Zoom Instructions for Participants

Before your Zoom session (program, class, service, or meeting):
1. You will need to download Zoom and create a free account.
    a. Download Zoom on your computer or tablet from Zoom.us or on your smartphone ("ZOOM Cloud Meetings" in App Store for iPhones).
    b. Set up a free Zoom account with your email address and a password you choose.
2. You will need a computer, tablet, or smartphone with a speaker or headphones.
    a. If you will need to participate actively in the session by speaking to the group, your device (or headphones) will also need a built-in microphone. If you'd like to be seen by the group, it will need a camera.
    b. Most devices from the past 5+ years come with speakers, microphone, and a camera built in. If you have ever made a video call using your device (e.g., FaceTime, Skype, WhatsApp), you can be sure it has everything you will need for Zoom.
3. You will receive notice of an upcoming session, with the date and time as well as a link to **"Join Zoom Meeting."** There is also a unique 9-digit **Meeting ID**.

To join a Zoom session (program, class, service, or meeting):
1. At the start time of your meeting, click on the link in your invitation email to **Join Zoom Meeting**. If it is your first time using Zoom, you will be instructed to download the Zoom application to your device. This process may take around a minute.
2. You will have an opportunity to test your audio at this point by clicking on **"Test Computer Audio."** Once you are satisfied that your audio works, click on **"Join audio by computer."**

If you prefer to join only by conference call, or if you are having trouble hearing the meeting, you can join via telephone (instead or in addition) by doing the following:
1. On your phone, dial the phone number included in the **Meeting Invitation**.
2. When prompted, enter the Meeting ID (provided in your invitation) using your touch-tone keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to have your phone associated with your computer.

Participant controls at the bottom of your Zoom screen:

Using the icons on the bottom of your Zoom screen*, you can:
- Mute/Unmute your microphone (far left)
- Turn your camera on/off ("Start/Stop Video")
- Invite other participants
- View participant list – opens up a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand
- Share your screen (not recommended unless you are presenting, as this will show your device screen to all of the other participants)
- Chat with other participants in the videoconference (this is a written chat via typing)
- Make a video recording of the program, class, service, or meeting
- Leave the videoconference.

You may need to move your mouse or tap the screen to make this control bar appear.

Somewhere on your Zoom screen, you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker View" shows only the active speaker in large view. "Gallery View" shows all meeting participants in equal-size video boxes.