How to Participate in a Zoom Meeting
Using the “Attendee Controls”

https://support.zoom.us/hc/en-us/articles/200941109-What-Are-the-Attendee-Controls-

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About

When you join a Zoom meeting for your class, you are considered an “attendee.” The teacher will have host controls, including muting audio, using video, sharing your screen and more.

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Join a Meeting

Join a meeting by clicking on a Zoom link provided by the teacher => follow the prompts to download and run Zoom => enter the meeting ID if prompted => click to join the audio conference. When you are in the meeting, you may click on the Start Video button to start your video.

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Mute/Unmute & Audio Settings

You can mute and unmute your microphone. The teacher also has the ability to mute you. If you click on the arrow next to the mute button, you will have additional options for audio settings. You can change your microphone, leave the computer audio, or access the audio options.
Start/Stop Video & Video Settings

You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).

You can add a neutral virtual background that will not disrupt the class and will make your session more private. To add a virtual background, click on “Choose a virtual background.” Zoom has some backgrounds, but you can also upload a plain background by clicking the “+” sign at the right side of the window. It will be under your picture and above the choices.

Virtual Backgrounds

When you click the “+” it will let you pick an image from your desktop. Chose something very simple. Your teacher may have provided some choices for you to use in class.
If you click on **Participants**, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand and may allow you to rename yourself if the teacher permits that.

- **Raise Hand** - notifies teacher and shows a prompt to simulate hand raise
- **Rename** - hover over your name to change it as it is seen in the participants list and video window

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**Share Screen**

If the teacher allows, you can share your screen in the meeting. The teacher will have the ability to stop your screen share.

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**Chat**

You can chat with everyone in the meeting and the teacher. You may also be able to chat with a participant in the meeting. Click **Chat** to open up the chat window and chat with other participants or view chat messages. Select the drop down next to **To**: to change who you are chatting with.

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**Record** (if teacher has given permission)

The teacher will need to give you permission to record the meeting. If you try to click on this before the teacher has given permission, you will receive the following message.
Note: the teacher is not notified that you have requested recording permission. You will need to ask them through the chat or audio to give you recording permission (available in their Manage Participants list).

Choose video layout

At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share.

Enter/Exit Full Screen

At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking Esc.
Pin video

Pin video makes a user the primary speaker for you, instead of switching between the active speaker video. You can pin a video by right-clicking on the video of the person you want to pin or double click on their video window.

Leave Meeting

You can leave the meeting at any time by clicking on the Leave Meeting option at the lower right corner of the Zoom window.

For More Information

Zoom Help Center  https://support.zoom.us/hc/en-us
Getting Started  https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started
Tutorials  https://support.zoom.us/hc/en-us/sections/201740096-Training
Mobile  https://support.zoom.us/hc/en-us/sections/200305413-Mobile