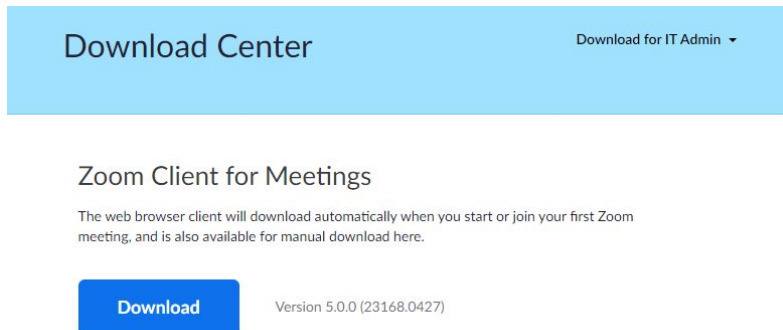


Using Zoom as a Participant

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8) Installing Zoom

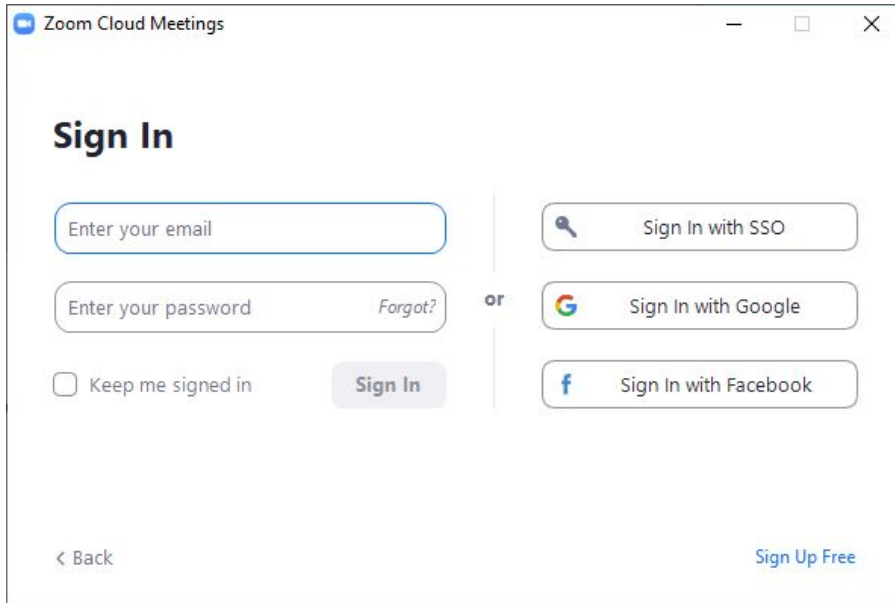
To install the Zoom client, go to <https://Zoom.us/download> and select the proper download for your device. Zoom works on a multitude of systems, from Windows and Mac PCs to Android and IOS phones, as well as Chromebooks and more. Install it the same way you install any application.



The screenshot shows the Zoom Download Center interface. At the top, there is a light blue header with the text "Download Center" on the left and "Download for IT Admin" with a dropdown arrow on the right. Below the header, the main content area is white. It features the heading "Zoom Client for Meetings" followed by a paragraph: "The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here." Below this text is a prominent blue "Download" button. To the right of the button, the version number "Version 5.0.0 (23168.0427)" is displayed.

2) Creating a Zoom Account

Once Zoom is installed, launch it. To create a new account click Sign Up Free in the lower right hand corner.



This will open a website, where you will be prompted to enter your birthdate:

For verification, please confirm your date of birth.

Month ▼ Day ▼ Year ▼ Continue

This data will not be stored

Note: If you are 16 or under, you will not be allowed to sign up for an account. Have a parent or guardian do it.

You will be prompted to use an email address or to use a social media account like Google or Facebook:

Sign Up Free


Your work email address


Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.


Sign Up

Already have an account? [Sign in.](#)

or

 Sign in with SSO

 Sign in with Google

 Sign in with Facebook

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

If you use an email, you'll see the following:



We've sent an email to john.smith@yahoo.com.
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,
[Resend another email](#)

Click on the link and follow those instructions.

It is HIGHLY recommended that you log into the application and familiarize yourself with it prior to your first use. You may do things like change your name, photograph, and link your zoom account to your calendar.

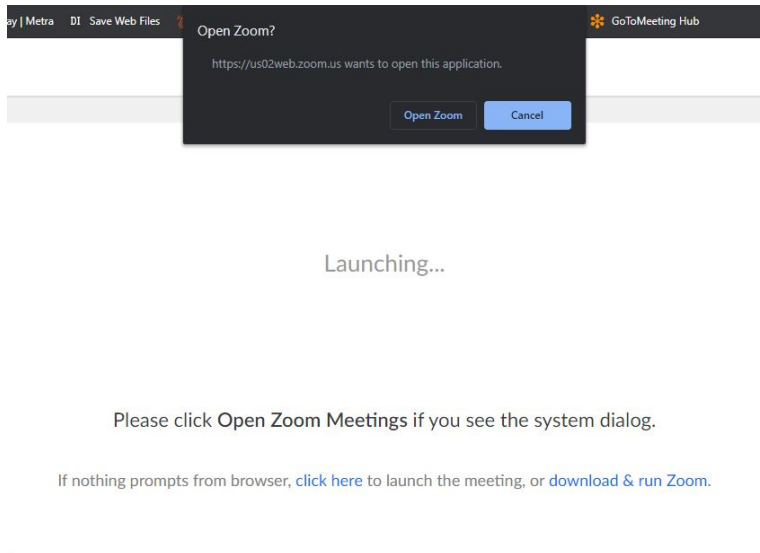
3) Connecting to a Zoom Session

A.) Using a link:

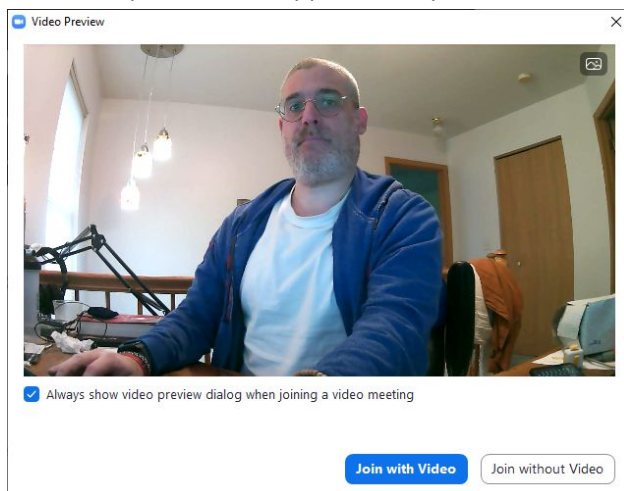
To connect to a session, click on the Web link provided by the meeting organizer:

[https://zoom.us/j/99419448076?
pwd=Y1N0bVhmUU5mYUhcWs1T2NEbW5QQT09](https://zoom.us/j/99419448076?pwd=Y1N0bVhmUU5mYUhcWs1T2NEbW5QQT09)

The a website will open up and prompt you to open Zoom:



The Video preview will appear, and you can select to Join with Video or without Video.



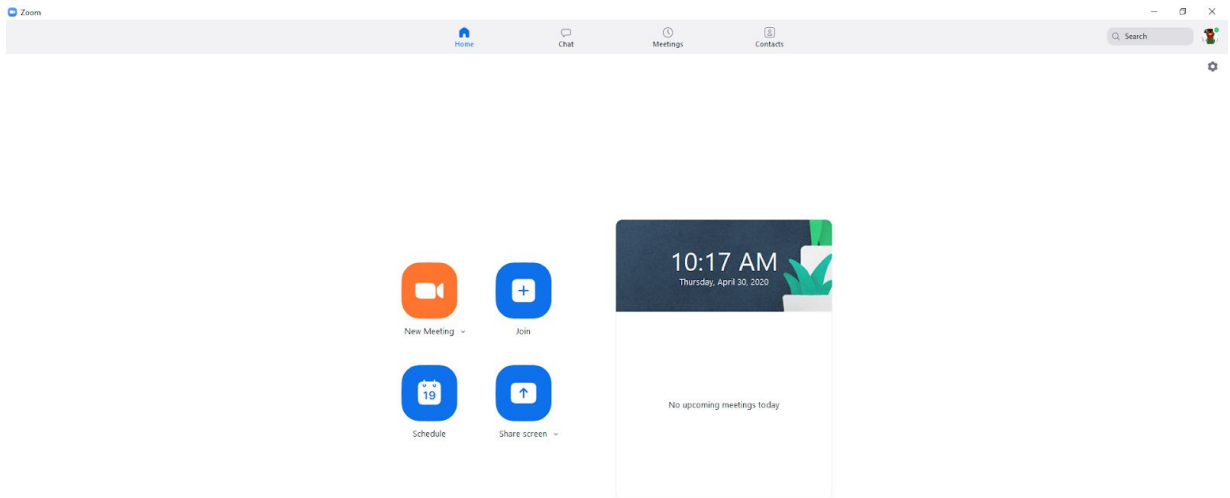
Once you click Join, you will either be immediately allowed into the meeting, or you will be placed in the Waiting Room. If you are placed in the Waiting Room, you'll see this:

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

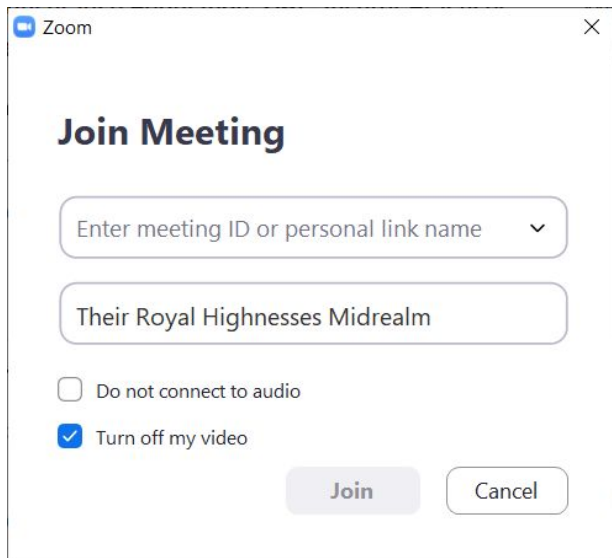
...eggie ...ckent's Zoom Meeting
4/27/2020

B.) Using a meeting ID (and Password):

If you have problems with the link or do not have one, you can also use a meeting ID to join Zoom. Open the application and navigate to the HOME screen. There will be a “JOIN” selection:



You can then input the meeting ID into the box (and change your name, and change other settings)



4) Changing Your Name & Profile Picture (during a meeting)

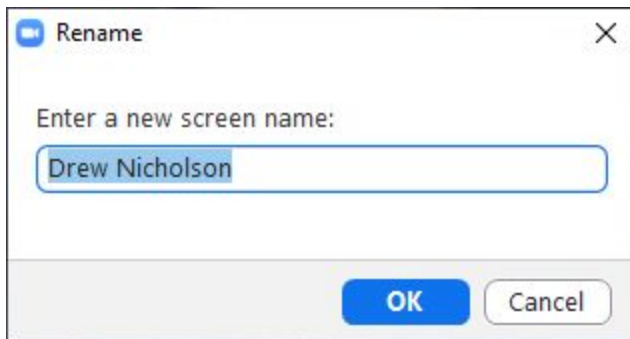
To Change your Name and/or Picture, click on Participants, in the center of the bottom edge of the Zoom interface:



A list of all the participants will appear on the right hand side. Find your name, and mouse over it. Click on MORE and two options show up:



To rename yourself, click "Rename". The option will appear, and you can rename yourself.

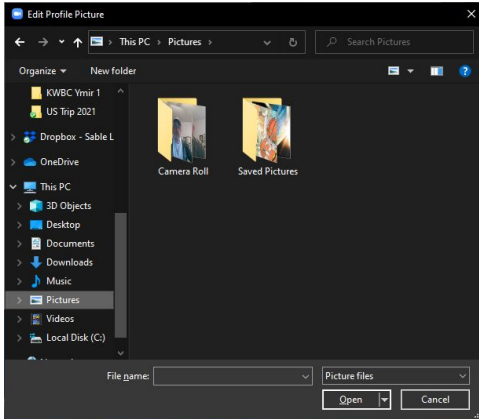


To change your Profile picture, click "Edit Profile Picture".



Click Change Picture and an Explorer window will appear.

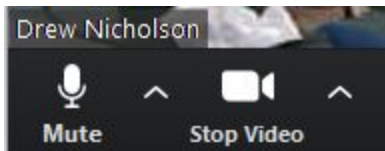
Browse to the picture you want and select it, then click Save.



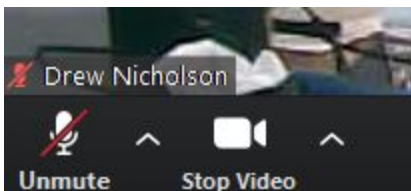
5) Muting/Camera On & Off

It is considered polite to mute yourself during virtual meetings unless you are speaking. In larger meetings, the moderator will mute everyone except the person presenting.

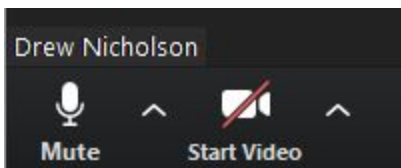
To use the mute and video functions, mouse over the icons in the lower left-hand corner of the zoom interface and click on the function you would like to use.



If you click on the Microphone icon, a red line will be drawn over it. Your microphone is now on mute.



If you click on the Video camera icon, a red line will be drawn over it. Your video camera is now stopped.

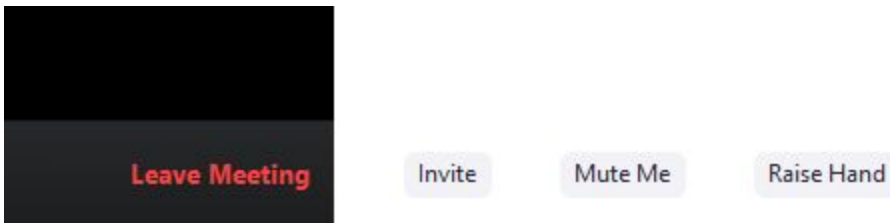


6) Raising Your Hand

If you're participating in a meeting with a lot of people, or a Court, or something that requires you to be muted, you can raise your hand in Zoom to get the attention of the moderator. Click on Participants, in the center of the bottom edge of the Zoom interface:



In the lower right hand corner of the interface, you will see a button labeled "Raise Hand."



Click it, and your name will rise to the top of the Participants list, and there will be a blue open hand icon next to it:



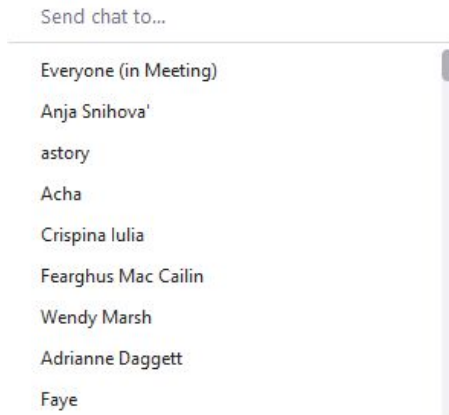
The moderator will call on you, and un-raise your hand. (If you are in a meeting where the moderator has muted everyone and you have also muted yourself, you may have to select the box to allow the moderator to unmute you.)

7) Using Chat

The Chat icon is located next to the Participants icon on the bottom center of the Zoom interface. When you click on the CHAT icon, the Chat window opens to the right of the screen.



If you click on the down-arrow next to everyone, you will see that you can send chat to any of the people in the meeting privately, or to everyone completely.



Please note: Chat transcripts are saved with recorded meetings, including private conversations between individuals.