

# APCUG - TIPS FOR PARTICIPATING IN A ZOOM MEETING

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## Do I need a Zoom account to participate in a meeting?

No; only the person who hosts the meeting needs an account.

## What do I need to participate in a Zoom meeting?

Computer with a webcam\* & microphone  
Laptop  
Tablet (Android or iOS)  
Smartphone

\*If you do not have a web camera, you can still participate in the meeting. You will be able to hear and see everyone; they will not be able to see you. They will see a silhouette, your picture, or username.

## Laptop vs PC

Laptops have a microphone, speakers, and camera whereas PCs do not. If you have a PC and want to interact with the group you will need a microphone, webcam, and speakers.

## How do I download Zoom?

Go to <https://zoom.us/download> and download the app for the device you will be using to participate in the meeting. The first option is for computers.

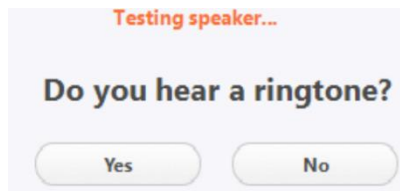
If you haven't downloaded Zoom when you click on the encrypted Zoom URL in the invitation email, you will be prompted to download the app.

## PRIOR TO THE MEETING

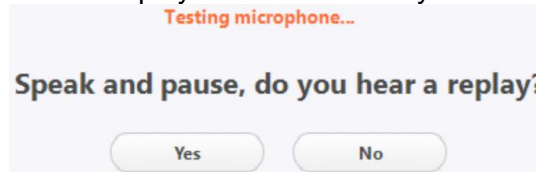
### Test your Internet connection, speakers & mic

Go to [www.zoom.us/test](http://www.zoom.us/test)

- You will see: Join Meeting Test>Launching>Connecting>Click Join with Video>Click the up arrow to the right of Mute>Click Test speaker & microphone>Click Speaker and microphone look good>Click Finish>Click Leave Meeting.
- If you don't hear the ringtone, use the drop-down menu or click No to switch speakers until you hear the ringtone. Click Yes to continue to the microphone test.



- If you don't hear an audio reply, use the drop-down menu or click No to switch microphones until you hear the replay. Click Yes when you hear the replay.



### How do I get the information I need to participate in a meeting?

- Prior to attending a Zoom meeting, reboot your device.
- Each meeting has a unique password encrypted meeting URL that you click on to join the meeting
- You will receive an invitation email, created by the coordinator/host, with the date and time of the meeting as well as the Zoom URL and Meeting ID.
  - Click on the URL (includes the meeting ID and the encrypted password)

**[https://zoom.us/j/307](https://zoom.us/j/307?pwd=MIJkc2o0Pq8R3NVtyNBb0xpNjdQZz10)      ?pwd=MIJkc2o0Pq8R3NVtyNBb0xpNjdQZz10**

- The *If nothing prompts...* screen is for those who haven't downloaded Zoom
- You will enter the meeting Waiting Room; everyone will be admitted when the meeting starts. Late entrants will be admitted one by one.

**Please wait, the meeting host will let you in soon.**

### Video

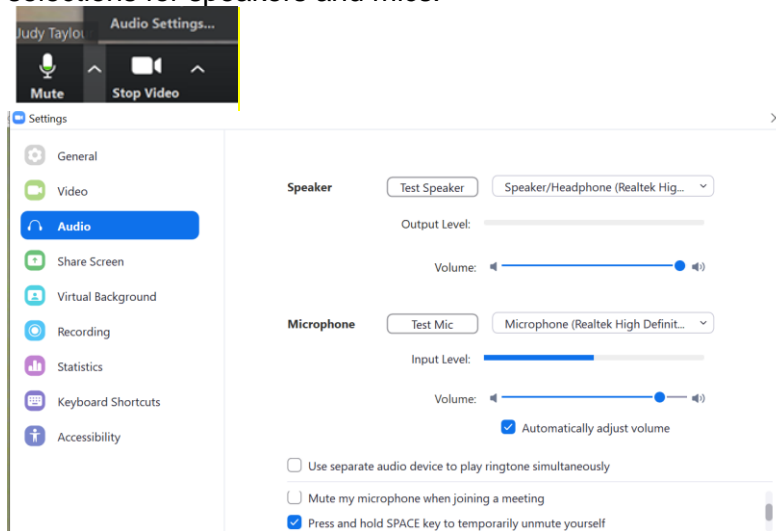
- You can test your video and audio before a meeting at [zoom.us/test](http://zoom.us/test) as well as go through the buttons on the Zoom taskbar (see the last page) to see what they do.
- After you have joined the meeting, go to the lower-left corner to check your video. If there is a red diagonal line across the camera icon, click on it to start your video so other participants can see you.
- The more people in a room using the same wi-fi can affect the quality of the connection.
- Most webcams will have an indicator light to show it is "on the air." If your light is not on, the camera may not be detected by the computer. The camera must be connected before you start the conference. Unplug the camera (if not built-in) and plug it back into a new USB port if possible. If that fails, restart the computer and/or run the setup software for your webcam.

## Audio

- Check that your speakers are turned on and the volume in the device you are using is turned up.
- Click on the arrow to the right of the microphone in the lower menu bar and test your speaker(s) and microphone.
- If you don't have audio, you might need to choose another source or troubleshoot it via your OS.
- To Mute/Unmute yourself, click on the Mute icon
- You can also press and hold the space bar on your keyboard to temporarily unmute yourself.
- You can help prevent feedback by wearing headphones or earbuds.
- If there are two participants in the same room it's a good idea for both to be muted until one wants to talk. Otherwise, there is feedback.



**Audio Settings** – This is where you can change your Speaker output level & Microphone Input level and Volume as well as make sure the correct device is selected. There are 2 selections for speakers and mics.



## Preventing Freezes, Video Lags

Close all programs that are working in the background such as:

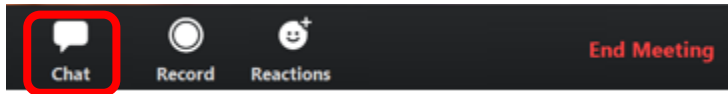
- All Cloud backup programs
- Is your anti-virus program scheduled to update/scan during the meeting?
- Have your Tuesday patches been downloaded & installed?

## Being Courteous

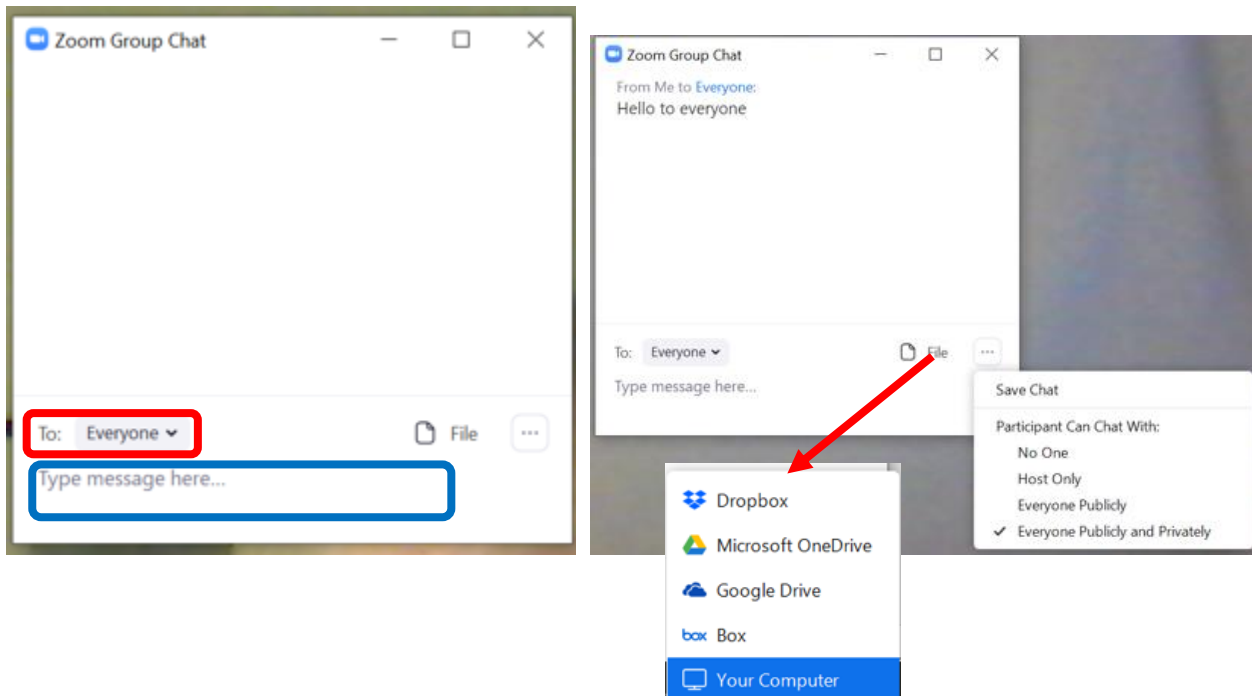
Since everyone can see/hear each other during the meeting:

- Please make sure your home/office phone has been turned off or moved to another room.
- Is it too dark in your room? Turn on a light (not a ceiling light); make sure it doesn't glare on your screen.
- Avoid having "busy" items such as moving ceiling fans in your video.
- Don't wiggle in your chair.
- Check yourself onscreen to make sure everyone can see your entire face (not the ceiling or no forehead or chin, etc.)
- Don't eat during the meeting; drinking water, a soft drink or coffee is OK.
- Does the dog(s) need to be outside?
- Do you have the Windows 10 Night light on? If you do, your screen will be fuzzy—you might want to turn it off for an evening meeting.

## Using Chat



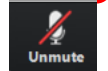
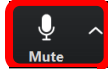
- Click on *Chat* to open the *Zoom Group Chatbox*.
- You can send a message to *Everyone* or a *private message* to one participant.
- If you click on the *down arrow* to the right of *Everyone*, you will see a list of participants.
- If you want to send a *private message*, click on the *participant's name*.
- Type your message in the *Type message here...* box.
- Press the *Enter* key.
- At the end of the meeting, you can download everything in the *Chatbox* by clicking on the *3 dots* to the right of *File*.
- Click on *File* to choose where you want the message to download.
- If you choose *Your Computer*, it will download a text file to your Documents folder.
- Click *Save Chat*.



## APCUG TIPS FOR USING THE ZOOM TASKBAR

**Zoom Taskbar** – Move your mouse pointer to the bottom of the screen and it pops up.

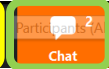
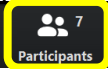
Click on the mic/**Mute** button to mute yourself  
Red diagonal across it.



Click on the video camera/**Stop Video** (red diagonal across it).  
We will no longer see you, just your name.....



Click on **Participants** button, hover over your name if you want to **Rename** yourself (perhaps your phone number is on your thumbnail\* rather than you).



Click on **Chat** to send a message to Everyone. Press the Enter key to 'send' the message.



Click on **Reactions** for Thumbs Up or Clapping. They will show in your thumbnail.



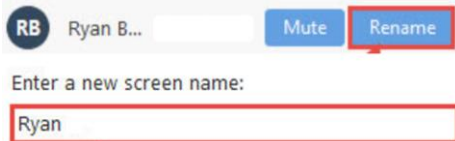
Click on the **Up arrow** to the right of **Mute** to check your speakers & mic, etc.  
Click on the **Up arrow** to the right of **Stop Video** to choose a Virtual Background.  
Click on the buttons again to **Unmute** and **Start Video**.  
*Press your spacebar to speak when you are muted.*

\***Gallery View/Thumbnail** is where you see participants  
or, if you don't have a webcam or laptop camera participants will see your name or static picture.



### Participants/Rename

Click on Participants, hover over your name and click on the "Rename" button.  
Type in the name you'd like to use in your Thumbnail and click OK.



### Chat

To: Everyone ▾

Type message here...

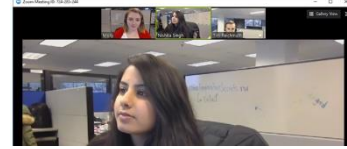
**Participants/Ask a question** – If the host asks attendees to physically raise their hand to ask a question and your video is off, you can raise your hand via the Participants button. Click on it and hover over your name and click Raise Hand or use **Alt+Y**.

**View** – Controls are in the upper-right corner.

**Gallery** – You see Thumbnail pics of all participants (see above). A green or yellow line is around the person speaking. You can see up to 49 participants on one screen, depending on your monitor. If you see an arrow on the right side of the screen, click to see more participants.

**Speaker View** – This view fills the screen, with thumbnails at the top or right of the screen.

**Full Screen** – You only see the active speaker.



## YOUTUBE VIDEOS FOR USING ZOOM

**Zoom 101 Sign Up & Download Meeting Client (app)**

<https://bit.ly/3arLeel>

**How do I Join a Meeting? (GeeksOnTour)**

<https://bit.ly/2QWBJw3>

**Sharing Your Screen (the host and all participants can share their screen)**

<https://bit.ly/3dDDM11>

**How to Join a Zoom Video Conference Using Your Phone**

<https://bit.ly/39ptY8b>

**Basic Zoom meeting controls Tutorial Video 615 (GeeksOnTour)**

<https://bit.ly/2UpXuLD>