

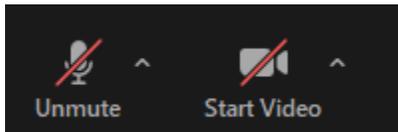
How to use Zoom as a Participant

Inside the Meeting

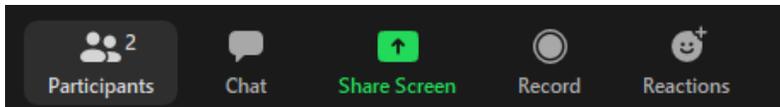
Once you are in the meeting, you will have the toolbar below at the bottom of your screen. More detail on the buttons below.



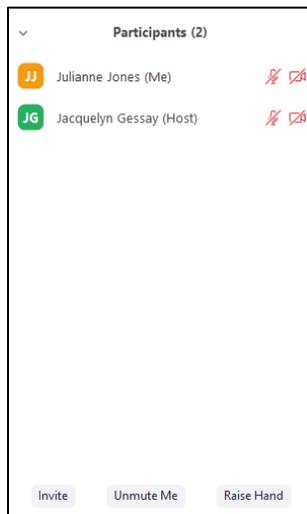
On the left side, you will see where you can mute/unmute yourself and start/stop your video. Please pay attention to the host of the meeting to see if you should stay muted or use your video.



In the middle of the bar, you will see these icons. More detail on each button below. This tutorial doesn't explain Share Screen or Record, as often you won't have that option in events.



Participants: shows a list of who is in the call on the right side. See the graphic below.

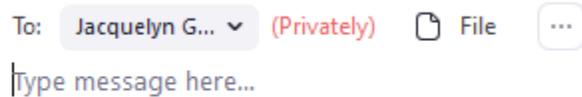
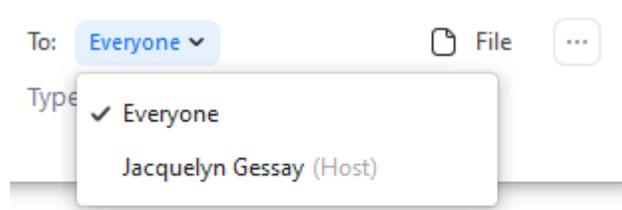


If you would like to speak while on mute, you can click on Raise Hand in this pane so those moderating can see you would like to share something. You will need to click the button again to lower your hand



Chat: will open the chat window below the participants in a separate box.

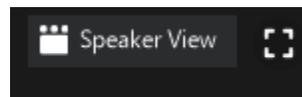
You can choose to chat to everyone, or choose a participant to talk to privately. If you check a single person's name, that starts a private chat. To go back, check Everyone.



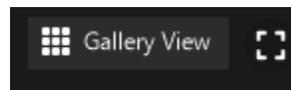
Change Viewing Option

To change the viewing option, you can choose Speaker View or Gallery View in the top right corner. Please note these views are only an option when no one is sharing their screen.

Speaker View shows only the person's video that is speaking



Gallery View allows you to see all the videos of everyone in the call.



When the screen is being shared, your viewing options will move into a bar like the one you see below:



This will automatically put all the videos to the side of your screen where you can choose different view options. To see the shared screen and the speaker, please click on Side-by-side mode from the View Options dropdown box. This will put the speaker on the right and the screen on the left.

