

Zoom Meeting – Participant

1. Click on the first link
2. Click **Run**
3. Select either **Phone Call** or **Computer Audio**
 - a. To Join by Audio/Phone Call: Dial the number provided and enter your **Meeting ID** followed by your **Participant ID**
 - b. To Join by Computer Audio: Select **Join Audio Conference by Computer**
 - i. You can test your speakers prior to joining by selecting **Test Computer Mic & Speakers**
4. From the Zoom toolbar at the bottom of the meeting, you can do the following:



- a. My Audio – Mute/unmute, select/change your audio settings
 - b. Start Video – Select/change your video/camera options
 - c. Invite – Send an invite to additional attendees
 - d. Manage Participates – ability to unmute and rename
 - e. Share Screen – Ability to share your entire desktop or a particular application
 - i. Double click on the screen you would like to share or click the blue **Share Screen** button
 1. By selecting the arrow to the right you can manage and select Advanced Sharing Options
 - a. This gives you the ability to manage who can share
 - f. Chat – Ability to chat within the Zoom meeting
 - i. By changing the To field you can direct your chat to everyone or an individual
 - g. Record – Ability to record your meeting
 - h. End Meeting – when selecting this you can End Meeting for ALL or individually leave the meeting
5. Additional Resources
- a. To test your link before the call: <https://zoom.us/test>
6. Manual process participant laptop
- a. **From PC** Invite a room system tab
 - b. Select Call out tab
 - c. From dropdown select Zoom Connector
 - d. Call
 - e. From laptop->Share Screen->Desktop