

Zoom Meeting Guide

To join the meeting:

Click "Join via computer" on the meeting invitation

Or

Dial in via phone using phone number on the meeting invitation

Enter in the 9-digit Meeting ID given on the meeting invitation

To test/fix your computer audio:

Click "Test Computer Audio" before entering the meeting

Adjust the volume and microphone in the prompt window. Once the audio is set, click "Join Audio by Computer"

To mute/unmute:

Click the microphone button in the bottom left corner of the Zoom window.

Tip: Keep your computer muted until you want to speak. This keeps distracting outside noises to a minimum.

If you are joining the meeting to make comments on a proceeding matter, you will be given the opportunity to speak by the meeting manager.

To turn on/off video:

Click the "Start/Stop Video" button in the bottom left corner of the Zoom window.

To raise a hand during the meeting:

Click the "Participants" button at the bottom of the Zoom window.



Then click the "Raise Hand" button. By doing so, the meeting organizer is notified that you have a comment or question.

To add a comment:

Click the "Chat" button in the bottom right corner of the Zoom window.

This feature allows you to leave comments and chat with meeting participants.

Tip: Use the chat button if you are having difficulties with your speaker or video capabilities.

To share your screen:

Click the "Share Screen" button in the bottom middle of the Zoom window.

Screen sharing will not be enabled for most participants.

To view Closed Captions:

Click the "Closed Caption" button at the bottom of the Zoom window.

To change the view:

In the top right corner of the Zoom window is the "Gallery View" and "Speaker View" button. By clicking you can change how you view the meeting.

To leave the meeting:

Click the red "Leave Meeting" button in the bottom right corner of the Zoom window.

Tip: If you are the host you can click "End Meeting" to end the meeting for all participants or you can click "Leave Meeting" to allow other participants to stay on the call to chat.