

# Participating in a Zoom Meeting - Quick Start Guide

Zoom is a cloud-based meeting platform that provides video, audio, and screen sharing options across multiple platforms, including mobile.

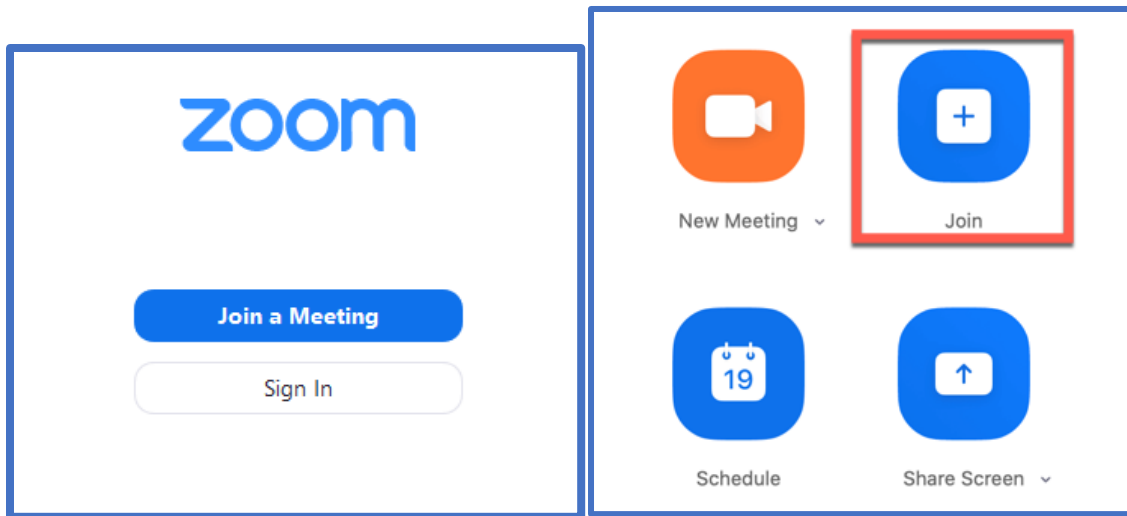
You do not need to create a Zoom account or login to join a Zoom meeting, all you need is: 1) the meeting link or meeting ID that the DTA host will share with you via email and 2) you must download the Zoom app onto your computer or phone.

This quick start guide gives you an introduction to the essentials of joining and participating in the District 7120 DTA Virtual Training via Zoom.

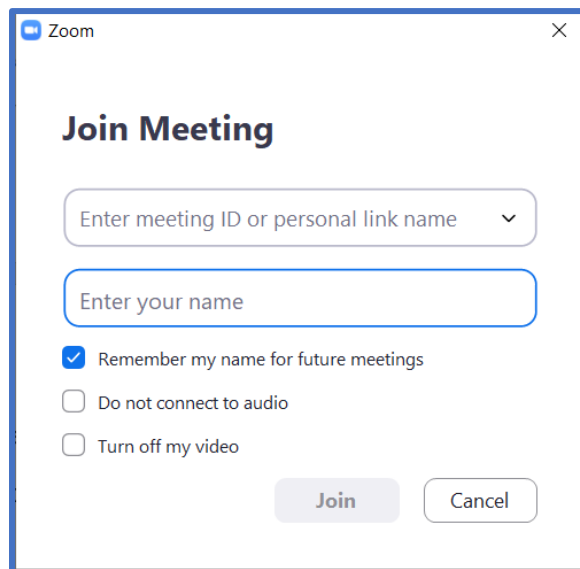
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## How to Join Zoom meeting on your Computer with or without a Zoom account.

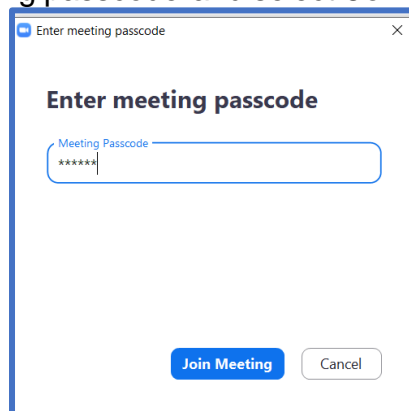
1. Click here to [Download the Zoom desktop app on your Mac or PC.](#)
2. You can join the meeting two different ways:
  - a. Use Meeting Link or URL
    - i. Click on the link and the Zoom app will automatically open and re-direct you to the meeting.
  - b. Use Meeting ID and Password
    - i. Open the Zoom app on your computer and one of the following screens will appear.



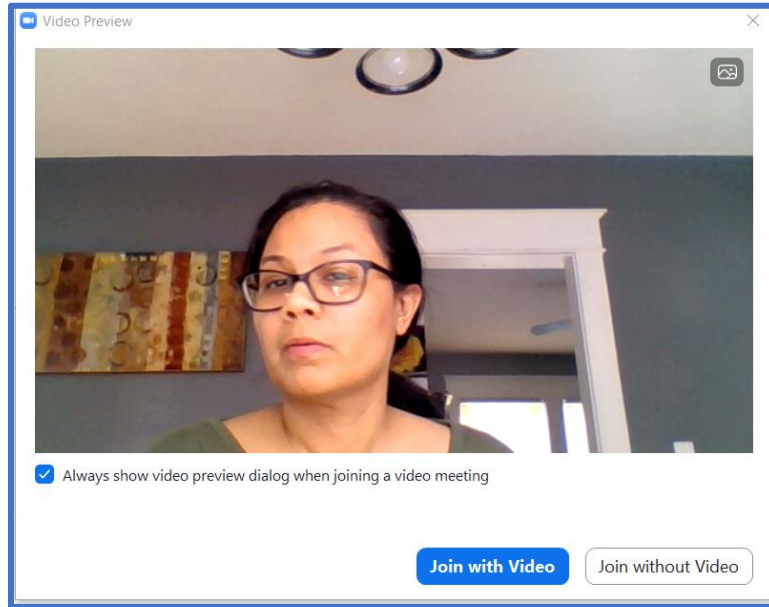
- ii. Select **Join a Meeting** or **Join**
- iii. Enter the meeting ID number and your name and set audio/video permissions. Then select **Join**.



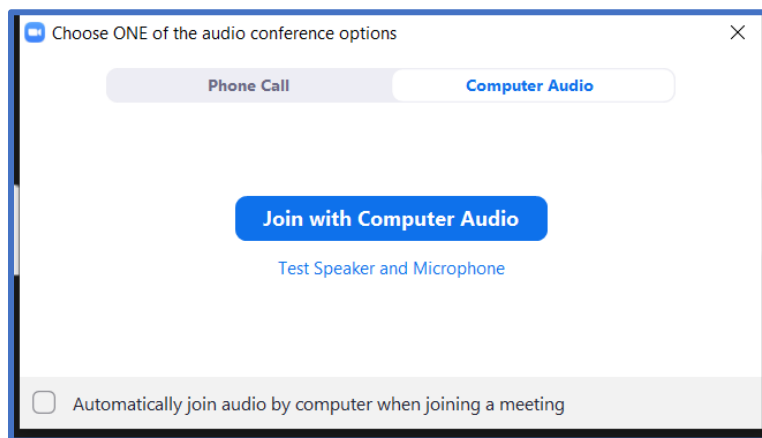
- iv. Enter the meeting passcode and select **Join** meeting.



3. You may see a video preview screen with buttons at the bottom that give you the option to **Join with** or **without video**.



4. You have the option to hear the audio either through your phone or computer speakers.
  - a. **Hear Audio by Phone.** Select **Phone Call** and then Dial in using one of the phone numbers provided. They will ask you for the meeting ID, participant ID and passcode. Once you have completed this, close this screen by clicking the 'X' on the top right corner. You will continue viewing the meeting on your computer screen.
  - b. **Hear Audio by Computer.** Select **Computer Audio** and select **Join with Computer Audio**.

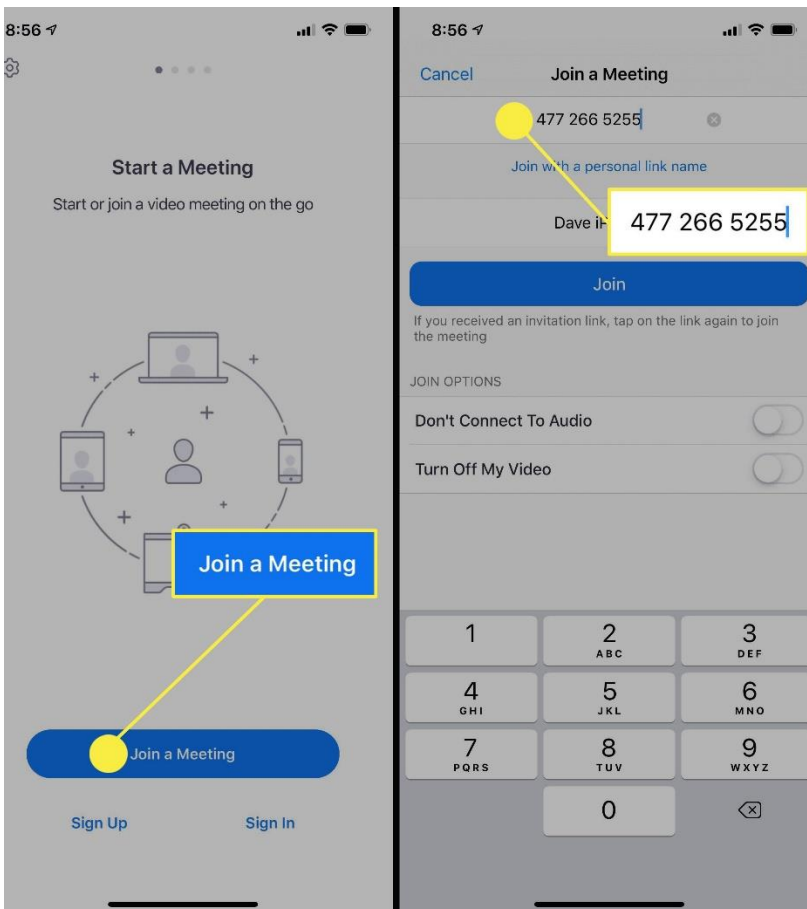


NOTE: If this is the first time using Zoom on this device, select the **Test Speaker and Microphone** option prior to this. You can also click here to [join a test meeting](#) to familiarize yourself with Zoom.

NOTE: If you are using a separate device for audio or there are multiple devices with the speakers on that are near each other, this may create an echo.

## How to Join a Zoom Meeting on your iPhone or Android/Samsung Phone with or without a Zoom Account

1. Install the Zoom Cloud Meetings app on your phone.
2. Join the meeting two different ways
  - a. [Use Meeting Link or URL](#)
    - i. Click on the link and the Zoom app will automatically open and re-direct you to the meeting.
  - b. [Use Meeting ID and Password](#)
    - i. Open the Zoom app on your computer and one of the following screens will appear.
    - ii. Tap **Join** a Meeting
    - iii. Enter the meeting ID and tap **Join**
    - iv. Enter the meeting password and tap **Join**

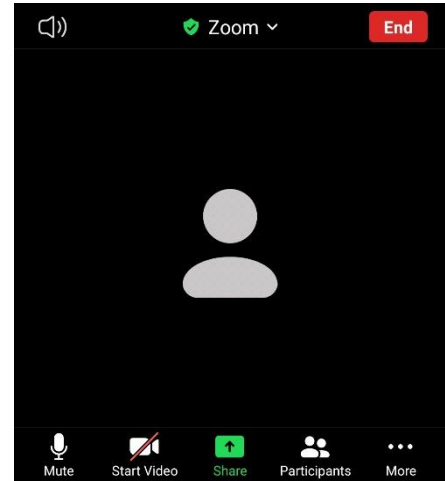


3. You may see a video preview screen with buttons at the bottom that give you the option to **Join with or without video**.
4. You will see the following options to hear the audio:
  - Call via Device Audio (or Wifi/Cellular Data or Call using Internet Audio): Connects audio through the internet. (Preferred method)
  - Dial in: Provides options to dial into the Zoom Meeting via telephone.
  - Call My Phone: Calls your phone to join the meeting. Requires an audio plan for the meeting host.

NOTE: If this menu disappears, tap the center of your screen and select the **Join Audio** icon at the bottom right of your screen

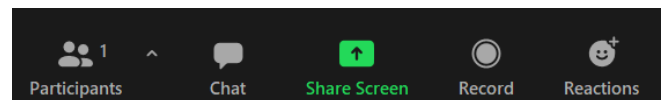
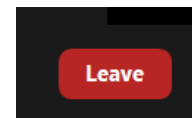
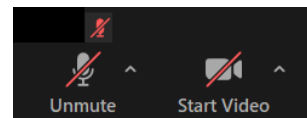
## You're Logged into the Meeting!

You will see a screen similar to the one below on your computer (left image) or phone (right image).



At the bottom of your screen, there will be buttons that allow you to:

- **Mute/Unmute** yourself
- **Start/Stop Video** (so people can see you)
- View a list of other **Participants** in the meeting
- **Chat** with participants or the speaker
- **Record** the session to your computer
- **Leave** the meeting



NOTE: If the host has decided not to allow participants to join before the host, you will see a message appear on your screen and you will automatically join the meeting when the host arrives.

NOTE: Mobile app interfaces will appear differently but contain most of the same functionality. For help with using Zoom on iOS and Android devices, visit the [Mobile](#) section of the Zoom Help Center. If the menu disappears from the phone screen, tap the center of your screen for the menu to re-appear. Tap the **More** button on the bottom right corner of the meeting window to see additional features such as chat and record

## Mute/Unmute Audio and Adjust Audio Options

Please be aware that the host can mute and unmute you at any time.

1. To unmute yourself and begin talking, select the **Unmute** button (microphone) in the bottom-left corner of the meeting window.
2. To mute yourself, select the **Mute** button (microphone). A red slash will appear over the microphone icon indicating that your audio is now off.

## Start/Stop Video and Adjust Video options

1. Select the **Start Video** button in the menu bar at the bottom of the window to begin your video stream.
2. Select the **Stop Video** button to stop sharing your video stream.
3. To choose a different webcam or adjust your video settings, select the **up arrow** to the right of the Video icon and select **Video Settings**.

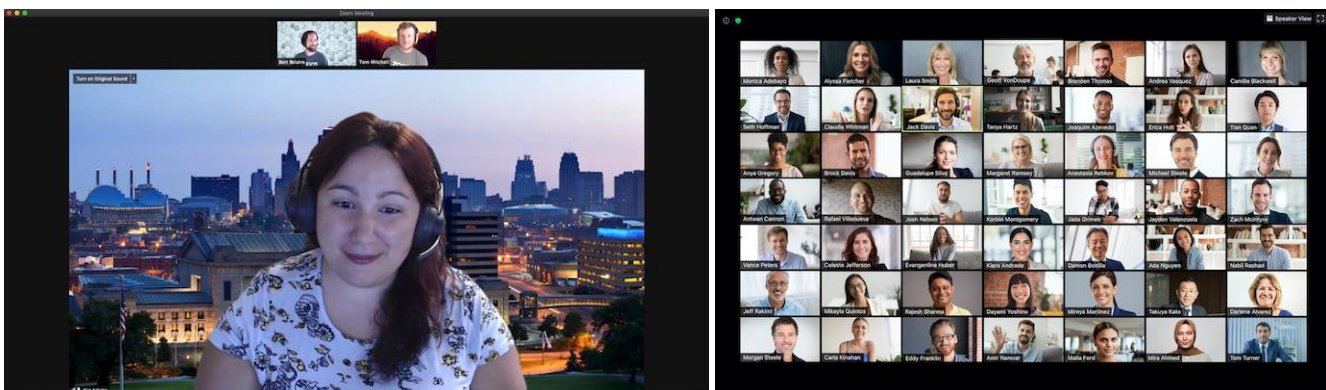
## Have a Question or Comment for the Speaker?

1. Send Messages with Chat
  - a. Select the **Chat** button in the menu bar to open the Chat panel. (On your phone: Select **More** in the menu bar and then select **Chat** from the menu.)
  - b. Type your message in the **Text box** at the bottom of the panel.
  - c. Press **Enter** to send the message.



2. Raise Your Hand and they will unmute you.
  - a. Select the **Reactions** button in the menu bar. (On your phone: Select **More** in the menu bar)
  - b. Select **Raise Your Hand**.
  - c. The facilitator will see that you have raised your hand and unmute you so you can ask your question.

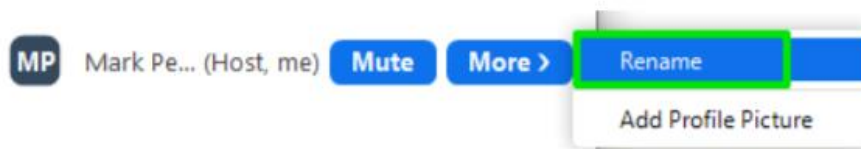
## How to Switch between Speaker and Gallery View



1. On your computer select **Speaker/Gallery View** in the top right corner to switch from Speaker or Gallery views.
2. On your phone swipe left to switch to Speaker view or right to see Gallery view. You can only see up to 4 people in the Gallery view on your phone.

## How to Change your Name in Zoom

1. Select **Participants** button at the bottom of your screen.
2. Hover your mouse over your name in the Participants list. Buttons will appear to the right of your name. Select **More**. Select **Rename**.
- 3.



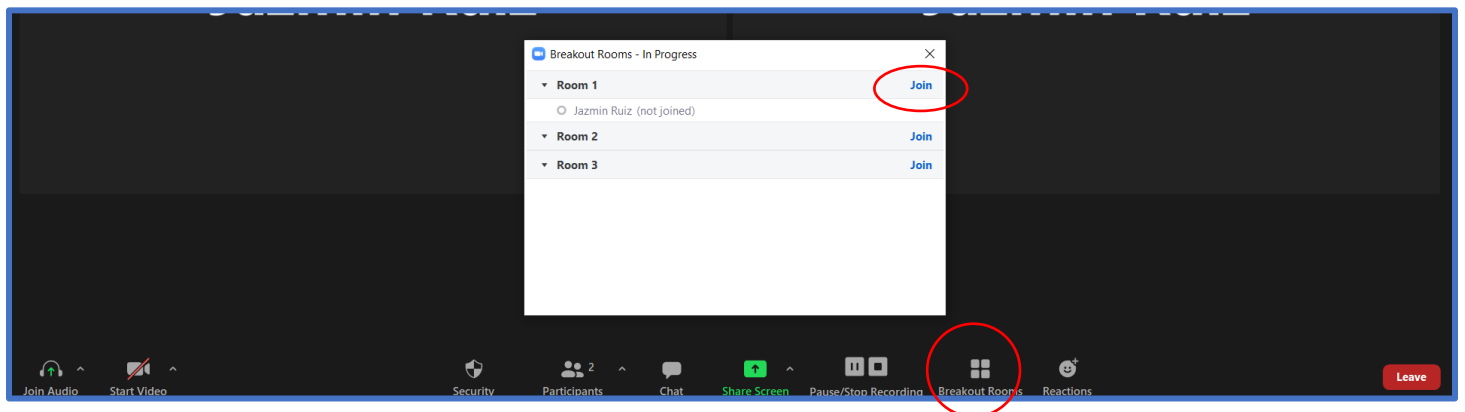
4. Enter your name using the following format: First and Last Name (Club Name)

**Example: Jazmin Ruiz (Rochester Latino)**

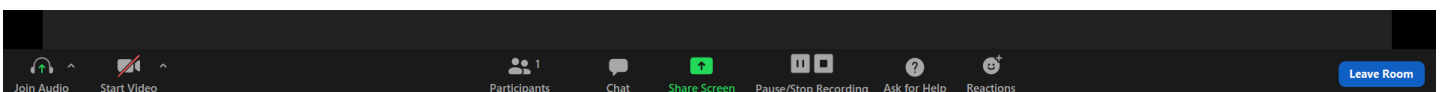
## How to Join and Leave a Breakout Room

The host will create a separate break out room for each session. In order to attend a session, you must join a breakout room. You will be able to view and select from a list of breakout rooms the host has created 1-2 minutes prior to the start of the session. but you can enter and leave any breakout rooms. Once the session has ended, the breakout rooms will close and you will automatically be placed back into the main Zoom meeting room.

1. Select **Breakout Rooms** at the bottom of your computer screen. (On the phone: this button will be on the top left of your screen)



2. A List of breakout rooms will appear. Select **Join** next to the breakout room you wish to participate in.
3. Confirm by selecting **Join** again.
4. To leave the breakout room at any time, select **Leave Room** at the bottom right of your screen, then select **Leave Breakout Room**. (On the phone: Tap the **Leave** button on the top right of the screen, then select **Leave breakout room**).



NOTE: Remember to mute yourself when you enter the breakout room.

NOTE: If you are having trouble entering a breakout room, send the host a message on the chat.

NOTE: You will have the ability to record the meeting if you wish. Recordings will also be available on the DTA webpage by April 17.

## Leave a Meeting

1. Select the **Leave Meeting** on the bottom right of your screen to exit the meeting. (On your phone: Tap the **End/Leave** meeting button located in the top right of your screen.)
2. Select the **Leave Meeting** button in the confirmation dialog box.

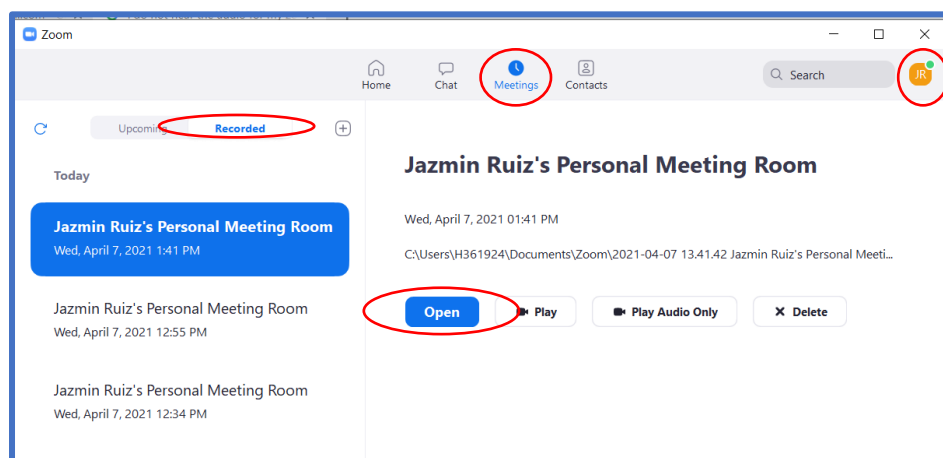
## Record the Session

Participants with a Zoom account have the ability to record any of the breakout sessions. Please note that the hosts will be recording the session as well. All recordings will be available to view on the District's Youtube channel by April 17.

NOTE: **DO NOT** mute yourself while recording. If you mute yourself, the recording will not record the audio.

### Tips for Recording

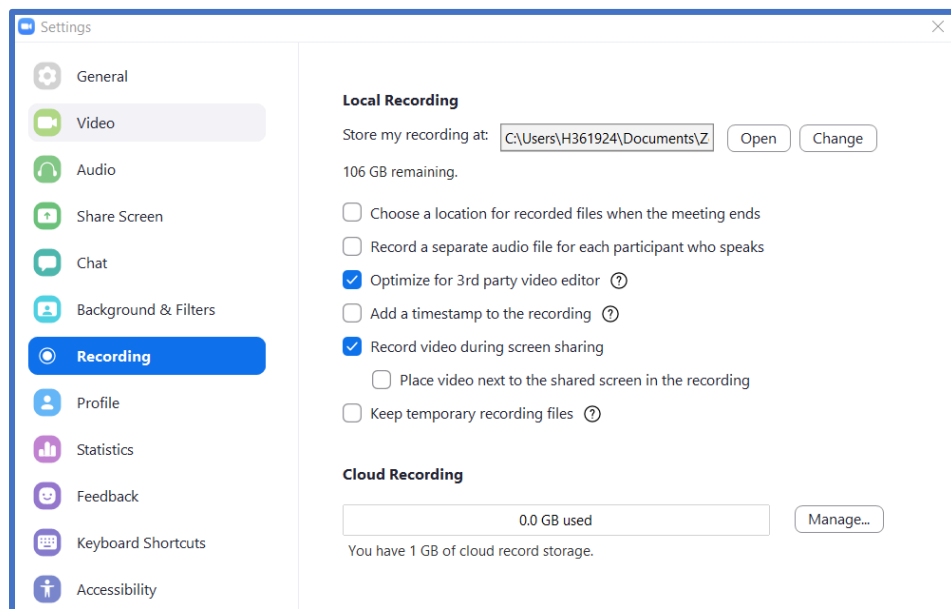
- If you have a Zoom basic account, you can enable local recording using only your computer. After the meeting has ended or you stop recording, Zoom will convert the recording to an MP4 file that you can save to your computer.
- If you have a Zoom pro account, you can enable cloud recording either your computer or phone. Cloud recordings allow you to record the session using different layouts including active speaker, gallery view, and shared screen.
- Recordings can be accessed on your Zoom app or the Zoom website. Select **Meetings**, then select **Recorded** or **Previous**. Select **Open** to access the video recording (mp4 file) or just the audio (m3u file).



- The local recording will also be saved to your local drive under Documents/Zoom folder by default. You can change the location by going to your settings (On your app: Click on your



profile picture or initials on the top right corner – see picture above). Also ensure the boxes to **optimize 3<sup>rd</sup> party video editor** and **record video during screen sharing** are checked.



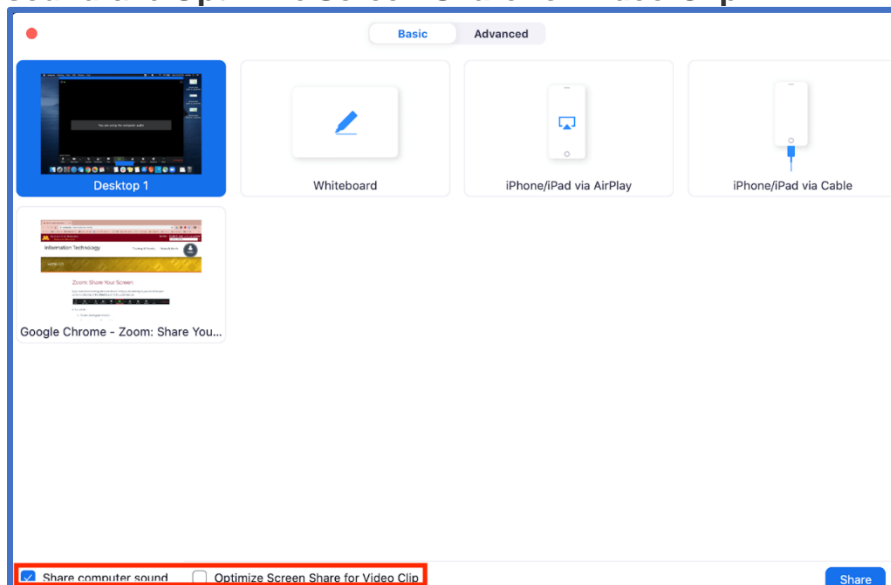
## Sharing Your Screen and Audio

If you are sharing your screen to display a presentation or video with sound, please ensure that you are also sharing your computer sound so that participants can hear you and the sound from the video/presentation you are sharing.

1. Select the **Share Screen** button in the toolbar



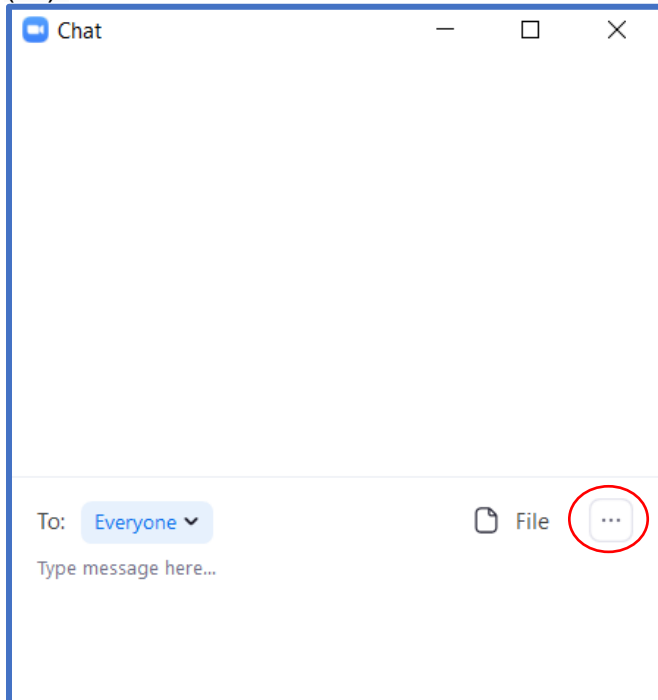
2. Check the boxes at the bottom of the Share screen pop-up window to **Share computer sound** and **Optimize Screen Share for Video Clip**.



3. Make sure your volume is an appropriate level.

## Save Chat Transcript

1. Select **Chat** at the bottom of your screen
2. The chat box will appear. At the bottom right of the chat box, select the icon with three dots (...).



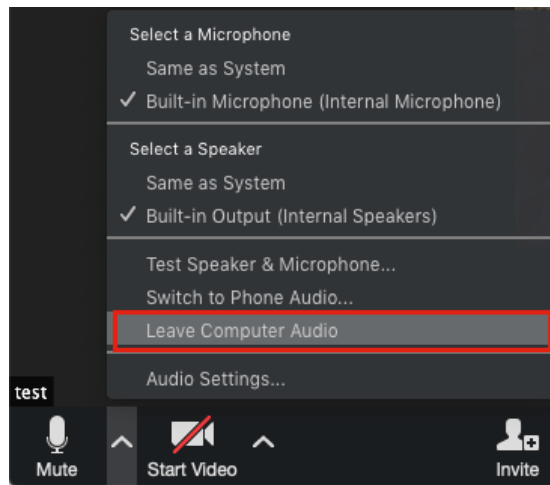
3. Select **Save Chat**. The chat will automatically save to your Documents folder/Zoom/Folder with meeting name, date and time.

NOTE: If you are recording the meeting or session, the chat transcript will automatically be saved with the recording.

## Troubleshooting– Echo or Feedback

If you experience an echo or feedback, it may be because you have multiple devices near each other with the audio turned on. To resolve this:

If you are using your computer to view the meeting and a separate device for audio: Go to audio settings on your computer by selecting the **up arrow** to the right of the microphone and select **Leave Computer Audio**.



If you have multiple devices near each other logged into the same zoom meeting: Disconnect the audio on all but one device. For computers, select the **up arrow** to the right of the microphone and select **Leave Computer Audio**. For phones, select the **More** button from the menu bar and select **Disconnect Audio** from the menu.