How to Guide: Zoom Participant Basics

What is Zoom?

Zoom is a cloud-based video communications app that allows you to set up virtual video and audio conferencing, webinars, live chats, screen-sharing, and other collaborative capabilities.

Hardware needed to participate in a Zoom meeting:

- Mobile Device/Computer
- Microphone/Headset
- Speakers
- Web Camera
- Internet Access

Joining a Meeting Versus Hosting a Meeting

Joining (no account needed)
- Link sent to you
- **Automatically** join meeting using link or type in **Meeting ID** and **Passcode**
- You are the **participant** in the meeting

Hosting (account needed)
- You send link to others
- Create the meeting
- Copy and Send invitation (**Meeting ID** and **Passcode**)
- You are the **host** of the meeting

Prerequisites for joining an online Zoom meeting

- Meeting ID number (typically 9-11 digits)
- Passcode
- "Join Zoom Meeting" link

Prerequisites for joining a Zoom meeting by telephone

- Meeting ID number (typically 9-11 digits)
- Passcode
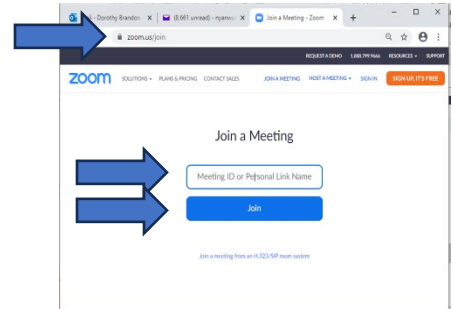- Teleconferencing phone number

How to JOIN a ZOOM Meeting

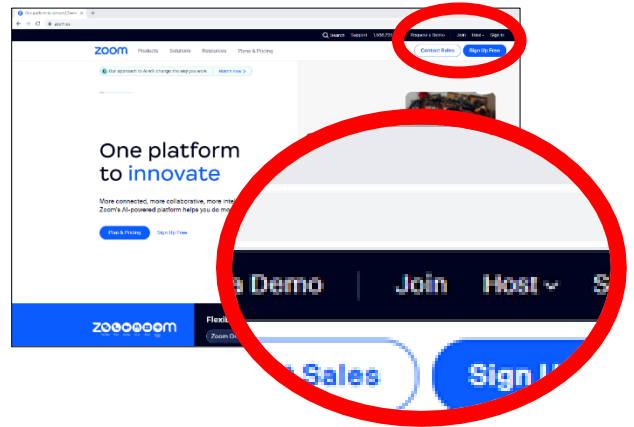There are three ways to join a Zoom meeting without having an account.

Option # 1

1. Open web browser
2. Go to the webpage at join.zoom.us
3. Enter the Meeting ID
4. Click on "Join"

Option # 2

1. Open web browser
2. Go to the webpage at zoom.us
3. Click on "Join" in the upper right corner
4. Enter the Meeting ID
5. Click on "Join."

Option # 3

1. Click on the URL provided by the host. (If clicking on the link does not work, copy, and paste the URL into the address bar of the browser and press the enter button on your keyboard.)

> Dorothy Brandon is inviting you to a scheduled Zoom meeting.
>
> Topic: Learn to Use Zoom
>
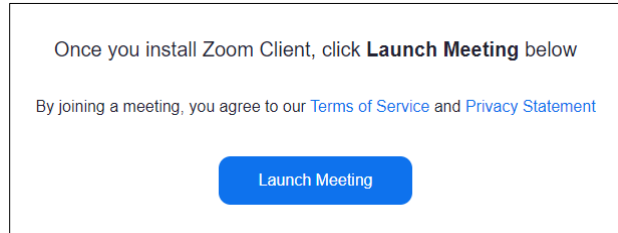> Time: Jul 20, 2023, 09:00 AM Central Time (US and Canada)
>
> Join Zoom Meeting
>
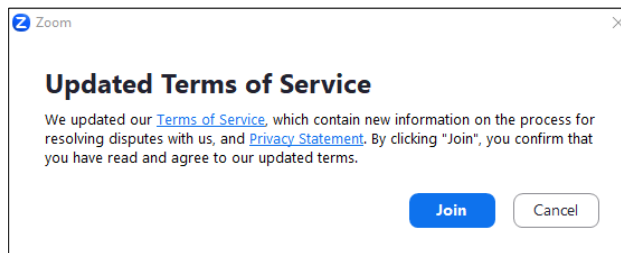> https://msstateextension.zoom.us/j/98998746043?pwd=MHowYjhLM25CdStWRDlJUXplREcwZz09

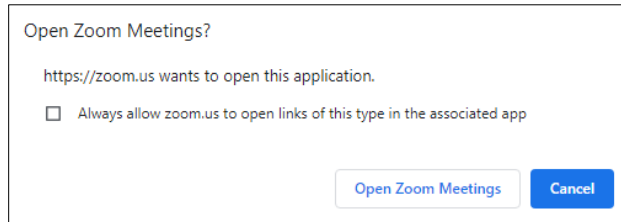If this is the first time attending a Zoom meeting, the computer will automatically install Zoom Client.

1. Click on "Launch Meeting" to continue.

> Once you install Zoom Client, click **Launch Meeting** below
>
> By joining a meeting, you agree to our Terms of Service and Privacy Statement
>
> **Launch Meeting**

2. A second window will pop up and you will need to click on "Join" to complete the instillation of Zoom Client.

> **Z** Zoom ✕
>
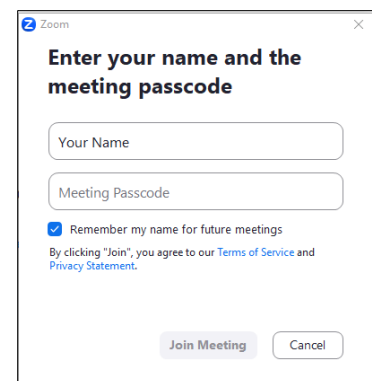> **Updated Terms of Service**
>
> We updated our Terms of Service, which contain new information on the process for resolving disputes with us, and Privacy Statement. By clicking "Join", you confirm that you have read and agree to our updated terms.
>
> **Join**   Cancel

3. Click on "Open Zoom Meetings" if you are on a PC ("Open zoom.us" on a Mac) to proceed.

> Open Zoom Meetings?
>
> https://zoom.us wants to open this application.
>
> ☐ Always allow zoom.us to open links of this type in the associated app
>
> Open Zoom Meetings   **Cancel**

4. Enter your name as you would like it to appear for everyone to see. First and Last name is appropriate. You may also wish to add the name of your organization after your name.

> *Optional: Checkmark "Remember my name for future meeting." This will allow you to skip this step in the future.

> **Z** Zoom ✕
>
> **Enter your name and the meeting passcode**
>
> Your Name
>
> Meeting Passcode
>
> ☑ Remember my name for future meetings
>
> By clicking "Join", you agree to our Terms of Service and Privacy Statement.
>
> Join Meeting   Cancel

5. Enter the "Meeting Passcode" found in your Zoom meeting invitation.

6. Click on "Join Meeting"

7. The "Video Preview" will appear next. This is where you can adjust your camera angle for others to see you best. This participant is in a shadow. It would be better for them to close the blinds behind them or move the camera and adjust the lighting.

8. Click on "Join"
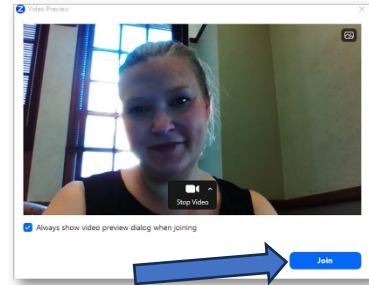
Preparing your Space for a Zoom Meeting

Background – Tidy the space behind you and be aware of any personal items that may be in view. Stick to a neutral background when possible.

Lighting – Illuminate your face with diffused light or face a sunny window. Avoid tuning on ceiling lighting and ceiling fans as this can cast shadows.

9. Click on "Test Speakers and Microphone." This will prompt a step-by-step process to test these.

10. Zoom will play a ringtone. If you hear it, click on "Yes," if you do not hear it, troubleshoot to see if the volume is too low, the correct speakers are selected, etc. until you can hear the ringtone.

11. Test the microphone. Simply speak aloud when prompted and Zoom will replay it to you. If you can hear your recording, then click on "Yes," if not, again troubleshoot to see if the correct microphone is selected and that it is connected to your device.

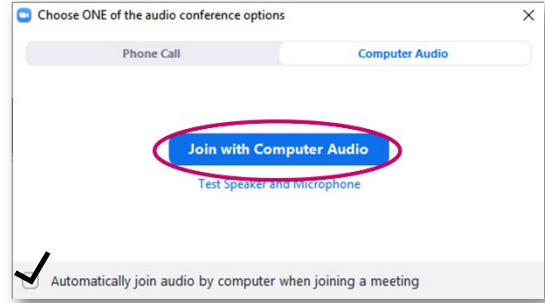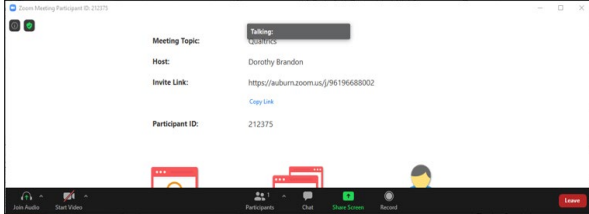12. Once all is functioning correctly, click on "Join with Computer Audio."
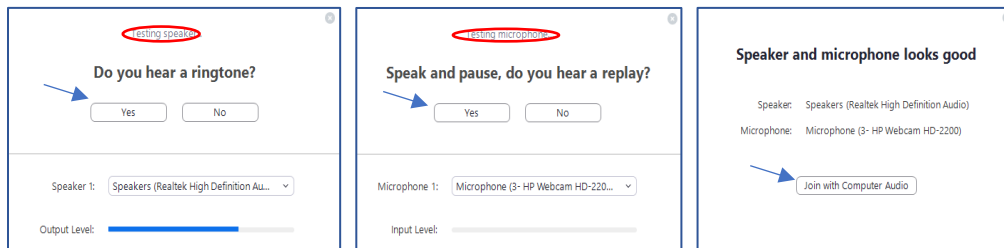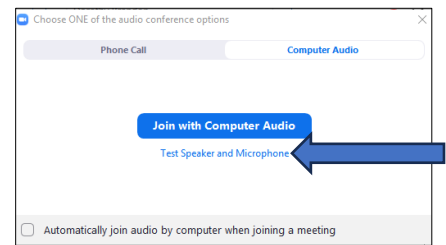
13. To hear others, click "Join with Computer Audio" button.

14. By check marking "Automatically join audio by computer when joining a meeting" this allows you to skip this step for future meetings.

15. You have successfully joined a meeting.

How to Join a Zoom Meeting Via Telephone

A list of phone numbers by area are provided in the Zoom meeting invitation.

Select the number for your location. Dial the number (charges may apply for long distance calls), when prompted, enter the Meeting ID and Passcode.

You will enter the room muted. To unmute your audio when dialing in on a phone, press *6 (Star, Six) on your phone's keypad. This will also mute you again when needed.

Dorothy Brandon is inviting you to a scheduled Zoom meeting.
Topic: Learn to Use Zoom
Time: Jul 20, 2023, 09:00 AM Central Time (US and Canada)

Join Zoom Meeting
https://msstateextension.zoom.us/j/98998746043?pwd=MHowYjhLM25CdStWRDlJUXplREcwZz09

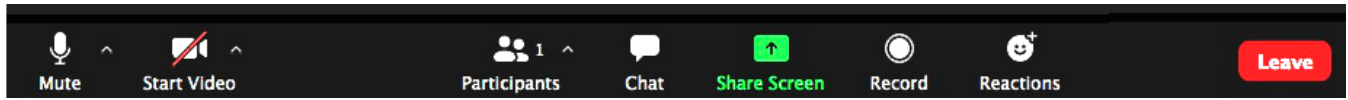Meeting ID: 961 9668 8002
Passcode: 175512

Dial by your location
• +1 301 715 8592 US (Washington DC)
• +1 312 626 6799 US (Chicago)
• +1 646 876 9923 US (New York)
• +1 253 215 8782 US (Tacoma)
• +1 346 248 7799 US (Houston)
• +1 669 900 6833 US (San Jose)

Meeting ID: 961 9668 8002

Passcode: 175512

ALABAMA A&M UNIVERSITY

FAMU

FLORIDA A&M UNIVERSITY COOPERATIVE EXTENSION
COLLEGE OF AGRICULTURE AND FOOD SCIENCES

FORT VALLEY STATE UNIVERSITY
EMPOWER the POSSIBLE.
1895

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

PVAMU
PRAIRIE VIEW A&M UNIVERSITY

PURDUE UNIVERSITY
Center for Regional Development

SRDC
Southern Rural Development Center

Navigating a Zoom Meeting

Mute - Mute/Unmute – Click on this button to unmute (no red line) or mute (red dash through the microphone)

Start Video - Start Video – Click on this button to turn on your camera and share your video (no red line) or block others from seeing your video (red line through the camera).
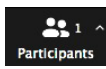
Participants - List of Participants - See who is currently in the meeting and invite others using this button.

Chat - Chat – By clicking on this icon, you will be given access the chat window to chat with other participants and the host. If you are unable to locate the chat feature at the bottom of the screen, click on "More" and select "Chat" from the menu.
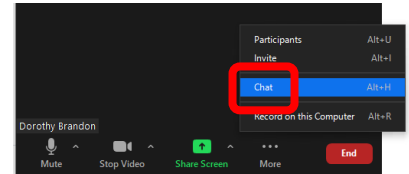

When you select "Chat" your chat box will appear to the right of your screen. If this is not adequate space, it will appear in its own box. (Sometimes the chat box will be hidden behind the main screen.)

To chat with all the participants and the host, click on the arrow beside "To:" and select "Everyone" from the dropdown menu. To select a specific person, click on the arrow beside "To:" and select the individual name from the dropdown menu.
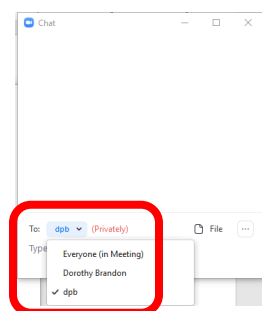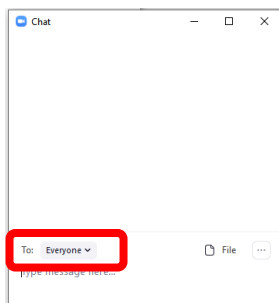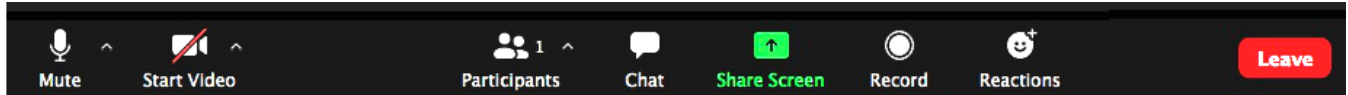
Share Screen - Share Screen – Most of the time the 'Share Screen" function is used primarily by the host and co-hosts of the meeting. As a participant, you are unlikely to have access to this function. Clicking on it will prompt you to have the Host/Co-Host grant you Share Screen capabilities.

Record - Record – Click on this button to start or stop a local recording. Participants do not have access to start a cloud recording.

Reactions - Reactions - Meeting reactions, nonverbal feedback, and "Raise Hand" allow you to communicate issues or feedback to the host or presenter without disrupting the meeting. These reactions are shown on your video panel and next to your name on the participant's panel.

- Clapping Hands 👏
- Thumbs Up 👍
- Heart ❤️
- Tears of Joy 😂
- Open Mouth 😮
- Party Popper (Tada, Celebration) 🎉

- Yes ✅
- No ❌
- Slow Down ⏪
- Speed Up ⏩
- I'm away ☕
- Raise Hand / Lower Hand ✋

Leave - Leave – Click here to leave the meeting while it continues for the other participants. Only the host can end the meeting for everyone.

Gallery View and Speaker View

Participants can change the video layout of their screens. This has no impact on the view of any other participant in the classroom. The host or co-host are the only people who can change the view for everyone in the meeting. As a participant you have two options, Gallery View, or Speaker View.
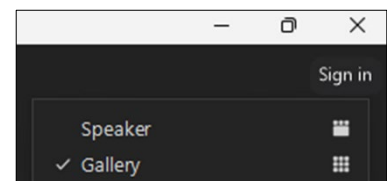
To select "**Gallery View**," in the upper right corner of your screen, you will see an icon to open a dropdown menu, click on "Gallery."

In "**Speaker View**," the participant that is currently speaking with their audio turned on will appear in the largest box, while all other participants will appear in a ribbon at the top or side of the screen. If there are more participants than spaces in the ribbon, you can arrow left or right to view additional participants.
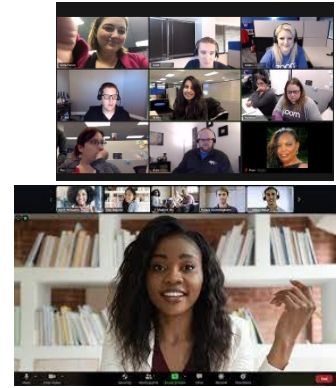
Obtain a Free Zoom Account

1. From any browser, type in zoom.us. This will take you to main page for Zoom.
2. In the upper right-hand corner
3. Click on "Sign Up Free
4. Enter your date of birth for verification
5. Click on "Continue"
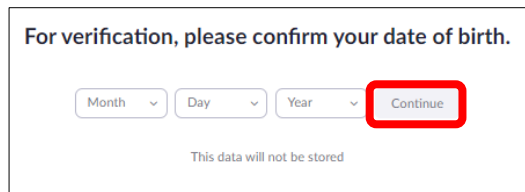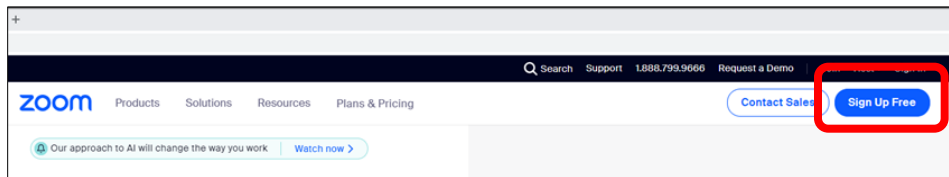
6. Enter the email address you would like to have Zoom associated with. This will become your username, and you will need to have access to this email to confirm your account and create your Zoom password. A personal email is recommended.
7. Click on "Sign Up."
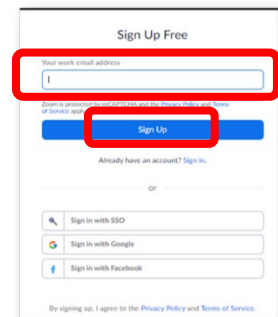
You may also select to create your free account linked to Google or Facebook. Log in to your email address and confirm your account and set up your password.

December 1, 2023