# Zoom Instructions for Participants

Before a Zoom Meeting:

You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.

## To join the May 9 Zoom Meeting on your Computer

1. At the start time of the meeting (9:45 a.m.), click on this link: https://us02web.zoom.us/j/88110443996 You may be instructed to download the Zoom application.

2. You may see this window asking you to open Zoom -- click Open Zoom.
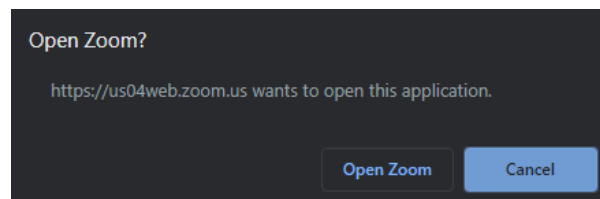
3. **If you have a camera** a video preview window will appear – if you want to be seen during the meeting, click Join with Video
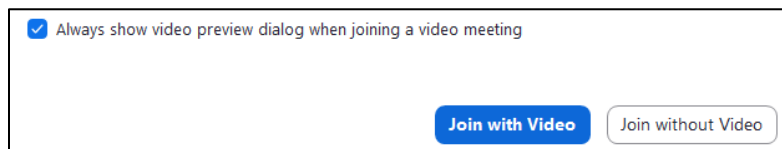
4. You will then get a window asking you to join audio – click the Join with Computer Audio Button – now just wait for the host to accept you into the meeting!
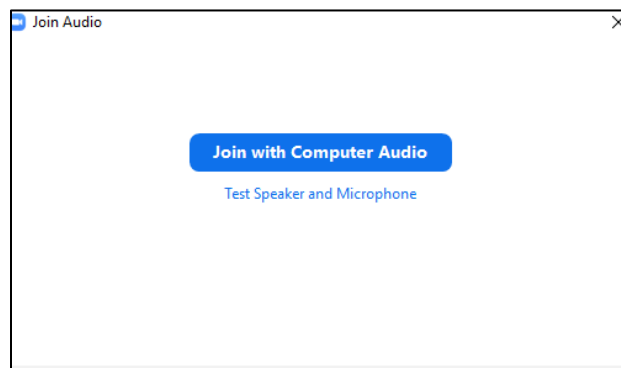
Participant Controls for Zoom Meetings using your Computer

Using these Icons on your Zoom screen you can:
- Mute/unmute your microphone (far left)
- Turn on/off your camera ("Start/Stop Video")
- The other buttons will be for host use

Somewhere on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" shows all of the meeting participants.

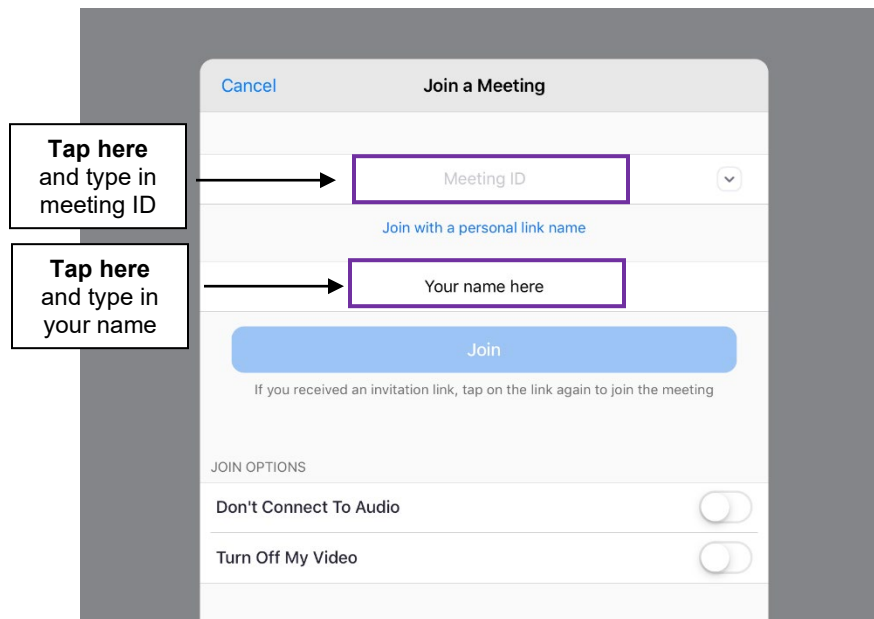## To join the May 9 Zoom Meeting on your iPad or Tablet

1. Make sure you have the ZOOM Cloud Meetings app installed on your iPad
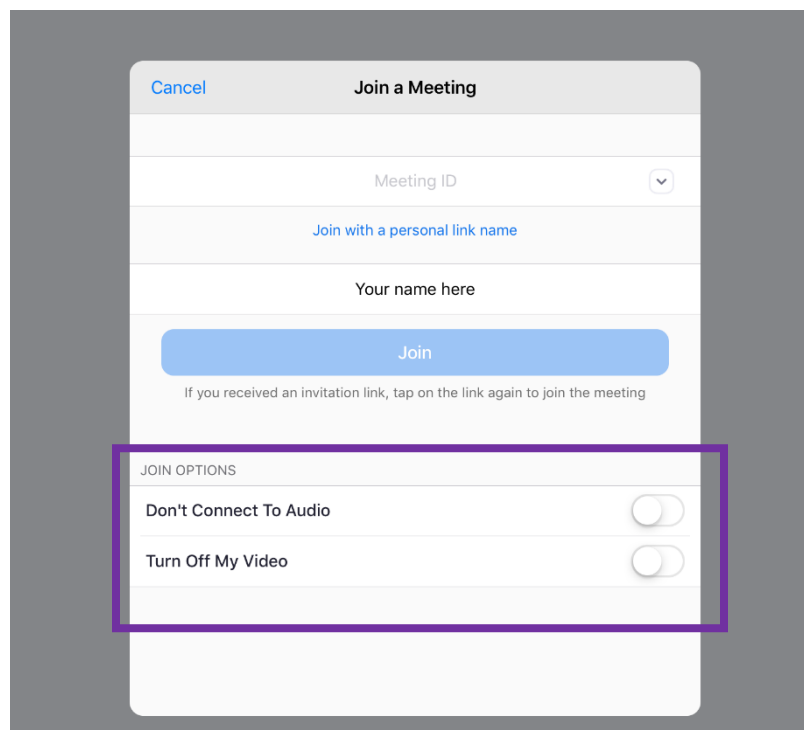

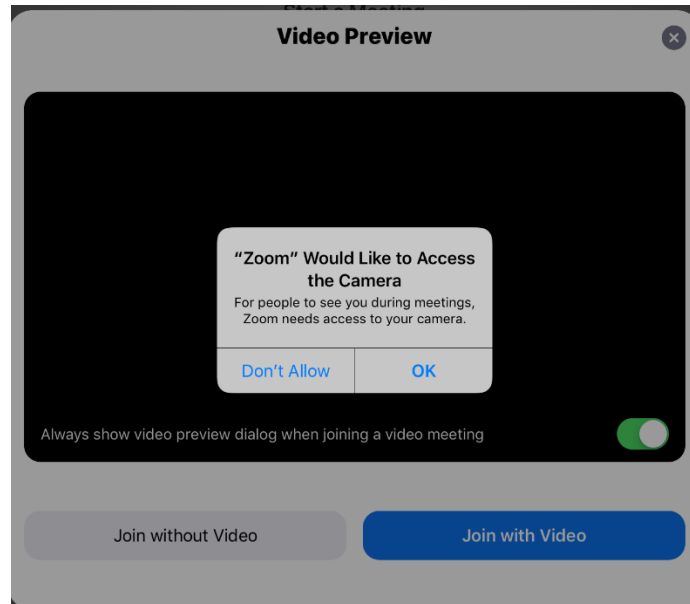2. Open the ZOOM Cloud Meetings app and tap "Join a Meeting"
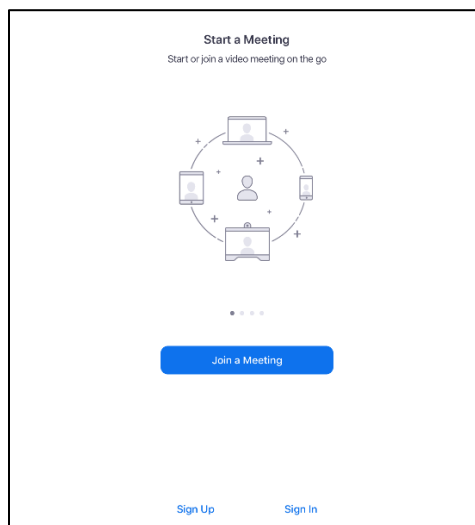
3. This window will appear asking you for the Meeting ID and your name – enter **881 1044 3996** the meeting ID – then your name in the second line **but do not tap join yet**
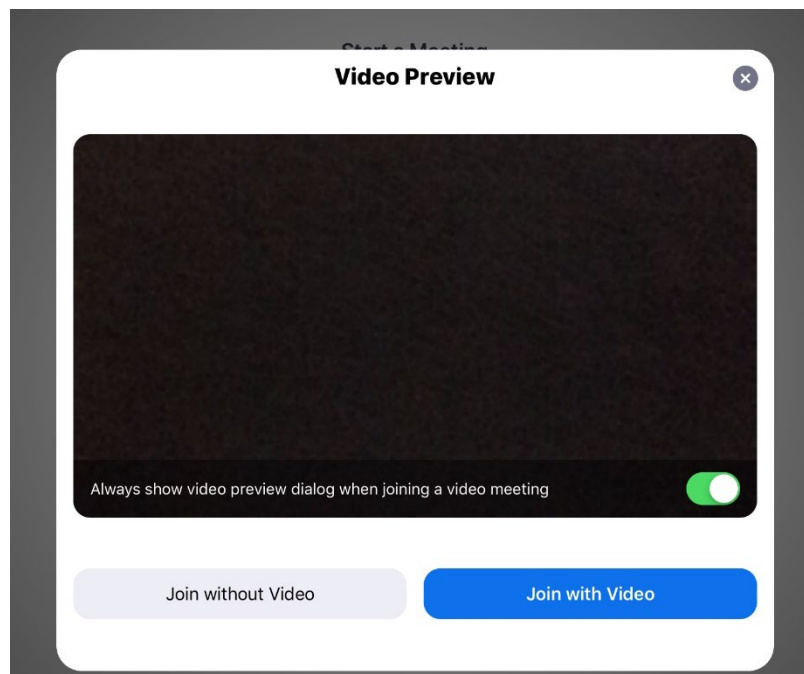
Tap here and type in meeting ID	→
Tap here and type in your name	→

Cancel | **Join a Meeting**

Meeting ID ⌄

Join with a personal link name

Your name here

Join

If you received an invitation link, tap on the link again to join the meeting

JOIN OPTIONS

Don't Connect To Audio

Turn Off My Video

4. Please check that same window for your "Join Options" and make sure the "Don't Connect to Audio" and "Turn Off My Video" options **are not selected.** If they are properly set-up, they should look like the image below and now you can tap join.

Cancel | **Join a Meeting**

Meeting ID ⌄

Join with a personal link name

Your name here

Join

If you received an invitation link, tap on the link again to join the meeting

JOIN OPTIONS

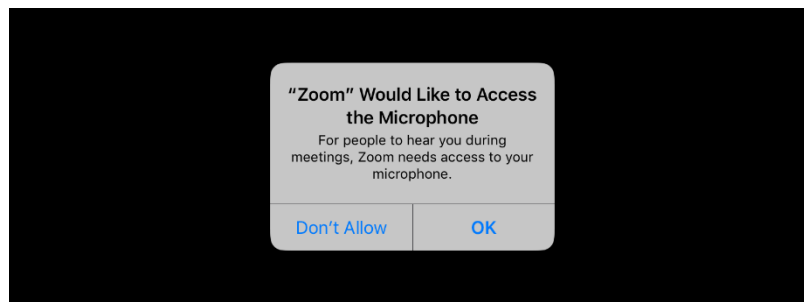Don't Connect To Audio

Turn Off My Video

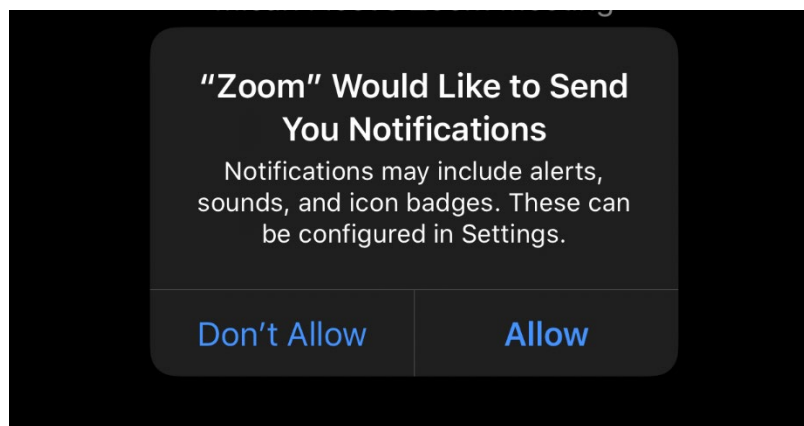5. Zoom will ask for access to the camera – tap "OK"

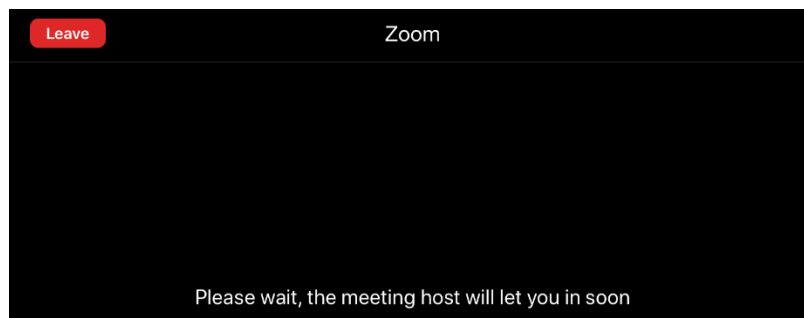6. You will be shown the video preview window – if you would like to be seen, tap "Join with Video"
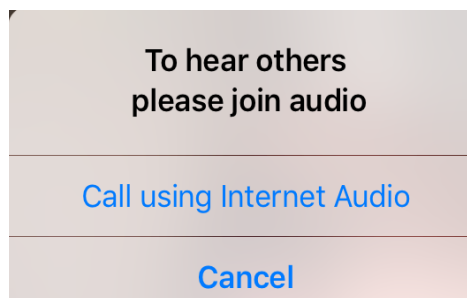
7. Zoom will ask for access to the Microphone – tap "OK"

> "Zoom" Would Like to Access
> the Microphone
> For people to hear you during
> meetings, Zoom needs access to your
> microphone.
>
> Don't Allow   OK

8. Zoom will ask to send you notifications – if you would like notifications, tap "Allow" – if not, tap "Don't Allow"
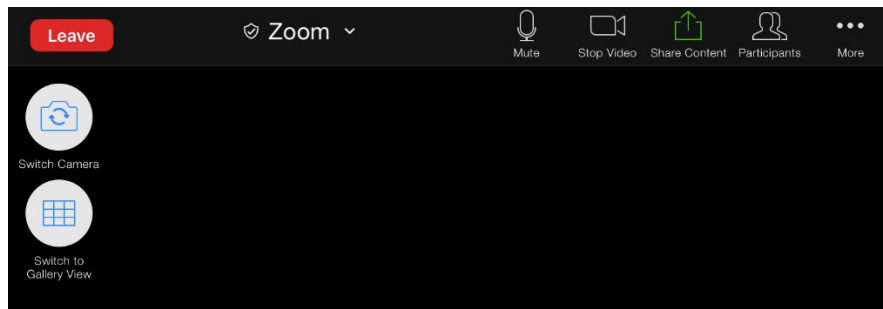
> "Zoom" Would Like to Send
> You Notifications
> Notifications may include alerts,
> sounds, and icon badges. These can
> be configured in Settings.
>
> Don't Allow   Allow

9. You will see this screen before the meeting host lets you into the meeting

> Leave   Zoom
>
> Please wait, the meeting host will let you in soon

10. **Final and important step**: once admitted, you will see this window asking you to join audio, please tap "Call using Internet Audio" – you are all set!

> To hear others
> please join audio
>
> Call using Internet Audio
>
> Cancel

Participant Controls for Zoom Meetings using your iPad

Using these Icons on your Zoom screen you can:
- Mute/unmute your microphone (microphone shaped button)
- Turn on/off your camera ("Start/Stop Video")
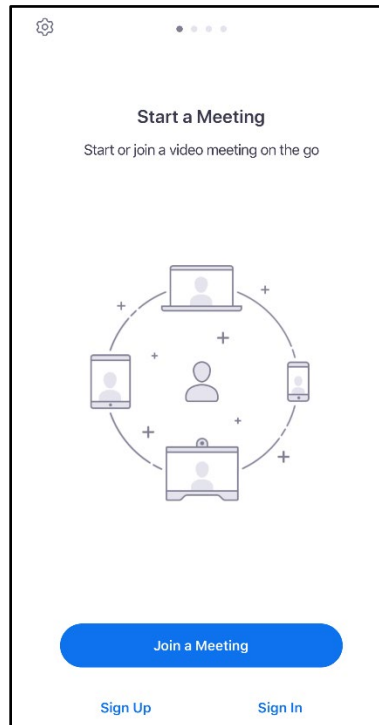- The other buttons will be for host use

Somewhere on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" shows all of the meeting participants.

To join the May 9 Zoom Meeting on your Smartphone

1. Make sure you have the ZOOM Cloud Meetings app installed on your iPhone

2. Open the ZOOM Cloud Meetings app and tap "Join a Meeting"

3. This window will appear asking you for the Meeting ID and your name – enter **881 1044 3996** the meeting ID – then your name in the second line **but do not tap join meeting yet.**

4. Please check that same window for your "Join Options" and make sure the "Don't Connect to Audio" and "Turn Off My Video" options **are not selected.** If they are properly set-up, they should look like the image below and now you can tap join meeting.
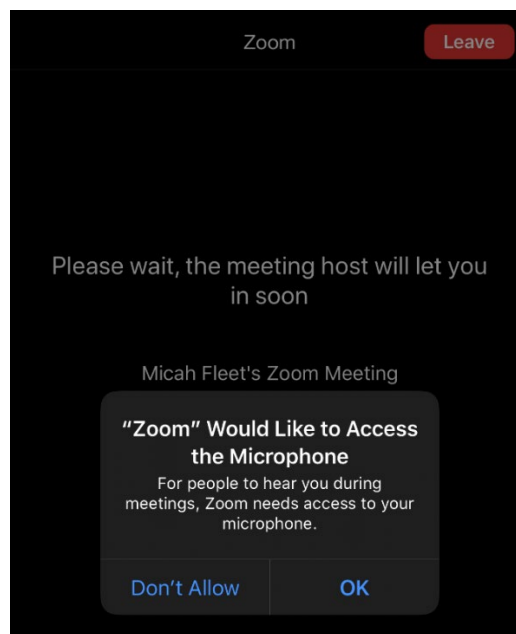

5. Zoom will ask for access to the camera – tap "OK"

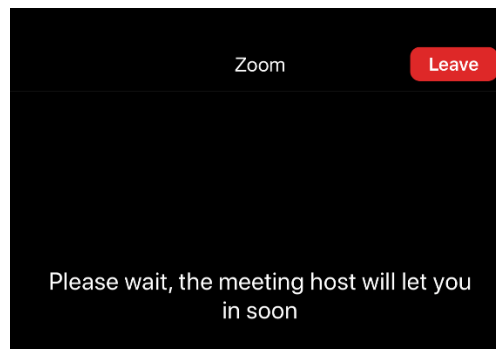6. You will be shown the video preview window – if you would like to be seen, tap "Join with Video"

Video Preview

Change Virtual Background

Always show video preview dialog when joining a video meeting

Join with Video

Join without Video

7. Zoom will ask for access to the Microphone – tap "OK"

Zoom   Leave

Please wait, the meeting host will let you in soon

Micah Fleet's Zoom Meeting

"Zoom" Would Like to Access the Microphone
For people to hear you during meetings, Zoom needs access to your microphone.
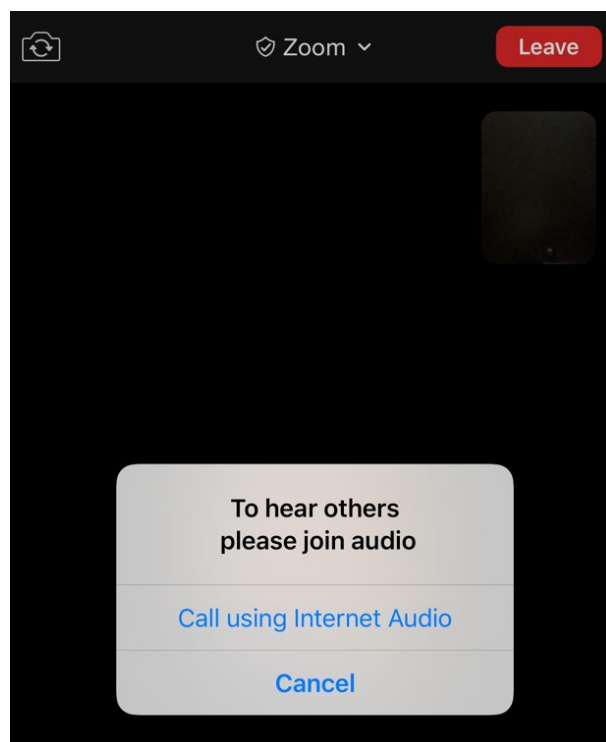
Don't Allow   OK

8. Zoom will ask to send you notifications – if you would like notifications, tap "Allow" – if not, tap "Don't Allow"
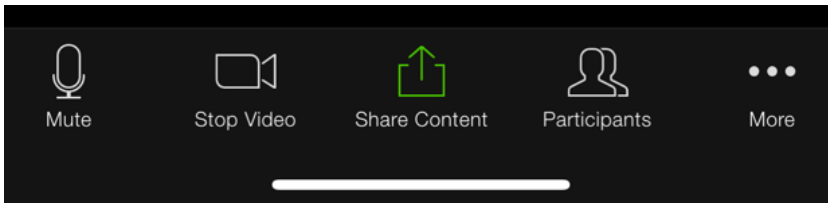

9. You will see this screen before the meeting host lets you into the meeting

10. **Final and important step**: once admitted, you will see this window asking you to join audio, please tap "Call using Internet Audio" – you are all set!

Participant Controls for Zoom Meetings using your iPhone

Using these Icons on your Zoom screen you can:
- Mute/unmute your microphone (far left)
- Turn on/off your camera ("Start/Stop Video")
- The other buttons will be for host use

Please note that on your phone, there is no option to switch to "Gallery View."

To join the May 9 Zoom Meeting on your Phone (audio only)

1. Dial **1-312-626-6799**
2. You will be prompted to enter your meeting ID followed by pound – dial **88110443996#**
3. Wait to be accepted into the meeting!