ZOOM TRAINING GUIDE FOR PARTICIPANTS

Zoom usage on:
1. Computer (probably preferable)
2. Ipad
3. Smart phone; not a flip phone

Zoom restrictions:
1. Duration 40 minutes for a meeting
2. Up to 100 people

Acquiring the Zoom app:
1. On your device, go to your App Store
2. On the App Store, search for Zoom Cloud Meeting App
3. Click on Get
4. Once the blue circle has completed (gone full circle), Click on Open

Screen Features:
1. Tap the Screen to access the Screen Features if using a smart phone or Ipad, OR Move the mouse to access the Screen Features if using a computer.
2. Available features are:
   1. Start Video: toggle to show or hide your screen photo and show only your name
   2. Mute
   3. Chat: the Host can send a chat to everyone or one participant; participants can chat to the host or other participants. Chat screen will appear on the right side of the screen. To exit the Chat screen, use the drop down arrow on the top left side of the Chat screen.
   4. Record: do NOT record the session.
   5. Reactions: can click on the Clapping Hands or the Thumbs Up
   6. Hand raising: this feature is on mobile phones otherwise you can ask participants to physically raise their hand.
   7. Share Screen: the Host should disable Share Screen for the participants so they do not take over the meeting.

Adding a Virtual Background:

1. On the bottom of the screen, Click/tap on More…
2. Click/tap on Virtual Background
3. Click/tap on the + sign
4. Click/tap on "Allow Zoom to access your photos"
5. Click/tap OK
6. Select a photo for your background (either to enhance your presentation or to block out your room features)
7. Click/tap Done

Viewing a Video/DVD:

1. To make a comment or ask a question:
   a. Click/Tap on the Chat feature.
      i. Type in your comment or question
      ii. Click/Tap on Send
   b. The Chat menu will be available on the right side of your screen.
   c. To exit/hide the Chat screen, use the drop down arrow on the top left side of the Chat screen. (Not the X in the top right; that will exit the participant out of the meeting)
2. To be able to see the other participants: (for smart phone users; maybe Ipad also)
   a. Swipe to the right

Mute:
1. On the bottom of your screen, Click/Tap on the Microphone icon to Mute yourself.
2. To be able to temporarily Unmute yourself, hold down the spacebar, and keep it held down while you are speaking. Releasing the spacebar will Mute you.
3. To remove Mute, Click/Tap on the Microphone icon.

Prepping for a Zoom meeting:
1. Select a location that is comfortable for you and has a table at a good height for you to set your device on for viewing so you don't have to hold it. If others are in the house, perhaps choose a location that is secluded.
2. Choose a device (computer, Ipad or smart phone)
   a. Have the device fully charged or plugged in.
   b. Acquire the Zoom app.
   c. Locate headphones and plug into your device (others in your household will appreciate the noise reduction).
   d. Adjust the volume for your optimal hearing.
3. Open your email.
   a. Locate the email from the host
   b. Click on the invitation link from the email.
   c. If prompted, enter your name.
   d. If prompted, enter the member id and password.
   e. Waiting Room:
      i. The Waiting Room is just like it sounds. It's a virtual staging area that prevents people from joining a meeting until the host is ready.
      ii. The host will admit participants either as a whole group or by individual participants.
      iii. This is a security enhancement by Zoom to protect from "zoom bombing" (uninvited guests whose purpose is to disrupt the meeting).
4. Locate an appropriate photo on your device that you can use for your Virtual Background (this will block out your location). This is optional.
5. Etiquette for a Meeting:

a. Do not speak when others are speaking.
b. Allow others to participate.
c. Use the Raise the Hand feature (on smart phones) or physically raise your hand for acknowledgement (on computers; your video photo will display your face and hand).
d. Use the Chat feature to make a comment or ask a question, particularly when the host is presenting or a video or PowerPoint is playing.
e. Mute yourself if you are eating or drinking.
f. Please keep your mouth closed if eating or drinking.
g. Dress appropriately as others will be able to see you.
    i. Note: you can hide your video and have only your name appear:
        1. Manage participants:
            1. Stop Video
            2. The Stop Video can be toggled to Show Video
5. Use appropriate language and gestures.
6. Be accepting of the other participants. Allow others to speak, comment, and question in a safe environment without fear of criticism, judgement or belittling from others.
7. Do not record the meeting.