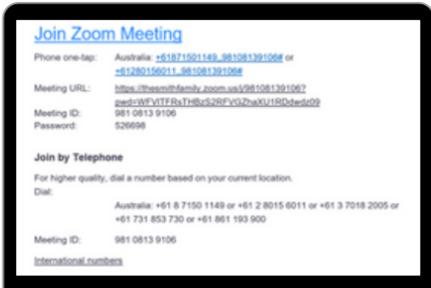




How it works

Zoom is a web-based video conferencing tool with a local, desktop client and a mobile app that allows users to meet online, with or without video. It will require you to be connected to Internet.

With video you will need a computer or device with a webcam and microphone to participate in a Zoom session.



JOIN ZOOM MEETING

You do not have to have a Zoom account to attend a Zoom meeting. To join meeting click the text '[Join Zoom Meeting](#)' or Meeting URL link that you have been provided in mail invitation and enter Meeting ID and Password if required.

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.

MEETING PARTICIPANTS

You will see meeting participants on your screen. Click [Gallery View](#) in the top-right corner. You may need to change to full-screen mode or adjust the size of your window to accommodate all thumbnails.



USING AUDIO

Using audio in a Zoom meeting requires you to have access to either a microphone through your computer or a telephone. Please be aware that the host can control participant audio in a meeting. This means the host can mute and unmute you at any time. Check the icons in the menu bar and the participants panel to determine your current audio setting.

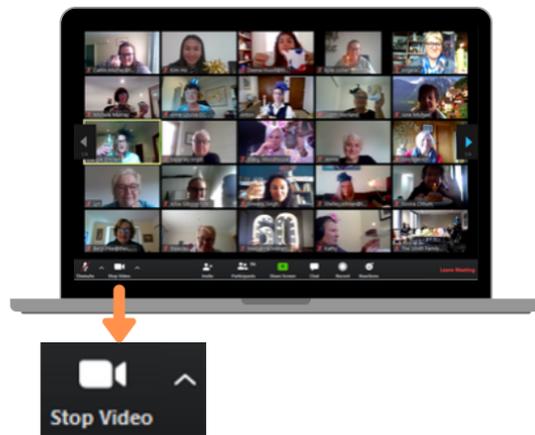
1. To unmute yourself and begin talking, click the **Unmute** button (microphone) in the bottom-left corner of the meeting window.
2. To mute yourself, click the **Mute** button (microphone). A red slash will appear over the microphone icon indicating that your audio is now off.



START/STOP VIDEO

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

NOTE: If you choose not to turn on your webcam in the meeting and video has been activated, your video window will contain either your name, email address, or a photo, depending on how your profile is set up.



SEND MESSAGES WITH CHAT

You can send a chat message to all participants in the meeting or privately to specific individuals.

NOTE: When you enter a meeting, any messages posted in chat prior to you joining the meeting are not visible to you in the chat panel.

Send a Message to Everyone:

1. Click the **Chat button** in the menu bar to open the Chat panel.
2. Type your message in the Text box at the bottom of the panel.
3. Press Enter to send the message.

Send a Private Message

You can send a private message to a single person by clicking the down arrow in the **To:** field and selecting the person's name from the list. The person's name will stay selected until you click the down arrow again and select Everyone.



LEAVE A MEETING

1. Click the **Leave Meeting** option in the menu bar to exit the meeting.
2. Click the **Leave Meeting** button in the dialog box.



YOU CAN FIND OUT MORE INFORMATION ON HOW TO JOIN THE MEETING AND CONNECTING.

[Find Out More](#)