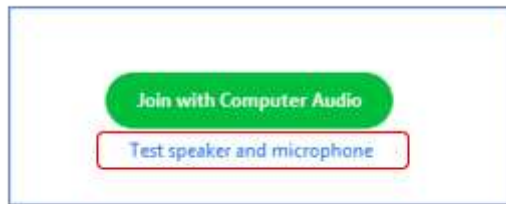


# Quick Guide to Zoom - Attending Meetings

## Joining a meeting:

Click on the link provided by the meeting host. It will be in a format like this: **https://zoom.us/4227565411** - *The last nine numbers are the meeting number. This format is just an example.*

- 1) If this is your first time using Zoom, Click on **“download & run Zoom”** (bottom right)
- 2) Click **“Open Zoom.us?”** in the dialog box on the top.
- 3) Click **Test speaker and microphone**



*If you're asked to enter your name, type only your first name and last initial.*

## Managing the control functions - Muting, Video and Chatting

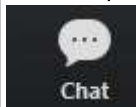
**ToolBar:** Once in a Zoom meeting, turn on this toolbar by hovering your cursor at the bottom of your screen. There are just four of the tools you will need.

<b>Desktop</b> (hover over bottom of screen with mouse to turn on)	
<b>Mobile Device</b> (tap top of screen to turn on)	

## Using the Tool Bar

	Click <b>Mute</b> to turn on and off your microphone ( <i>it's a good practice to mute unless you are speaking. Always mute if there is background noise at your location.</i> )
	Click <b>Stop Video</b> to turn on and off your camera ( <i>It's best to turn on your video since it allows for a more personal experience. PJs are acceptable attire.</i> )

## Desktop



## Mobile



Select **Chat** (or **Participants** and then **Chats** on mobile) to make comments to the group, or to any of the individuals on the call. The Chat window on the right of the screen shows comments posted by all participants. *(The Chat feature is especially useful for large meetings when the host is moderating the Q&A process.)*

In the Participants window, tap on "**Raise Hand**" to share.

**Leave Meeting**

Click **Leave Meeting** when you are done.