

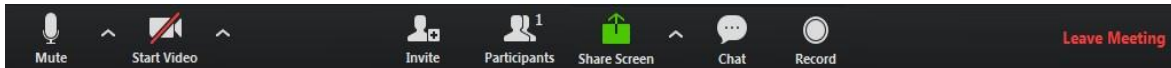
Zoom Controls

Table of Contents

- 1. How to Start Your Zoom Meeting as the Host/Meeting Organizer**
 - a. Test Audio & Video
 - b. Meeting Controls
 - c. Participants Controls
 - d. Share Screen & Computer Audio
 - e. Chat Options
 - f. Record Meeting

- 2. How Users can attend Meeting**
 - a. Join by Invite Link
 - b. Join by Web Browser

Meeting Controls

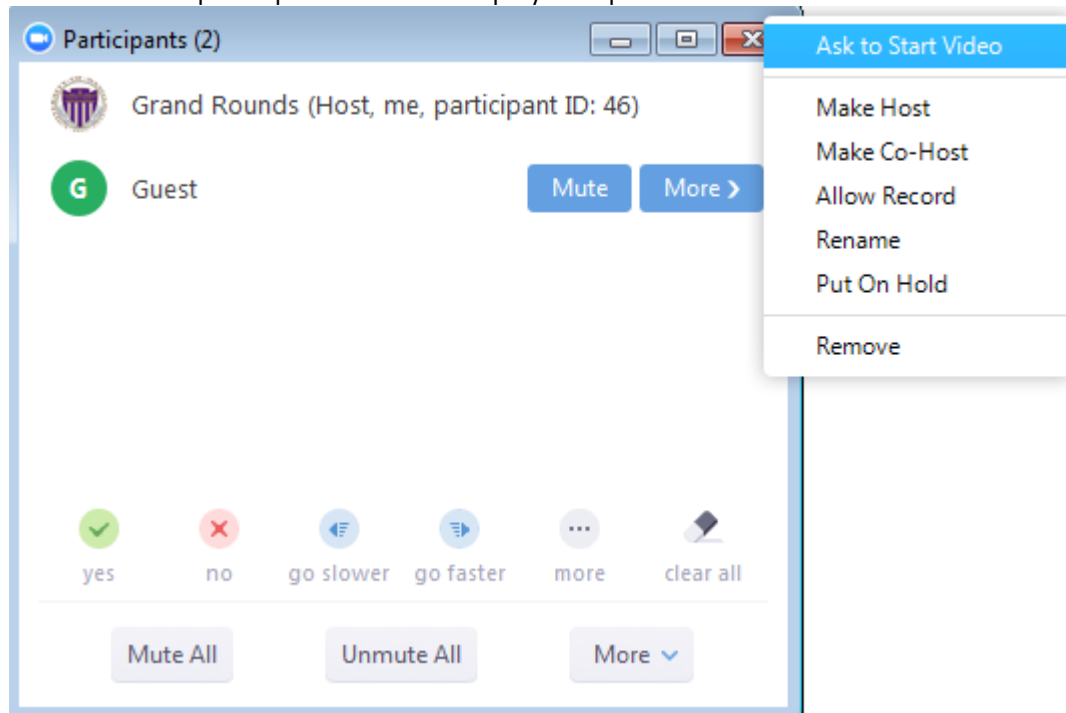


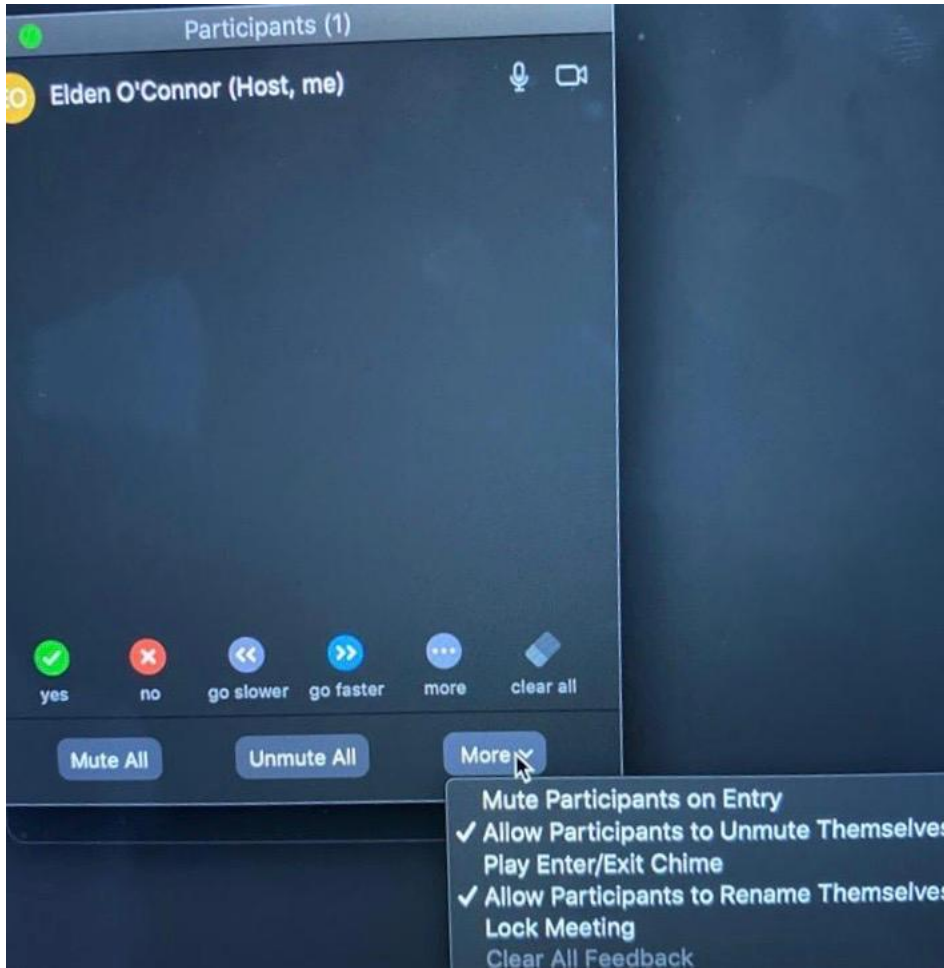
Watch this [YouTube Video](#) for a quick instruction about Zoom Meeting Controls.

Audio: After starting the meeting with your audio on, you can “**Mute**” or “**Unmute**” by clicking on your Microphone icon on the lower left of your meeting controls.

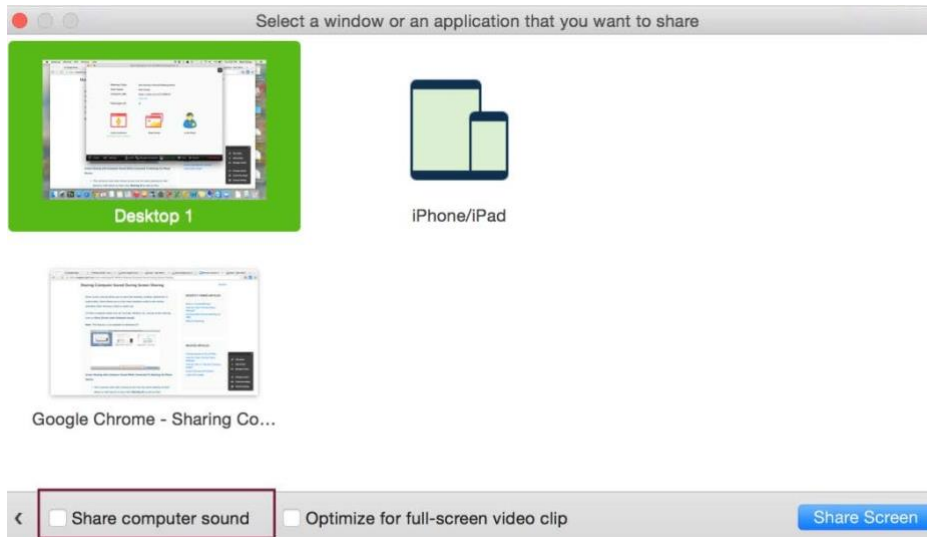
- **Video:** On your meeting controls, click “**Start Video**” icon to share your webcam video.
- **Invites:** You can invite people to join the conference by clicking on “**Invite**” icon in your meeting controls. Once you click invite, you can choose the option to invite by [Email](#).
- **Participants:** As the host in the meeting, you can manage the participants. You have the following options:
 - o Mute one or all participants
 - o Request that a participant unmutes
 - o Stop a participant's video
 - o Request that a participant starts their video
 - o Rename a participant
 - o Remove a participant
 - o Make a participant host or co-host
 - o Put a participant on hold if enabled
 - o Choose to play an enter or exit chime
 - o Lock the meeting to prevent anyone new from joining

Select “**More**” next to a participant’s name to display the options

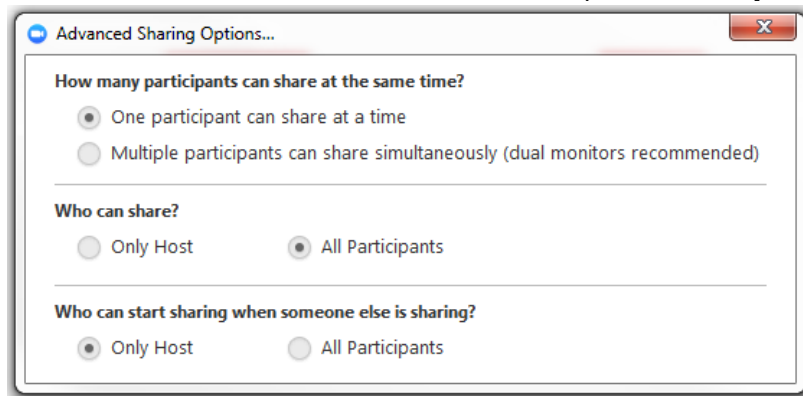




- **Share Screen & Computer Audio**: If you ever need to share your screen, click **"Share Screen"** icon and choose **"Desktop"** to share your desktop screen. You can also share computer audio to the remote attendees when sharing a video or audio clip by checking **"Share Computer Sound"** box.

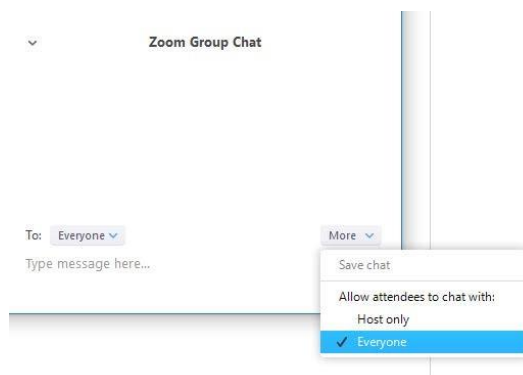


The host does not need to "pass the ball" or "make someone else a presenter" to share. The host can "lock screen share" so no attendee can screen share by choose **"Only Host"** under **"Who Can Share"** option.



Watch this [YouTube Video](#) for a quick instruction on how to share your screen.

- **Chat**: As the host, you can allow attendees to chat with everyone or with the host only. Click **"Chat"** in the meeting controls. At the bottom of the Zoom Group Chat window, click **"More"**, and then choose an option for **"Allow attendees to chat with"**.

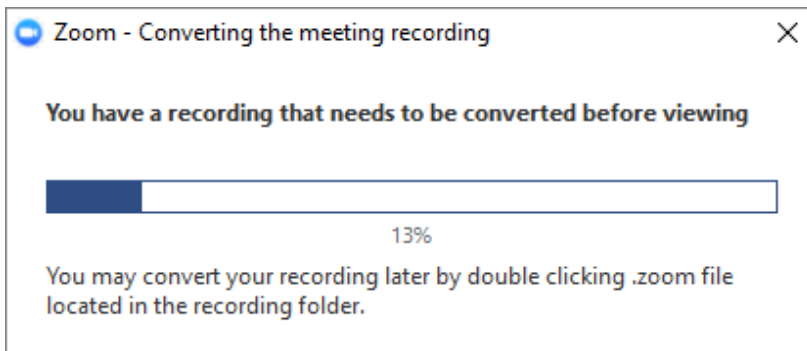


- **Recording:** In the meeting controls, click "**Record**" to record meeting video and audio locally to your computer. The host and participants will see the following indicator in the top left corner when the recording has started.

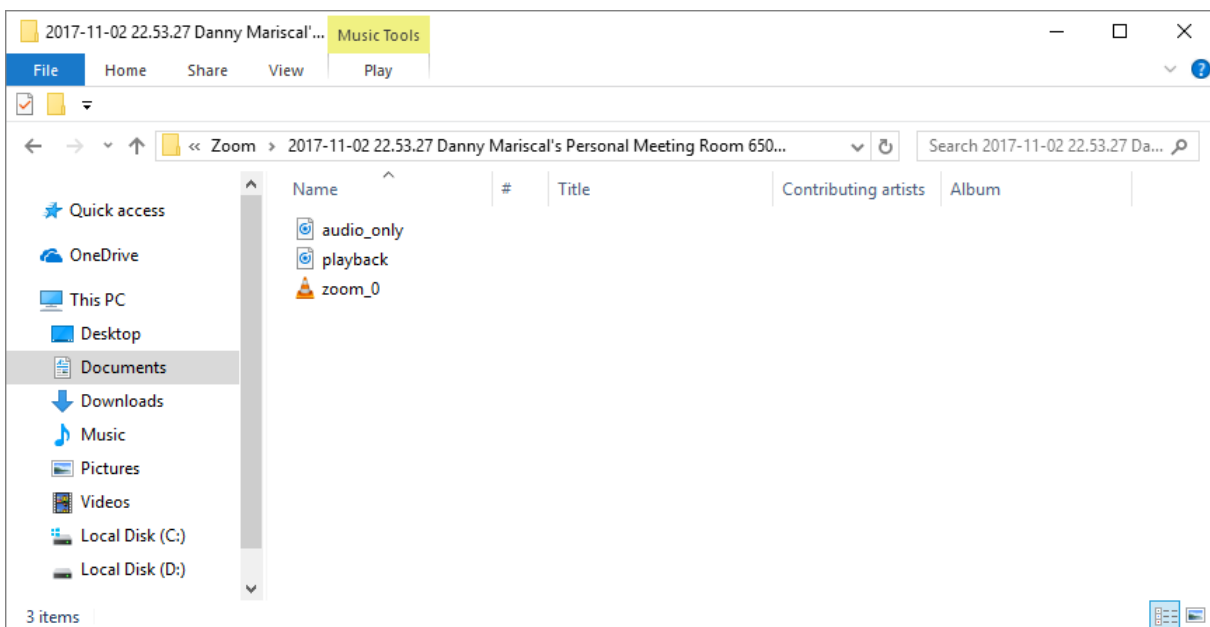


Note: If the above recording icon is not visible in the meeting, the conference is **not** recording.

After the meeting has ended, a prompt will appear stating "You have a recording that needs to be converted before viewing". Wait for the recording to convert before it can be assessed. This process could take several minutes to convert.



Once the conversion process is completed, the folder containing the recording files will automatically open.



Note: By default, the audio/video file (MP4) will be named "**Zoom_0.mp4**." The audio only file (M4A) is named "**audio_only.m4a**."

How Users can Log-In to attend Your Meeting

There are several ways for participants to join the meeting (participants do not need to have a zoom account to join):

- From their Email Invite
- From the Web Browser on their laptop
- From their Smart Phone or Tablet

Join by Invite Link

Click on the link provided to join the meeting, which looks like below

[https://zoom.us/j/101047819.](https://zoom.us/j/101047819)

Highlighted in red is the **MEETING ID**

Join by Web Browser

- Open a web browser and go to the website: <https://zoom.us/join>
- Enter the **Meeting ID (the last 9 or 10 digits of the link)** provided by the meeting organizer then click "**Join**"
- For first-time user, they will be asked to **Download & Run** Zoom Application onto their computer.

Audio & Video Connection

- To enable these features, users must have active **Microphone** and **Webcam** on their computer.
- Once the Zoom Application launches, choose "**Join Audio Conference by Computer**" to start.



- Select “**Start Video**” to share webcam with others.



Toolbar Functions:

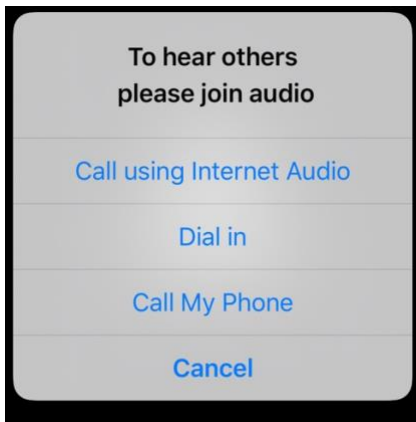
- **Mute** – will mute your microphone (your video feed will still show!)
- **Stop Video** – will stop your video (your microphone will still transmit your audio!)
- **Invite** – allows you to invite more people via email right then during the meeting
- **Manage Participants** – Allows the host to manage attendees’ access to/participation in the meeting
- **Share Screen** – Allows other attendees to see a mirror feed of your computer screen (i.e. If you wanted to show a video, slide show, etc.); a pop up will ask if you want to share a specific window, your whole computer, your audio, etc.
- **Chat** – Opens a text chat window visible to all meeting attendees
- **Record** – Records the meeting in two formats – video/audio and just audio
- **End Meeting** – Will ask you if you want to end the meeting (ie. For everyone) or leave the meeting (ie. Others can stay in the meeting/continue)

Join from Smart Phone or Tablet

- Download the **Zoom** App on Smartphone/Tablet
- Open the **Zoom** App and choose “**Join a Meeting**”

 A screenshot of the Zoom app's 'Join a Meeting' interface. At the top, there are two buttons: 'Cancel' and 'Join a Meeting'. Below is a 'MEETING ID' field with a dropdown arrow. Underneath is a section titled 'Join with a personal link name'. Below that is a 'NAME' field with a clear button. A large blue 'Join' button is prominent. Below the button, there is a note: 'If you received an invitation link, tap on the link again to join the meeting'. At the bottom, under 'JOIN OPTIONS', there are two toggle switches: 'Don't Connect To Audio' (which is currently off) and 'Turn Off My Video' (which is currently on).

- Enter **Meeting ID (the last 9 or 10 digits of the link)** (provided by the host) & **Name** then click “**Join**”
- Choose “**Call using Internet Audio**” to participate



- Select "**Start Video**" on the screen to share webcam with others

