

# Checklist for Zoom Participants

## (Print this out if you need a quick reference)

### **Join a meeting - Click on the Zoom link**

- When you start Zoom be sure to select Join with Computer Audio, unless you use your phone.
- You may find yourself in a “waiting room” set up by the instructor. Wait to be brought into the meeting.
- If you are using a tablet or smartphone, make sure your battery is fully charged. Zoom uses considerable power.

### **Main control bar\_bottom of Zoom display, top on iPad**

- Move the cursor or touch the bottom/top of the Zoom window if you don't see the control bar.
- You can cause the menu to be permanently displayed from the Accessibility settings menu.
- You can elect to enable your video camera or not.
- ... More, shows menu options that don't fit on your screen.

### **Raise your hand for questions**

- Click on the Participants icon.
- In the pop up list, click on the blue hand in the lower left. Click again to lower your hand.

### **Audio control, microphone symbol on left of Zoom controls**

- Click to mute/unmute. Your instructor may mute all participants.
- For most classes leave this muted and unmute when you speak.
- Click the up caret symbol, ^, next to the microphone, if you need to select from multiple speakers or microphones, or need to test your speakers/microphones.
  - Use this now to test your speaker.
  - Now test your microphone.
- If your computer doesn't have a microphone or speaker, you can call in to the Zoom session.
- Note the audio settings button. This will bring up the main settings menu.

### **Video control, video camera icon next to the microphone**

- Click or press to start or stop your video.
- The up caret symbol, ^, (next to the video camera icon) can select a different camera if needed.
- You may select virtual backgrounds for your image, but this may degrade both video and audio.

### **Participants icon**

- Click to show a list of participants in a pop up window and access the following controls:
  - Raise hand, click blue hand at the bottom left of the participant pop up window. Click this icon again to lower your hand.
  - Yes and no icons to answer a question or vote.
  - Thumbs up & thumbs down.
  - Go faster/Go slower icons\_signal speaker to change the speed of their delivery.
  - Applaud.
  - Please take a break.
  - Away (let others know you have stepped away from the meeting).

### **Chat icon**

- Click to open a text window to chat with individuals or everyone.
- You can enlarge the font in the Chat box from the Accessibility settings menu.

### **Display Control on upper right**

- Gallery view shows “Hollywood squares” type view of all participants.
- Smartphones and tablets may need to scroll right or left to see all participants.
- Speaker view puts the speaker in a larger image in the center of your display.

### **Share Screen**

- When a screen is being shared, you will see the chart or video from the instructor’s computer.
- The participant video will be in a smaller window, and may not be visible.
- A bar at the top of the shared screen has a view options dropdown.
  - Hide/show video panel, to see or hide the participants.
  - Side by side mode. Make either side larger or smaller by dragging the tab between them to the left or right.

### **When you are done**

- The red “Leave Meeting” button allows you to exit the meeting at any time. In most circumstances you can rejoin the meeting if it is still underway.

*Updated May 20, 2020*