

Zoom Participant Guide

Steps to join and participate in a Zoom Meeting

Sara Caplis

Zoom Participant Guide

28 March 2018



Meeting Invite

The Zoom Meeting invite may have several views dependent on how the meeting is scheduled by the Host. The invite will have the link needed to join the meeting room as seen below in a Zoom invite.

Hi there,

Sara Caplis is inviting you to a scheduled Zoom meeting.

Topic: Test Meeting

Time: Mar 28, 2018 10:30 PM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://icann.zoom.us/j/890232300>[icann.zoom.us]

Or iPhone one-tap :

US: +16699006833,,890232300# or +19294362866,,890232300#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 929 436 2866 or +1 877 369 0926 (Toll Free) or +1 877 853 5247 (Toll Free)

Meeting ID: 890 232 300

International numbers available: <https://icann.zoom.us/join?m=x5mdcVRmkUwZ8tQ37u022afH1W-lxAo5>[icann.zoom.us]

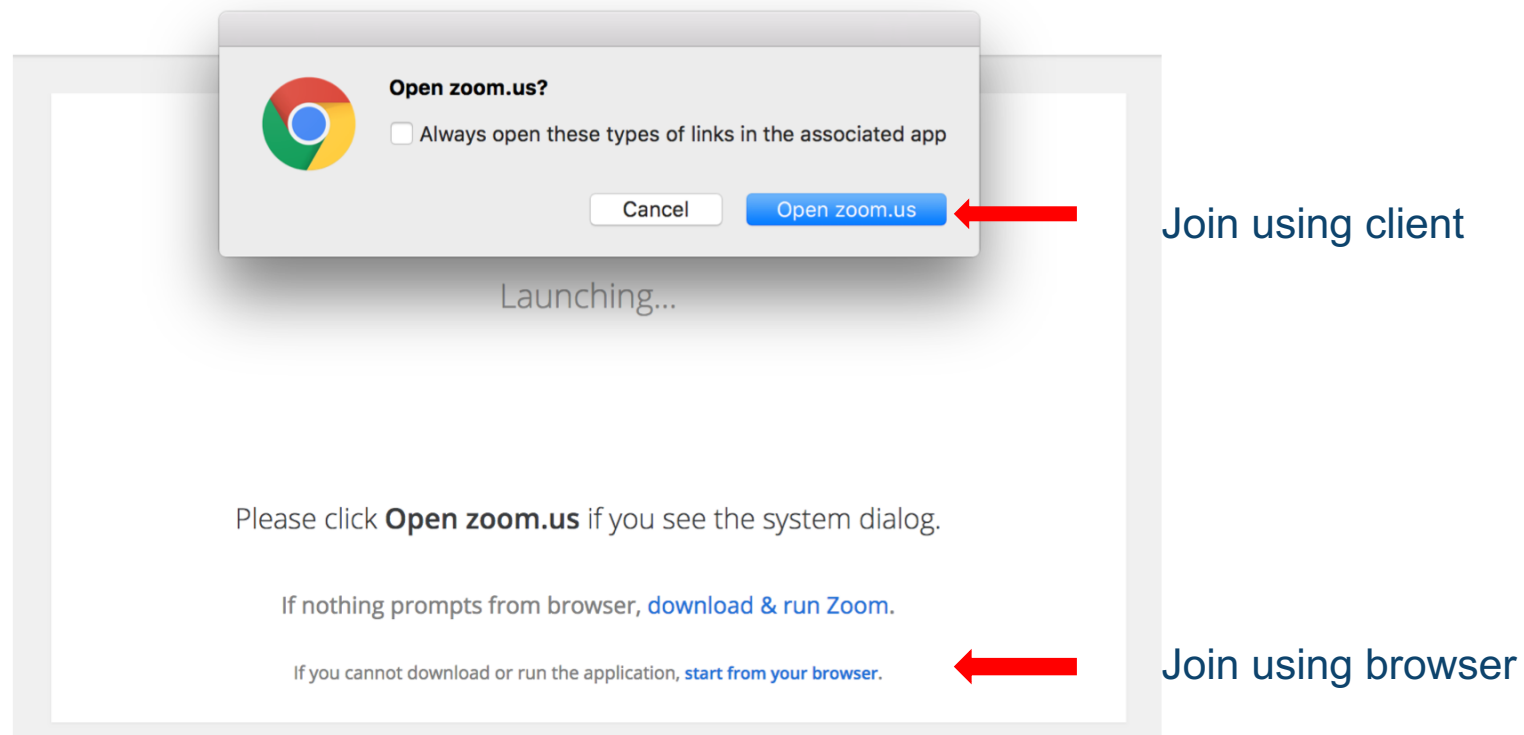
Click here to join the meeting



Teleconferencing information is listed here. Please note, your invite might include additional/alternate bridge information that you may wish to join instead such as Adigo or Verizon.

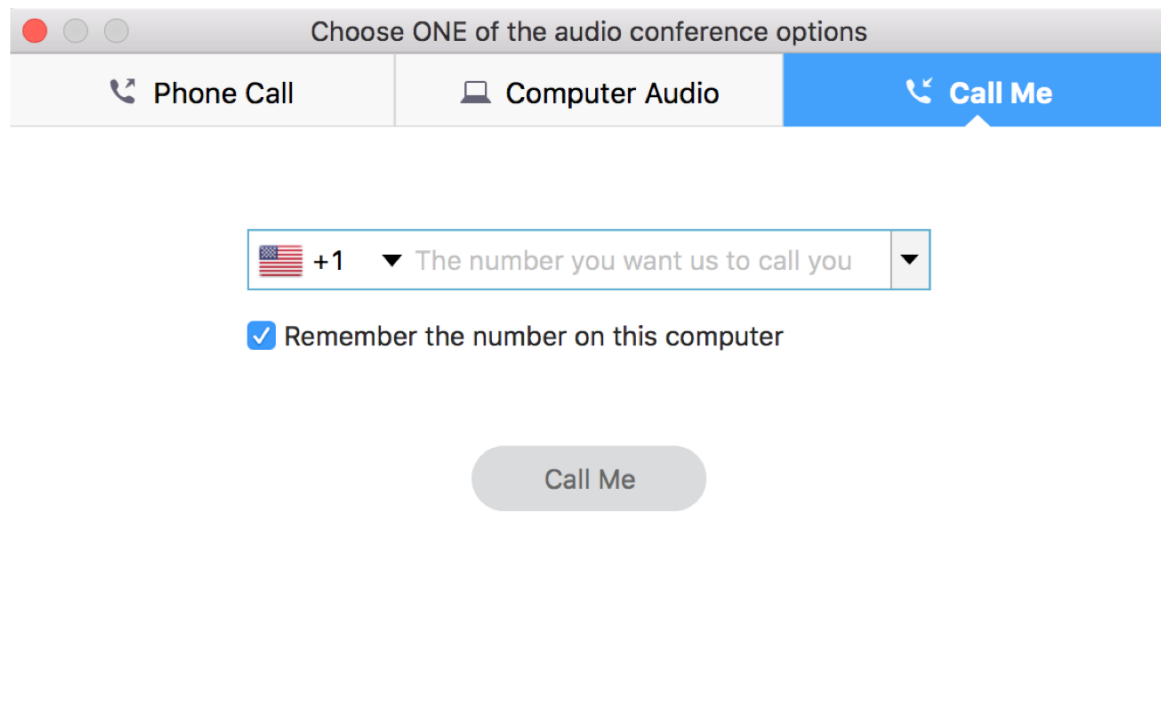
Log into Zoom as a Participant

- Clicking on the link will open zoom.us and prompt you to download and run Zoom.
- Click zoom.us to download the client and enter the meeting.
- If you don't wish to download anything, select "start from your browser."
- Keep in mind, key functions may be lost if you use the browser only.



Connecting Audio

Select how you would like to connect your audio to the conference room. The list of options may be different depending on the Host's preferences.

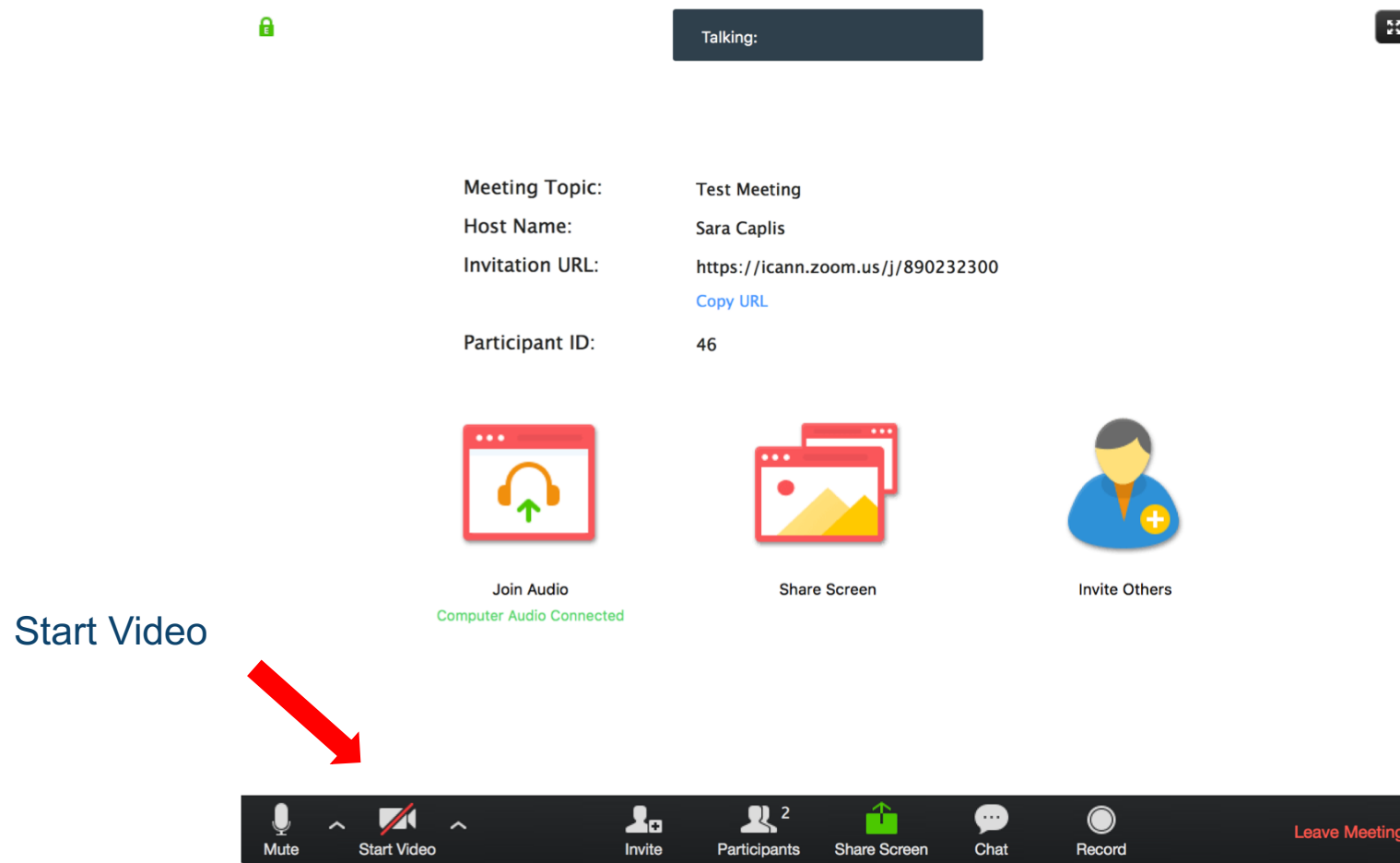


The screenshot shows a web-based dialog box titled "Choose ONE of the audio conference options". It features three tabs: "Phone Call", "Computer Audio", and "Call Me". The "Call Me" tab is currently selected and highlighted in blue. Below the tabs, there is a dropdown menu for selecting a country and phone number. The dropdown is currently set to "+1" with a US flag icon and the text "The number you want us to call you". Below the dropdown, there is a checkbox labeled "Remember the number on this computer" which is checked. At the bottom of the dialog, there is a "Call Me" button.

- Phone call will list the bridge information for you to dial into
- Computer Audio will connect your computer's microphone to the room.
- Call Me will allow you to enter your phone number to receive a dial out.
- If none of the options in the drop down menu work for you, check your invite to find out if dial in information is provided from PGI, Adigo, or Verizon and dial in using that information.

Connecting Video

Once your audio is connected, the screen below will appear. Connect your video by clicking on the camera icon on the lower toolbar. The list of options may be different depending on the Host's preferences.

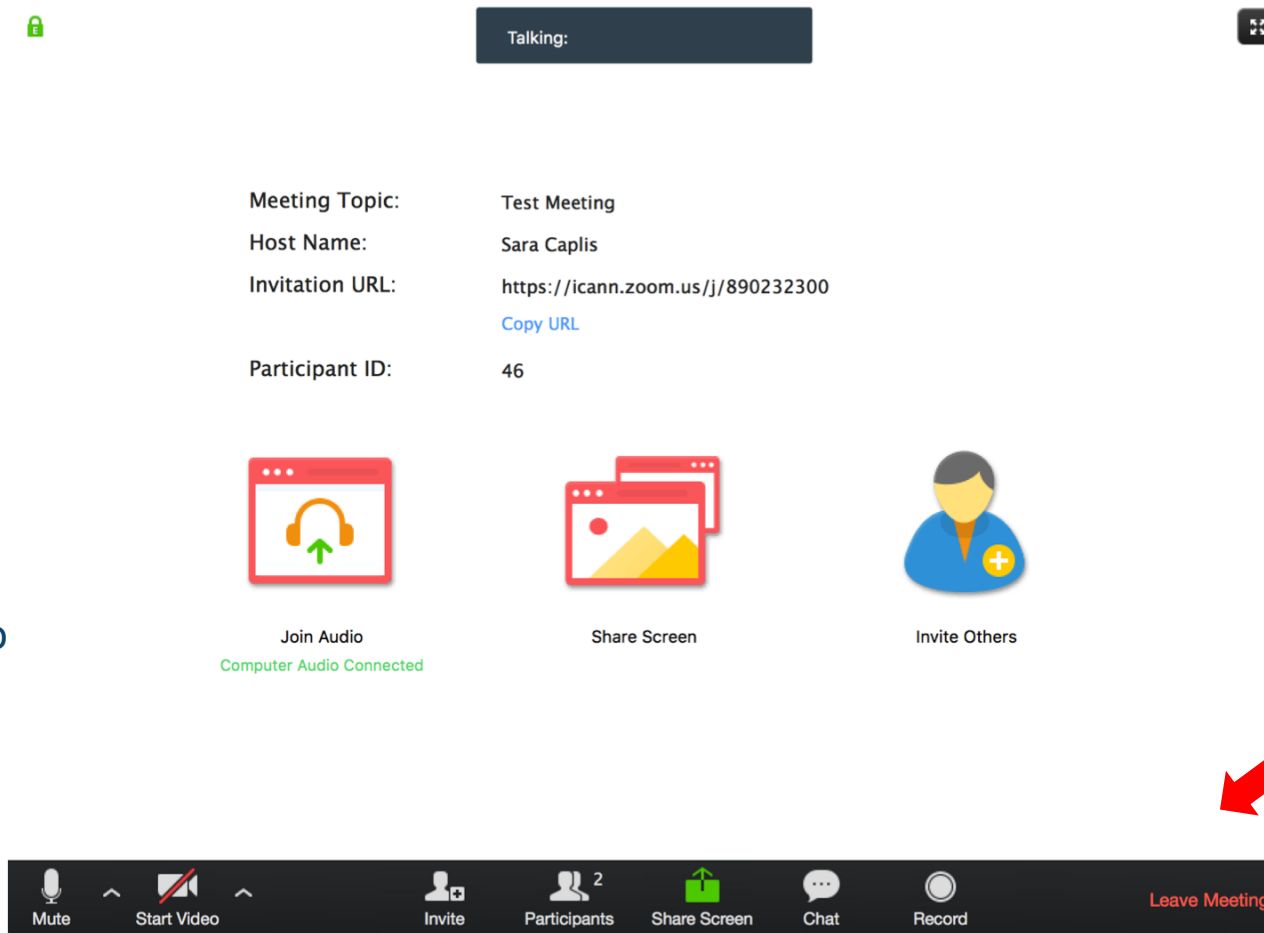


The image shows a Zoom meeting interface. At the top, there is a green lock icon, a 'Talking:' status bar, and a full-screen icon. Below this, the meeting details are displayed: Meeting Topic: Test Meeting, Host Name: Sara Caplis, Invitation URL: <https://icann.zoom.us/j/890232300> (with a 'Copy URL' link), and Participant ID: 46. In the center, there are three large icons: 'Join Audio' (with a green arrow pointing up and the text 'Computer Audio Connected' below it), 'Share Screen', and 'Invite Others'. To the left of the 'Join Audio' icon, the text 'Start Video' is written in blue. A large red arrow points from the 'Start Video' text to the 'Start Video' button in the bottom toolbar. The bottom toolbar contains icons for Mute, Start Video (with a red slash over the camera icon), Invite, Participants (showing 2), Share Screen, Chat, Record, and a red 'Leave Meeting' button.

Start Video

Participating in the Meeting

The participant view of the meeting will look something like this:

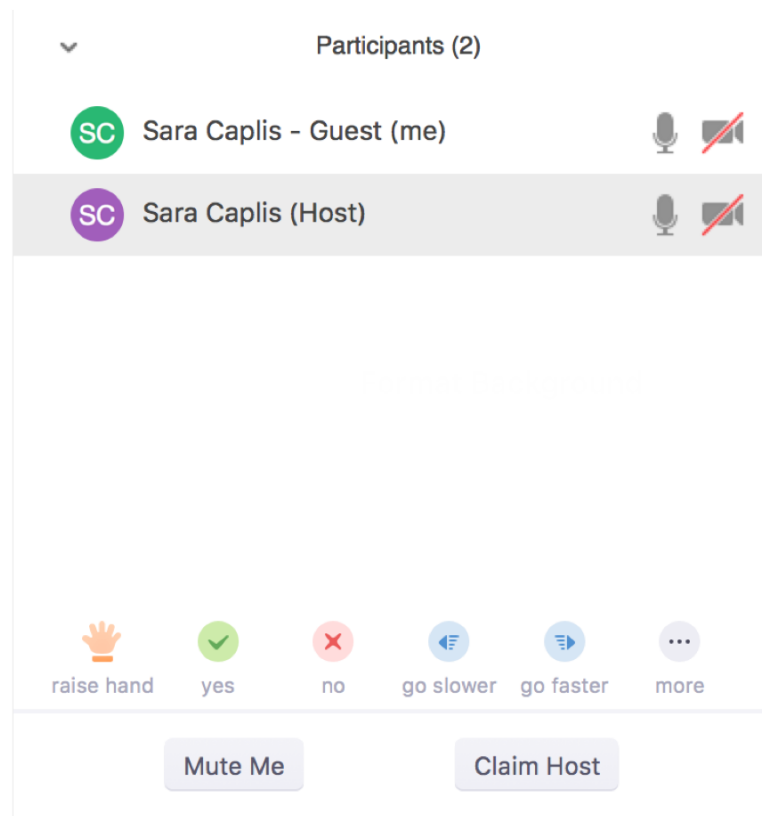


Mute and unmute audio and start and stop video by clicking on the icons.

Select Participants or Chat From this side of the navigation Bar to add them to the left hand side of your screen.

Participating in the Meeting

Depending on the Host's preferences, participants will be able to mute and unmute themselves, share their webcam, raise their hand to ask a question, submit feedback via emoji, chat with the group or individuals, etc. Here are some examples of what you may see:



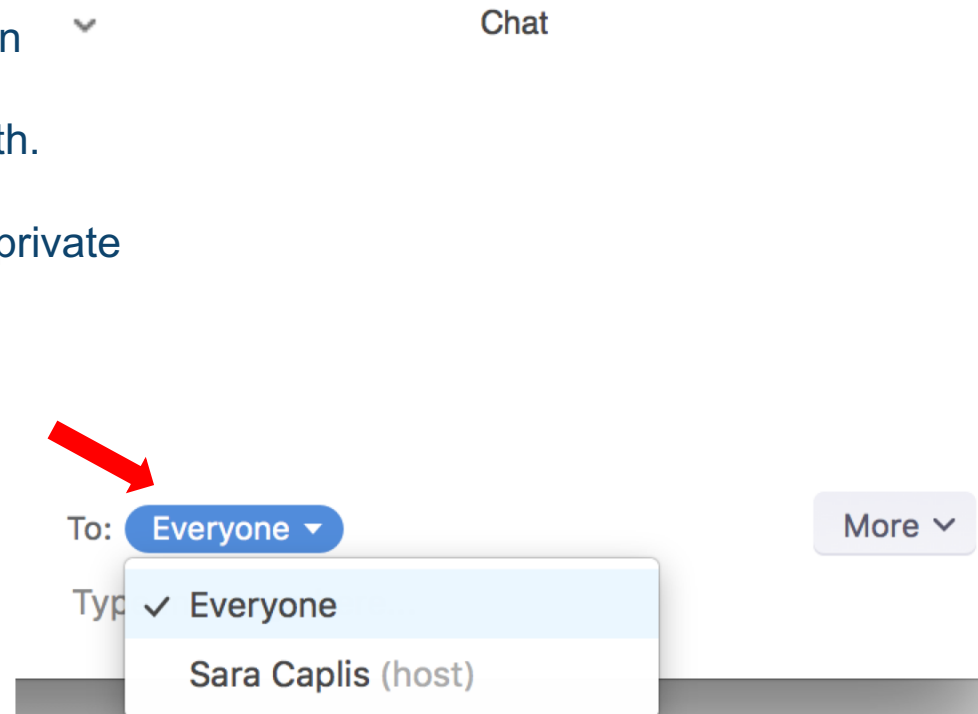
← Mute and unmute your audio and start and stop your video

← Feedback emojis can be accessed by clicking the megaphone.

Participating in the Meeting

Depending on the Host's preferences, participants will be able to mute and unmute themselves, share their webcam, raise their hand to ask a question, submit feedback via emoji, chat with the group or individuals, etc. Here are some examples of what you may see:

The chat pod has a drop down menu showing options of who a participant can chat with. This can range from the entire group to individual private chats, depending on the Host's preferences.





Thank You and Questions

Visit us at icann.org

Email: email@icann.org



[@icann](https://twitter.com/icann)



facebook.com/icannorg



youtube.com/icannnews



flickr.com/icann



linkedin/company/icann



slideshare/icannpresentations



soundcloud/icann