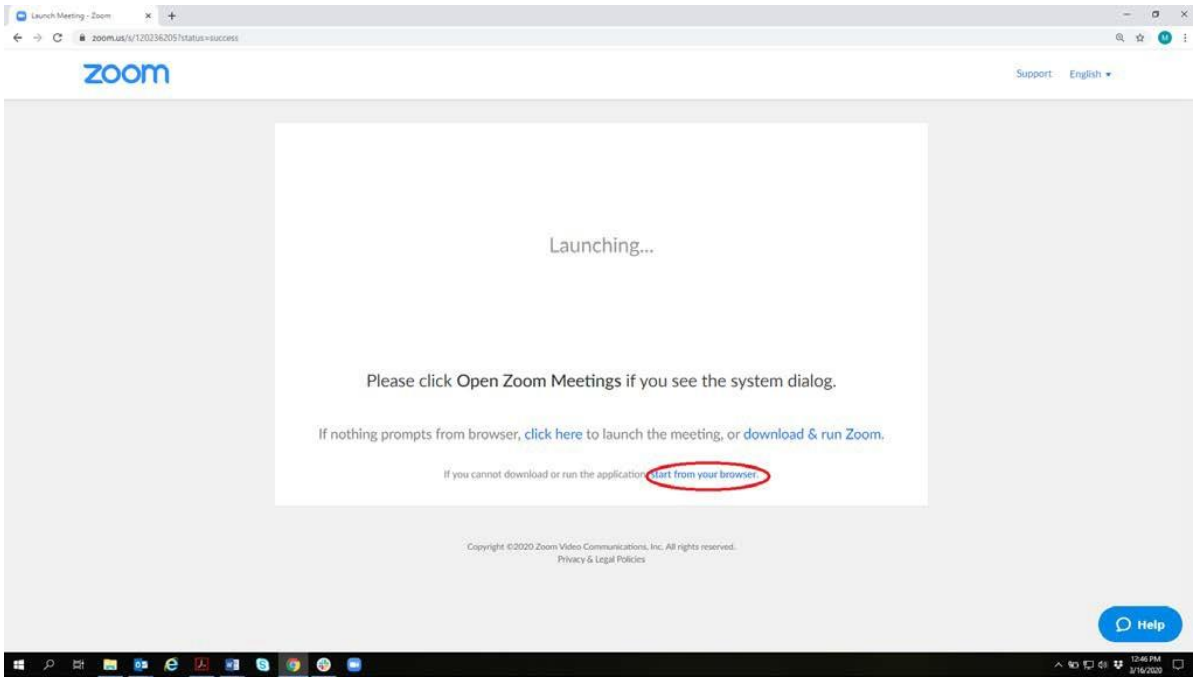
Joining a meeting by phone only:

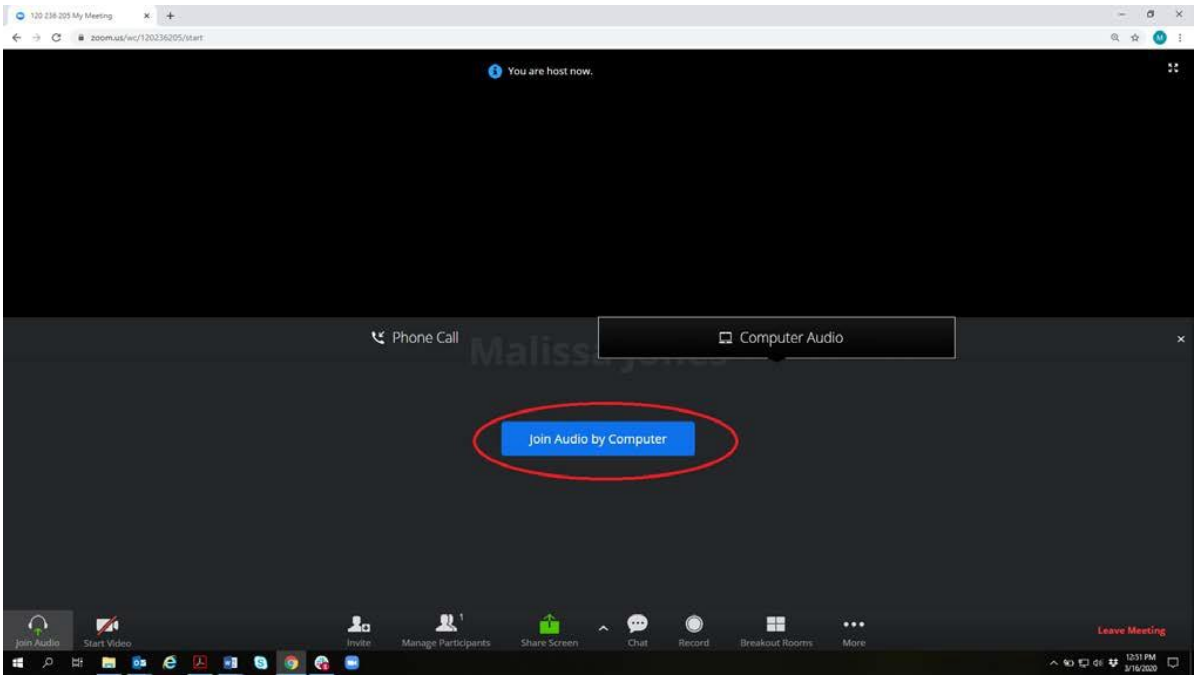
1. Dial an in-country number. If you dial a toll number, your carrier rates will apply. You can find the numbers on your meeting invitation.
2. You will be prompted to enter the meeting ID - 5205864690, followed by #.
3. If the meeting has not already started press # to wait if you are participant.
4. You will be prompted to enter your unique participant ID. This only applies if you have joined on the computer or mobile device or are a panelist in a webinar. Press # to skip.

Phone controls for participants:
The following commands can be entered via DTMF tones using your phone's dial pad while in a Zoom meeting:

- *6 - Toggle mute/unmute
- *9 - Raise hand

Start from browser example





To raise your hand click on Participants, the raise hand button will bee on the bottom right.

