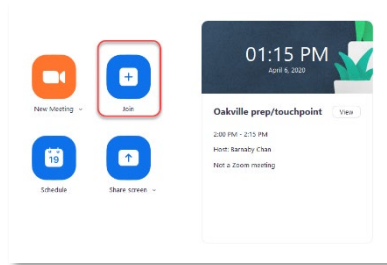


JOINING AND HOSTING A ZOOM MEETING

Joining a Meeting

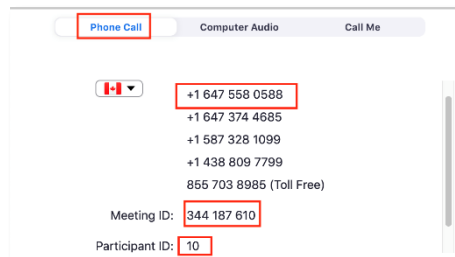
1 In your invitation, click the **Zoom** meeting link or click **Join Meeting** in **Zoom** and enter your **Meeting ID**.



2 Connect your audio using one of the following options:

- **Phone call:** Dial one of the provided phone numbers and enter both the **Meeting ID** and **Participant ID**.
- **Computer Audio:** Click **Join with Computer Audio**
- **Call Me:** Enter your phone number and you will receive a phone call to join the meeting.

Note: The phone call and call me options will only be available if the host enables those options.



3 When accessing the meeting from your computer, use the taskbar at the bottom of your screen to access your audio and video settings.

Use the **Mute/Unmute** button to change your audio setting. You can also click the arrow to access more, such as, selecting your microphone and speakers, switching to phone audio, or accessing more audio settings.

Note: In audio settings, you can enable or disable the option to press the SPACE key to temporarily unmute yourself.

4 Use the **Start/Stop Video** button to change your video setting. You can also click the arrow to access more video settings, such as, adding a virtual background.



JOINING AND HOSTING A ZOOM MEETING

- 5 Use the **Participants** button to display a list of participants in the meeting. In the side panel you have the option to mute/unmute yourself, start/stop your video, and raise your hand for the host to see.
- 6 Use the **Share Screen** button to display your screen to the other participants in the meeting. You can either share an application, your entire screen, a whiteboard, or an iOS device.
- 7 Use the **Chat** button to display and use the Zoom Group Chat during the meeting.

Hosting a Meeting

- 8 As the host, follow the same steps above to join the meeting and connect your video/audio.
- 9 Use the **Manage Participants** button to manage the participants in the meeting. You can do the following:
 - Mute/unmute participants
 - Request a participant to share their video
 - Allow participants to record the meeting
 - Assign co-hosts
 - Lower a raised hand
- 10 Use the **Share Screen** arrow button to manage who can share their screen and enable simultaneous screen sharing.
- 11 In the taskbar at the bottom of the screen, the host can also **Record** the meeting and create **Breakout Rooms** if enabled prior to the meeting.
 - **Breakout Rooms:** Can be assigned automatically or manually and the host can join any of these rooms or send a broadcast message to all rooms.
- 12 As the host, additional settings can be updated through your zoom account settings. It is recommended that you familiarize yourself with these settings prior to hosting any meetings.

