

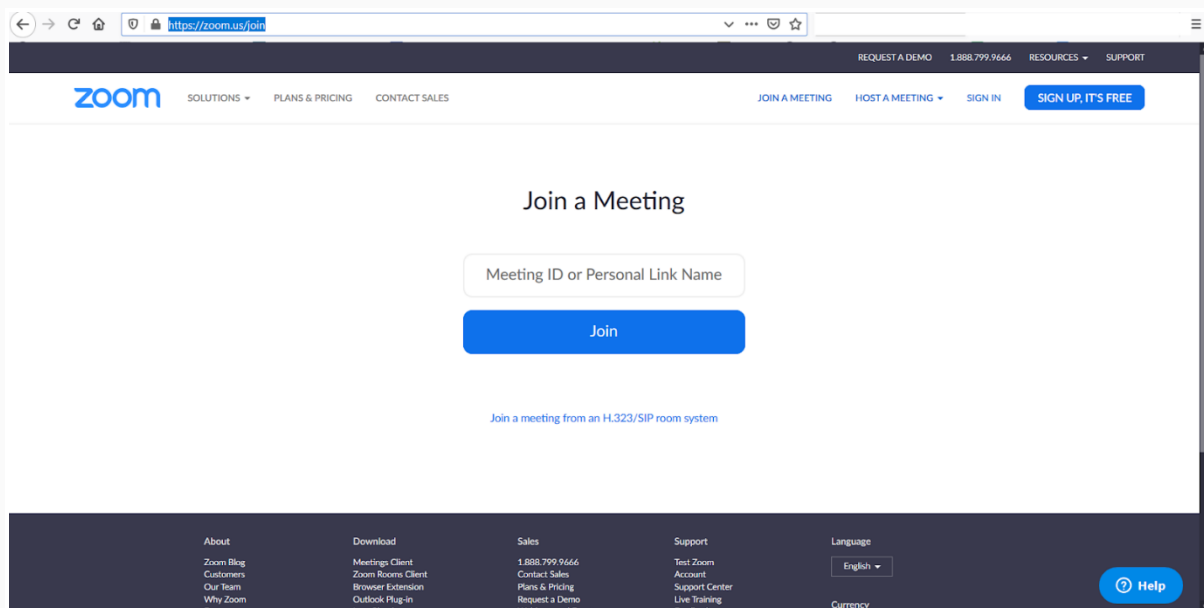
[HOW-TO] How to participate in a meeting on Zoom

Zoom is one of the most popular tools. It's no wonder that so many meetings are taking place on Zoom. If you're a first-timer, here's an easy guide on how to access your online room.

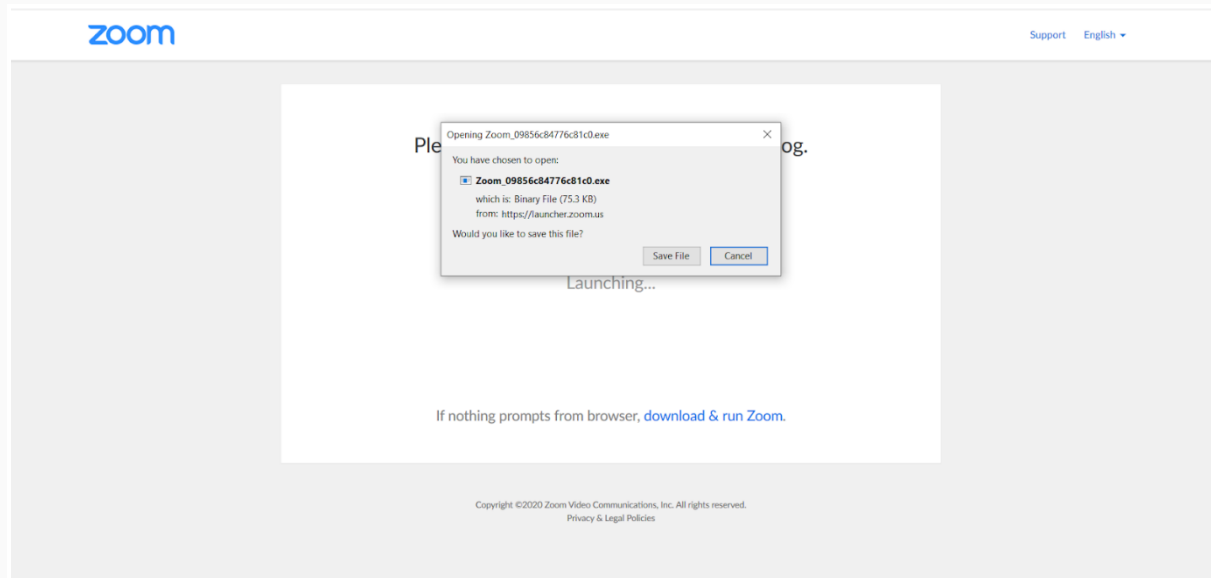
Attending a Zoom meeting from your computer

The meeting can be accessed in two ways:

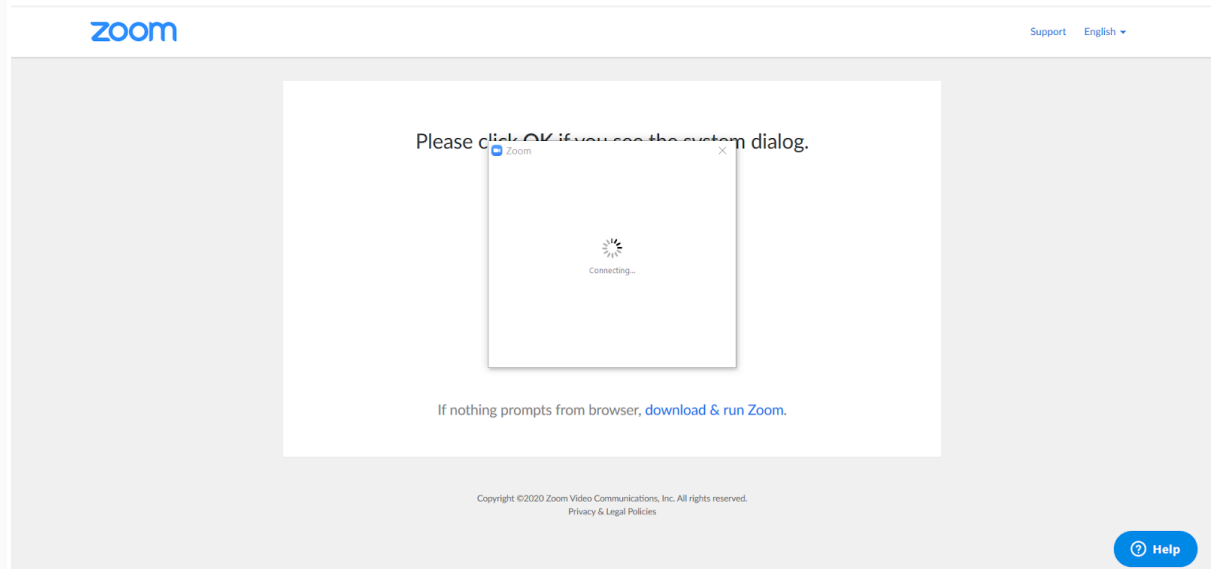
- by following the link provided by the organiser
- by going to <https://zoom.us/join> and entering the meeting room number (obtained from the organiser):

A screenshot of the Zoom website's 'Join a Meeting' page. The browser's address bar shows 'https://zoom.us/join'. The page has a dark blue header with the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a 'SIGN UP, IT'S FREE' button. The main content area is white and features the heading 'Join a Meeting'. Below this is a text input field labeled 'Meeting ID or Personal Link Name' and a large blue 'Join' button. A link 'Join a meeting from an H.323/SIP room system' is visible below the button. The footer is dark blue and contains links for About, Download, Sales, Support, and Language. A 'Help' button is in the bottom right corner.

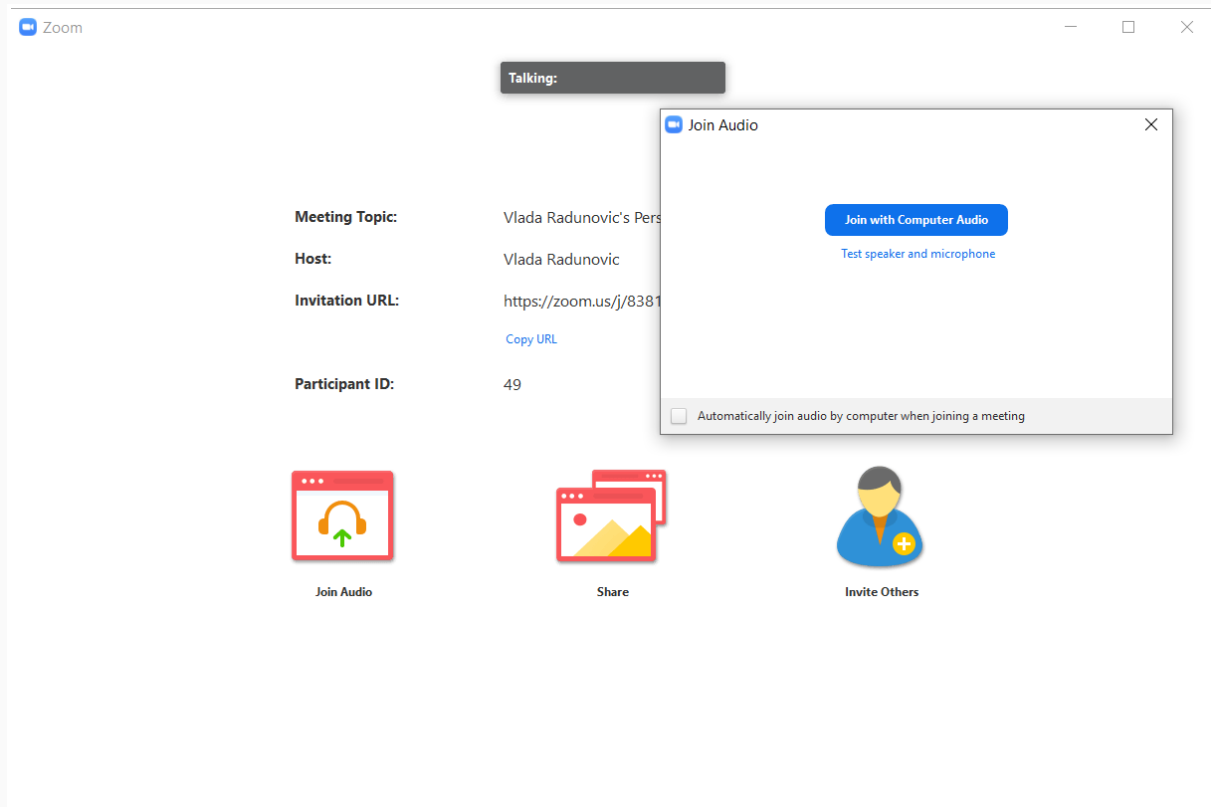
In either case, the first time you access the meeting from a specific computer, an automatic request to install the Zoom application will be initiated. The installation of the application is necessary.



After a one-time installation, the application will launch. The next time, the installed application will launch itself automatically.

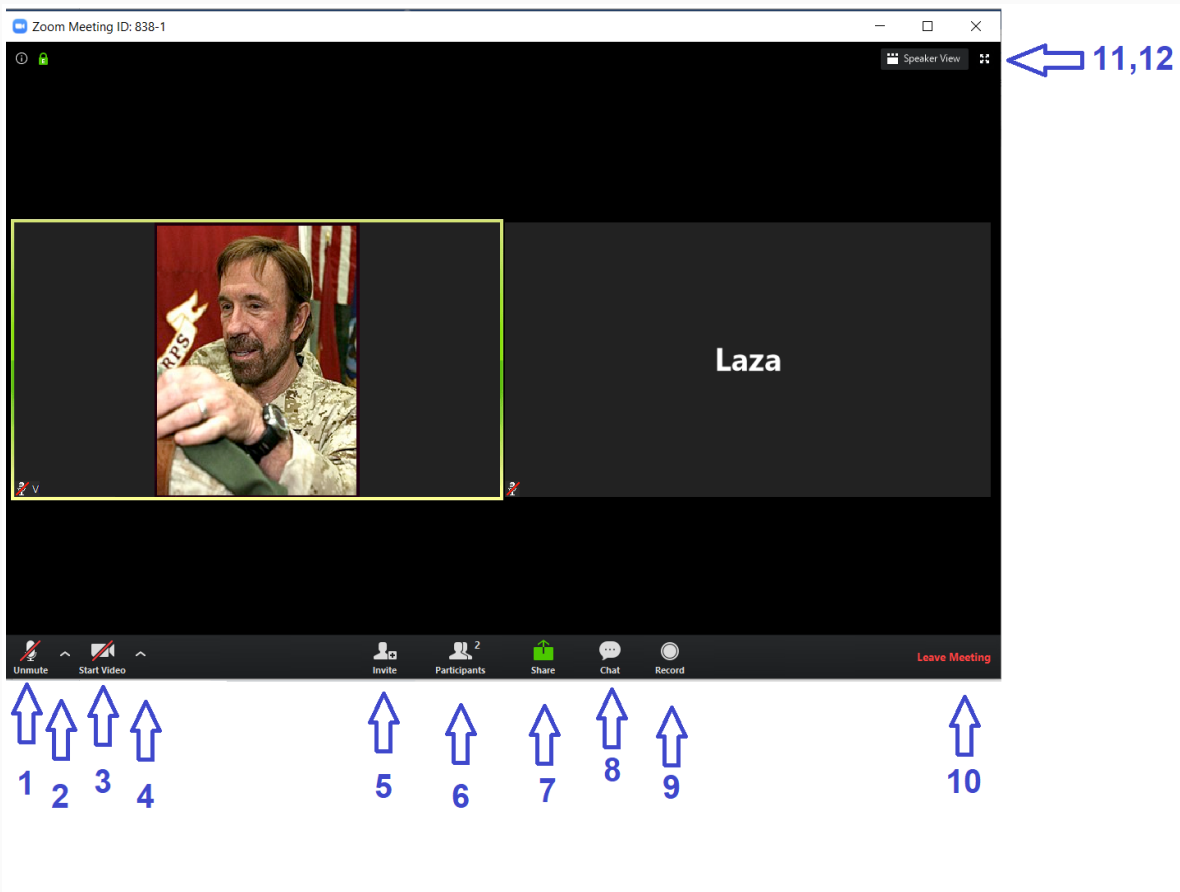


This will open a page with basic meeting information, and the option to connect audio through a computer, or to test the microphone and sound first; it is recommended to test the microphone and sound first and then connect the audio.



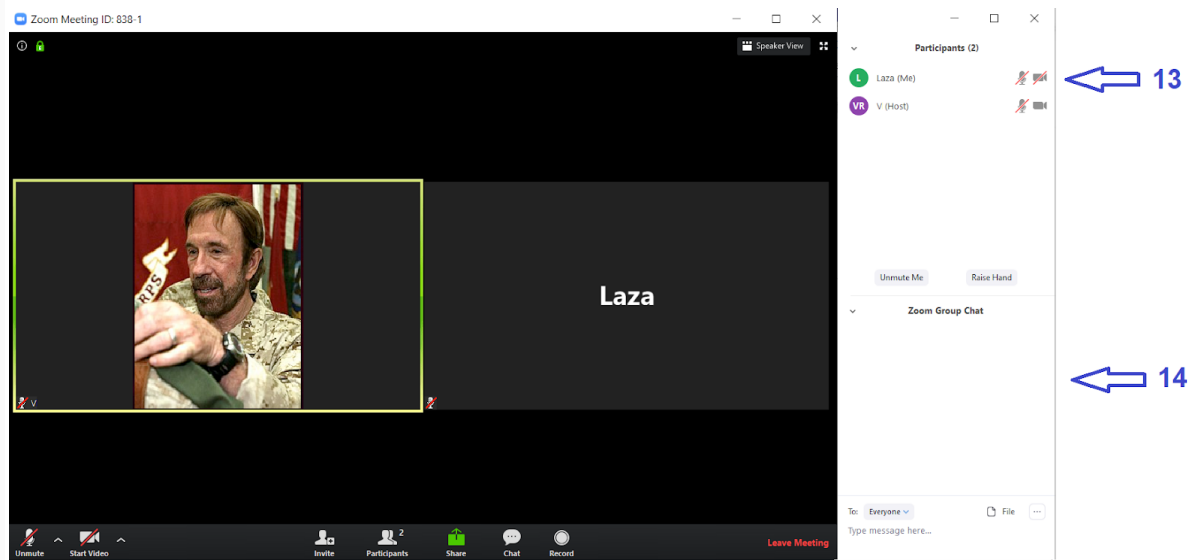
Once the audio has been tested, the meeting room opens. If the host has not yet entered the room or if no one has turned their camera on, the screen will remain dark. If the cameras are on, the basic camera screen will be displayed.

The home screen has many options:



1. Switch your microphone on and off
2. Additional sound adjustment options (microphone dial), and input (via Audio Settings) into all settings, such as
 - general application settings
 - audio and video settings
 - recording settings (including location where the recording is stored)
3. Switch your own camera on and off
4. Advanced video setup options (camera selection)
5. Inviting participants (if this option is enabled by the host) - by e-mail, or by copying the link
6. List of participants, and the possibility of 'raising your hand' (new panel opens as illustrated in the image below)
7. Sharing a screen, a whiteboard, part of the screen, computer audio, an extra camera, files from the Cloud, and other options (if enabled by the host)
8. Chat Window - Chat (new panel opens as illustrated in the image below)
9. Record a meeting (if enabled by the host) - Recording settings are in the main menu (item 2.)
10. Exiting the meeting
11. Full screen view of the room
12. Switching to Speaker View visual mode (see mostly main speaker at a given moment)

When options 6 (participants list) and 8 (chat) are turned on, the screen gets additional elements:



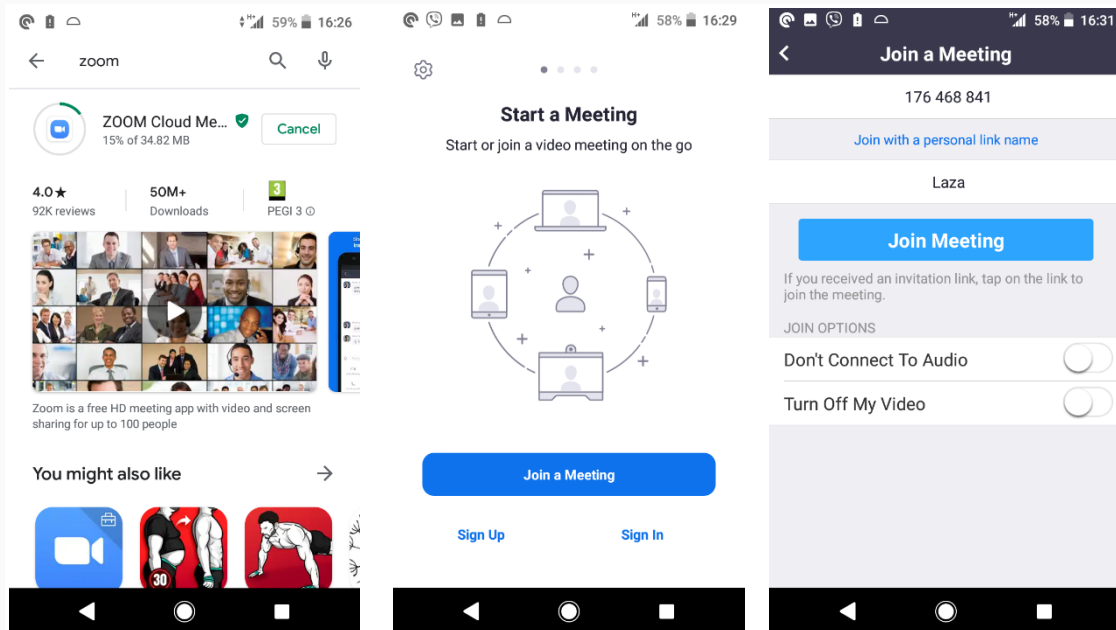
13. List of participants, with the 'raise your hand' option, which is an extremely useful option in online discussions.

14. A text discussion window through which a message can be sent or a file (from the Cloud or from a computer) to everyone or someone individually, as well the option to record a past text discussion (depending on which options the host has enabled).

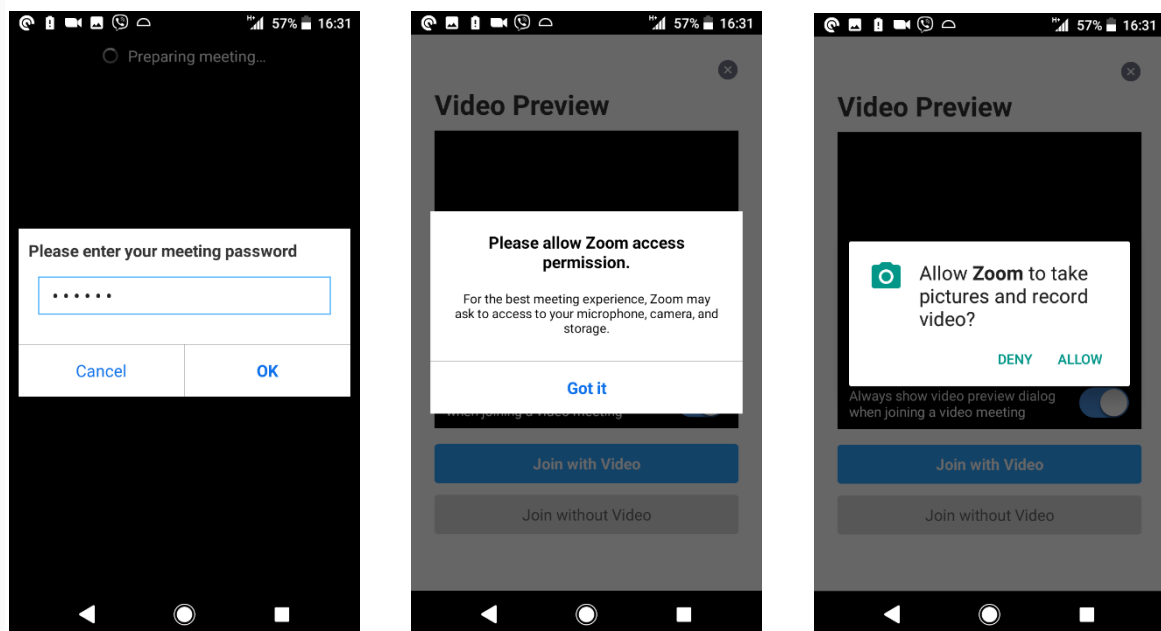
Attending a Zoom meeting from your mobile phone or device

To use Zoom meetings, you need to install the Zoom mobile application (available and reliable for Android and Apple). After installing the application, the meeting can be accessed in two ways: by following the link provided by the organiser, after which the application will start itself and open the meeting room; or by starting the application manually by selecting 'Join a meeting' and then:

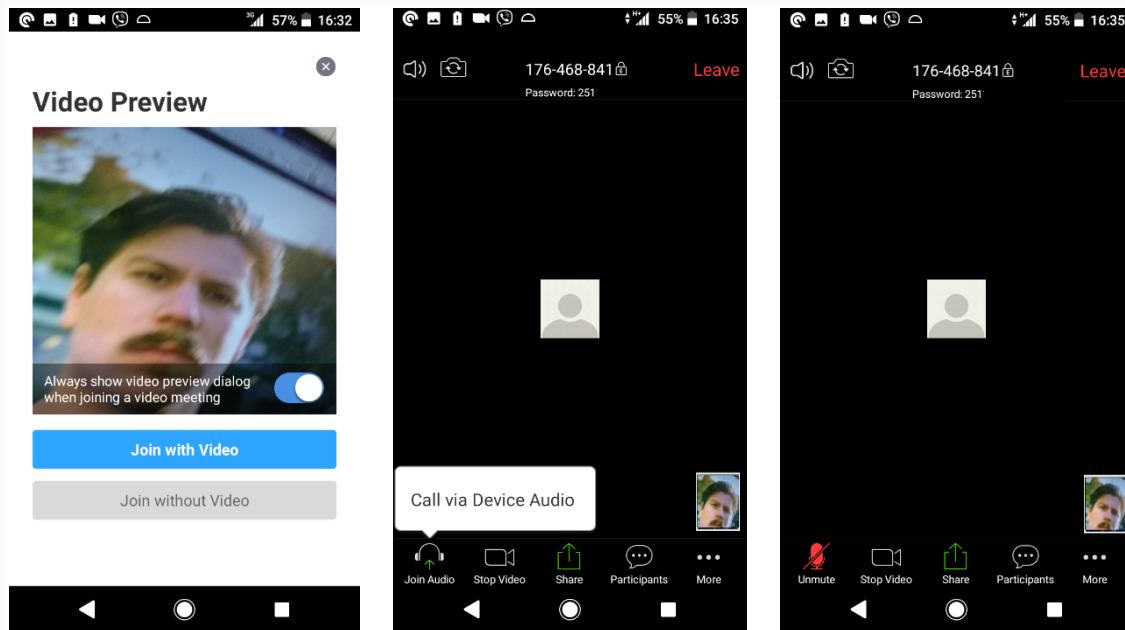
- set up a meeting room number (provided by the organiser) or select from a list of previously accessed rooms if the application is already in use
- enter your name to be displayed in the room
- optional setting to turn on audio (microphone) or camera when entering room
- select Join a meeting



After entering the meeting access password provided by the organiser, Zoom will ask (only when used for the first time) to use the phone's audio and video capabilities - which must be accepted.



The video camera test (which can be turned off for later) is then activated, and options offered to access the meeting with the video camera, or without. When the meeting room opens, you will see the host and other participants (names, or video if included) as well as your own video (if included) in the corner. Audio connection (Call via Device Audio option) will need to be confirmed, resulting in a thumbnail image of the microphone, indicating that the microphone is in operation. There are a few simple options:



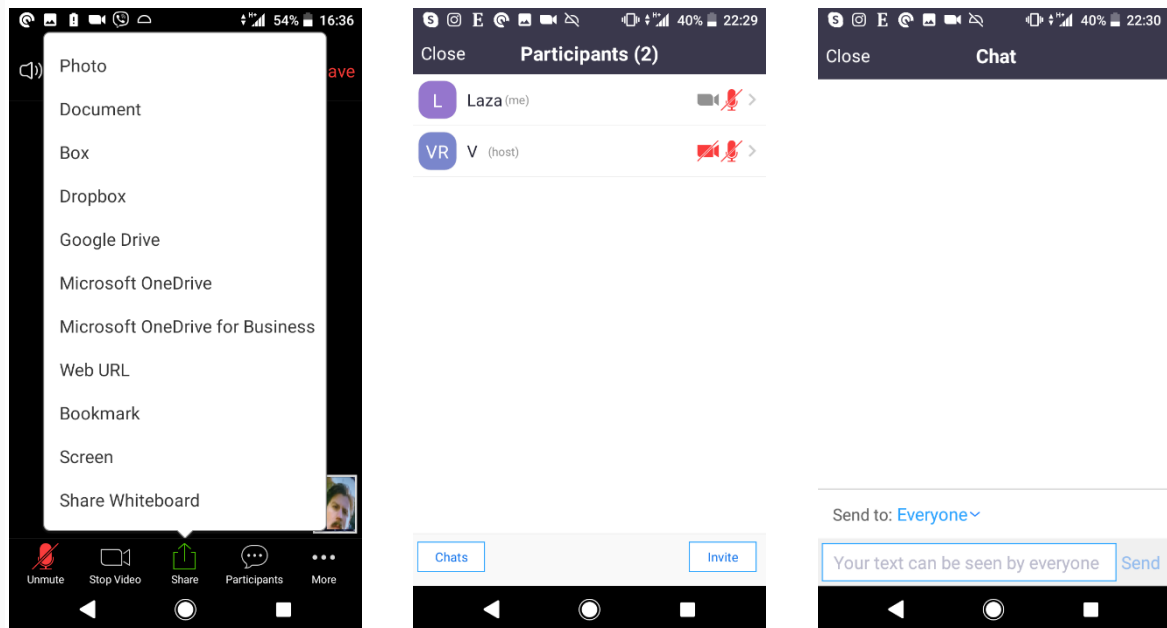
- Microphone Thumbnail: Switch your microphone on and off (if the microphone is red and crossed it means that it is currently muted); the recommended option is to always keep the microphone off during the meeting, and to turn it only on when speaking.
- Camera Thumbnail: Switch your camera on and off; it is up to the host of the meeting to recommend whether the participants should turn the camera on or not, but the general trend is to turn the camera on.
- Green thumbnail: the ability to share an image, a document (online or on the device), a link, your own screen, or a whiteboard for writing or drawing (image below).
- Callout thumbnail: Participants window opens.

It is possible to change your name (if the host has allowed this option) or 'Raise your hand' (take the floor), which is an extremely useful option in online discussions.

At the bottom there is the Chat option that opens a window to talk to everyone or someone individually, which is adjusted through the 'Send to' option. The message can be typed in the box and sent with the 'Send' option. You can exit the chat window through the 'Close' option at the top.

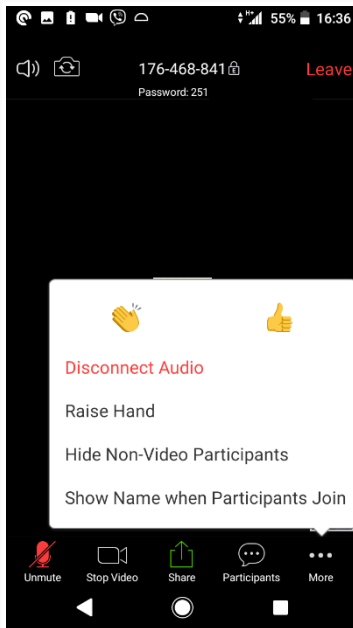
There is also the 'Invite' option at the bottom to invite additional participants if the host has enabled this option.

From the participant window, you exit back to the room through the Close option at the top.



Three dot thumbnail: additional options, for

- Applause visual signal
- Bravo or I agree visual signal
- Raising your hand or answering a word
- Hiding from view of participants who do not have the camera on
- Displaying the names of the participant as they join
- Muting the audio option (which is rarely used because this is not the same as temporarily turning off the microphone).



In the upper left corner of the room, there is a thumbnail of a speaker thanks to which one can turn the sound on or off, and a thumbnail of a camera that can switch the camera on or off on your phone (front or back camera of the phone).

Pressing the centre of the main screen instead of the bottom menu brings up the three dots: moving the screen left or right changes the personal view of the meeting:

- a picture of the speaker (or other select people)
- pictures of all speakers at once
- driving mode, with only a large knob to activate and deactivate the microphone for conversation (of course, it is not recommended to use the phone when driving).

Finally, the 'Leave' option in the upper right corner is used to exit the room and the meeting.