Zoom – Quick Guide for Participants
Join the Meeting
First, install the ‘Zoom Client’ on your computer – ECU staff use the Software Center. External attendees use https://zoom.us/download

Click on the link shared with you by the meeting organiser, then click ‘launch application’. This will launch Zoom, or prompt you to install if not already done. You will then be asked whether you want to join using your computer audio or join by using your phone. If you’re using your computer microphone you MUST click the green button to join audio by computer. No one will be able to hear you until you click this button.

It is recommended that participants wear a headset / headphones to avoid audio feedback.

The Zoom Menu Bar
The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don’t see the menu bar, move your mouse slightly and the bar will appear. The bar disappears after a few seconds when in full-screen mode.

You will likely not need to utilize buttons 5, 7 and 9. The relevant actions are:
1. Mute/unmute your microphone
2. Choose your microphone settings
3. Switch off/on your video camera
4. Select video settings
5. (invite participants)
6. View a list of participants – this is where you may ‘raise your hand’ and vote ‘yes’ or ‘no’
7. (share your screen – only necessary if presenting something specific, e.g. slideshow)
8. Send a chat message to one person or to all participants
9. (record the meeting)
10. Leave the meeting
Audio Settings

By clicking on the small arrow next to the microphone icon, you can choose your microphone and speaker settings. It normally defaults to your built-in microphone and speakers but you can select any other microphone or speakers you have plugged in to your computer.

By clicking on ‘Audio Options’ and then ‘Test Computer Mic & Speakers’ you can test your speakers to make sure they are working and that you can hear others. Once you click on the “Test Speaker” button music will play through your speakers until you press stop. If you do not hear music playing, please make sure you have the correct audio output selected in the drop-down menu to the right.

You can also select your microphone from the drop-down menu and see your microphone input level.

Audio and Video Mute and Unmute

By default, please ensure your microphone is muted until you have a question or comment. Mute your audio by clicking on the microphone icon located in the lower left-hand corner of the menu bar.

You can switch off your video by clicking on camera icon as well, which is useful if you have a poor internet connection.

It is recommended that you ‘raise your hand’ in the ‘Participants’ list (see next section) to indicate to the Chair that you wish to speak, whenever possible.
Participants List
The participants list shows all the active members in the meeting. To open the participants list, click “Participants” in the bottom menu. This will open a list on the right-hand side of the meeting screen. You can mute yourself or change your display name by hovering over your name in the participants list.

Raise and Lower Hand, Vote “Yes” and “No”
Let the Chair know you have a question by ‘raising your hand’. This will place a hand icon next to your name in the participant list until you choose to lower it by clicking again. You can also indicate "yes" or "no" when the group is asked to pass a motion – again, after the motion has passed ensure that you ‘unclick’ your vote to reset.

Chat
The chat feature provides the ability to send instant messages during the session, which can be useful to provide a comment without interrupting the flow of conversation. You can send a private chat to one person, or message to everyone (which is the default).

1. Click the “Chat” button in the bottom menu (this will flash orange if there are unread messages)

2. In the screen that appears on the right-hand side, type a message and press “Enter” on your keyboard to send.

   **Messages are sent to all participants by default.**

   You can message an individual participant via private chat by selecting the individual’s name using the dropdown menu next to the “To:” field.