

Zoom User Guide Participants

Provider Development Institute



Table of Contents

- [Joining a Meeting, 3-4](#)
- [Audio, 5-6](#)
- [Video, 7](#)
- [Engaging with Participants, 8-9](#)
- [Annotation, 10](#)
- [Breakouts, 11-12](#)

How to Join a Zoom Meeting

Joining from your calendar Invite

- Open your calendar invite
- Click link to join meeting
- Click Open Zoom Meetings



Jenny Copeland is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://zoom.us/j/99760069980>

Meeting ID: 997 6006 9980
One tap mobile
+13017158592,,99760069980# US (Germantown)
+13126266799,,99760069980# US (Chicago)

Dial by your location
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 929 436 2866 US (New York) |
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
877 853 5247 US Toll-free
888 788 0099 US Toll-free
Meeting ID: 997 6006 9980
Find your local number: <https://zoom.us/u/adzS1pVqRO>

Open Zoom Meetings?

<https://zoom.us> wants to open this application.

[Open Zoom Meetings](#) [Cancel](#)



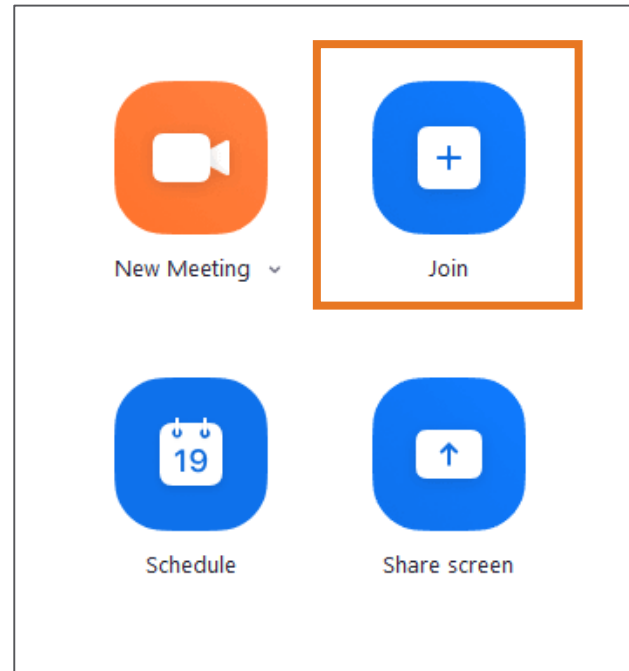
How to Join a Zoom Meeting

Join via the Zoom App

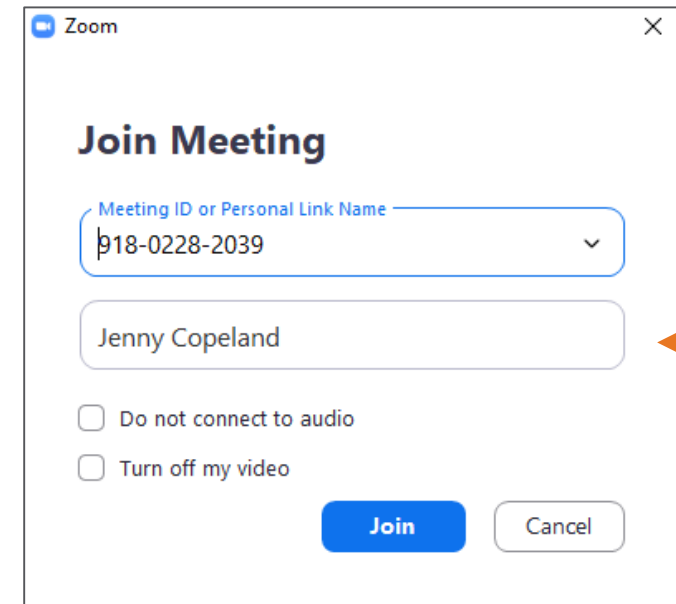
- Open the Zoom software
- Sign in



- Click Join



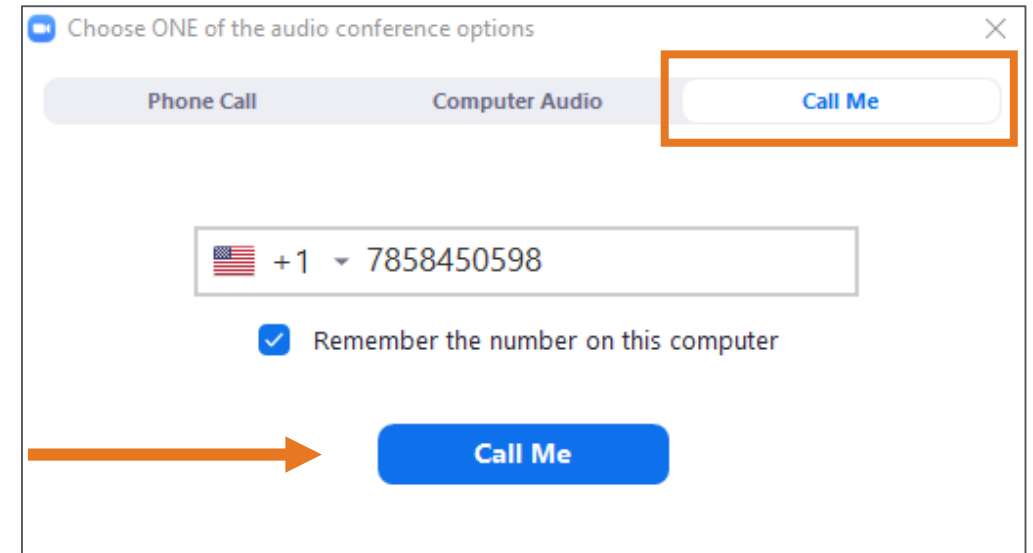
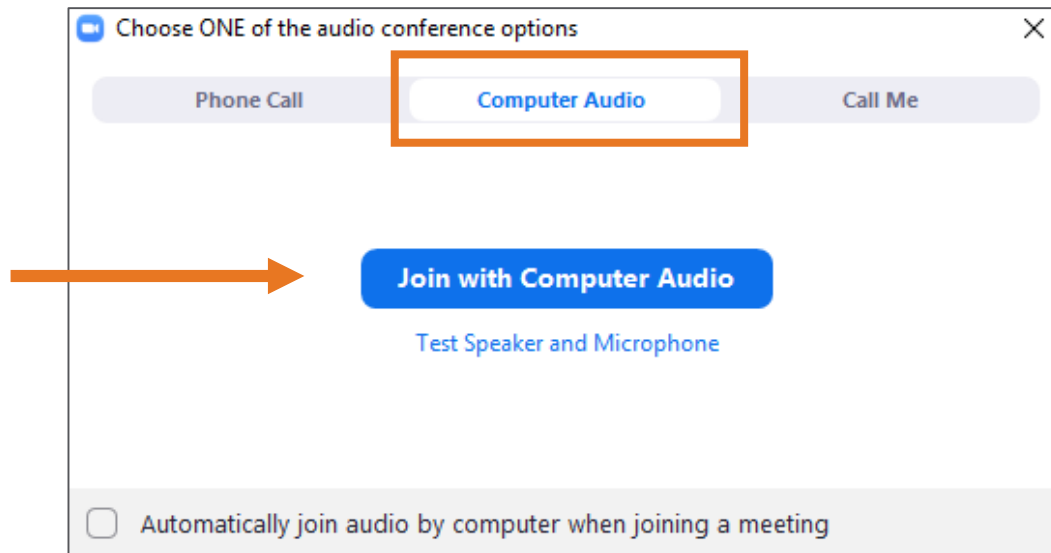
- Enter the Meeting ID and click join
- Update your display name if desired



Connecting Audio

Via pop-up

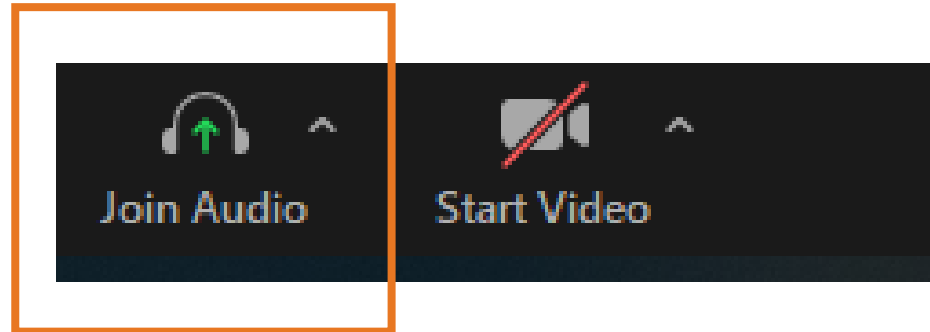
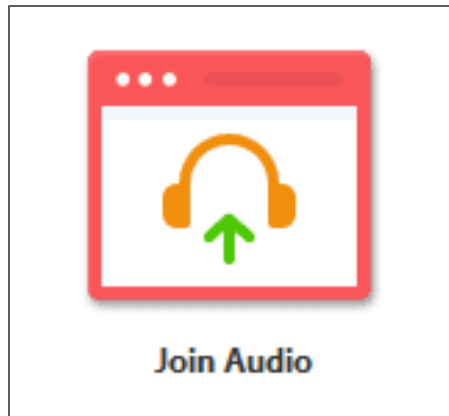
- You will receive a pop-up to join audio automatically when joining the meeting
 - You may select to join Via **Computer Audio** or
 - Select **Phone Call** or **Call Me** to join via telephone
 - You will need to enter your phone number if you select the call me option



Connecting Audio

Via the Zoom app

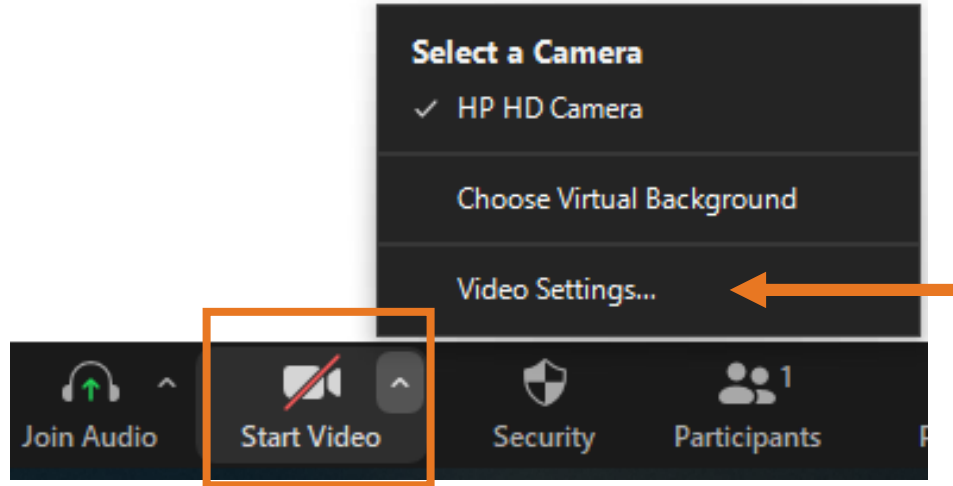
- If you do not see the prompt to join audio automatically:
 - Click **Join Audio** from the main screen, or
 - Click **Join Audio** in the menu bar in the lower left hand corner



Starting Video

Turning on your camera

- Click Start Video in the menu bar
- To adjust your camera settings, select Video settings



- **To Change Your View:**
 - Select **Speaker View** at the top of the screen to enlarge the speaker
 - Select the **Grid icon** at the top of the screen to view all participants in a gallery view

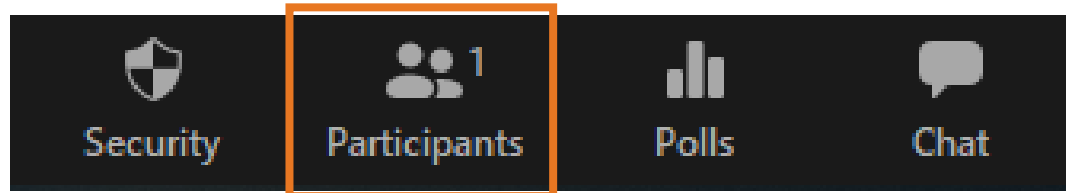


Gallery View

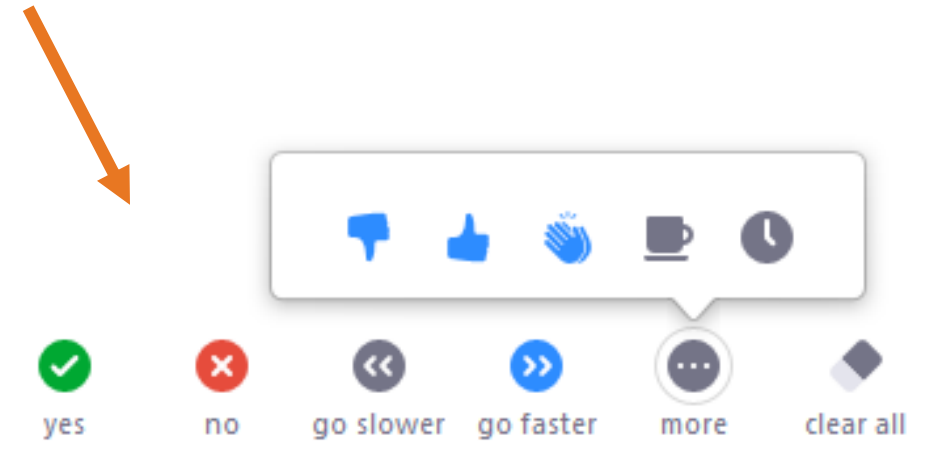
Engaging with Participants

Viewing other Participants

- Click **Participants** in the menu bar
- A list of participants will appear on the right side of the screen



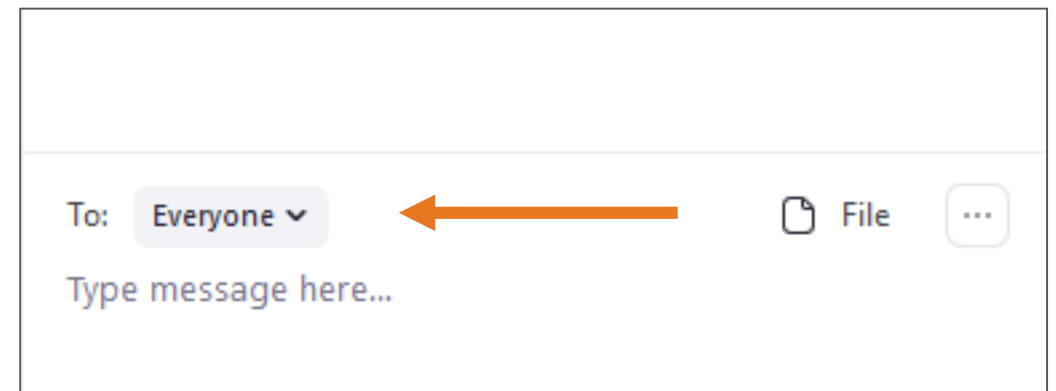
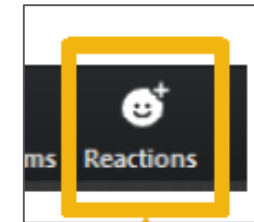
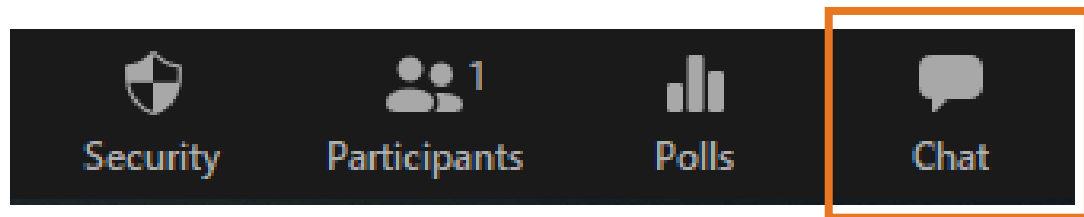
- **Using the Engagement Tools**
 - You can interact with the speaker or other participants using the engagement tools at the bottom of the participant list



Engaging with Participants

Utilizing the Chat box & Reactions tool

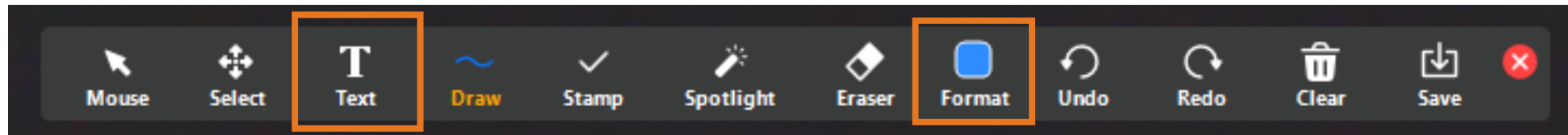
- Click **Chat** in the menu bar
- The chat box will appear on the right side of the screen, under the participant list
- Use the drop down to manage who you chat with:
 - Set to *Everyone* to chat with all meeting participants
 - Change to name of individual to chat with a participant privately
- Click **Reactions** to provide an immediate response to the group
 - You are able to show clapping hands or thumbs up



Annotation Tools

- Once the host shares their screen, you will have the option to use annotation tools
- Click **View Options** from the top of screen
- Click **Annotate**
- Your annotation tools will appear at the top of the screen

To Erase



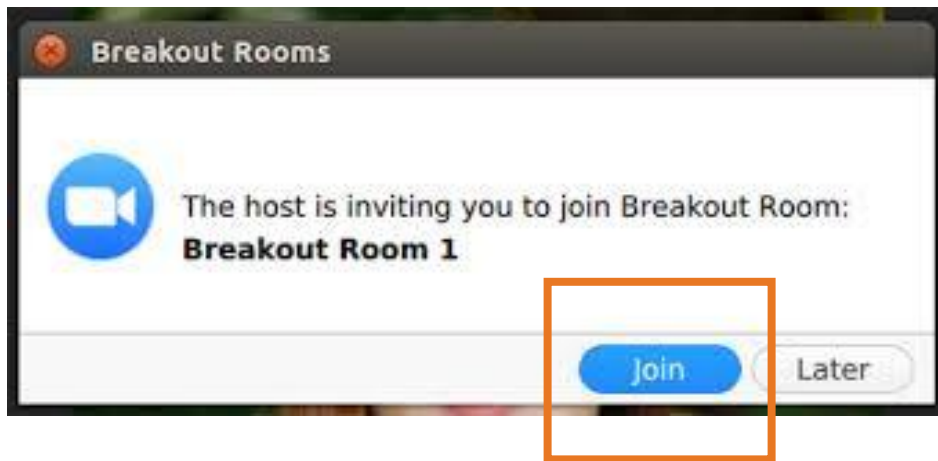
Use to type
on screen

Click to
change font
color

Breakout Rooms

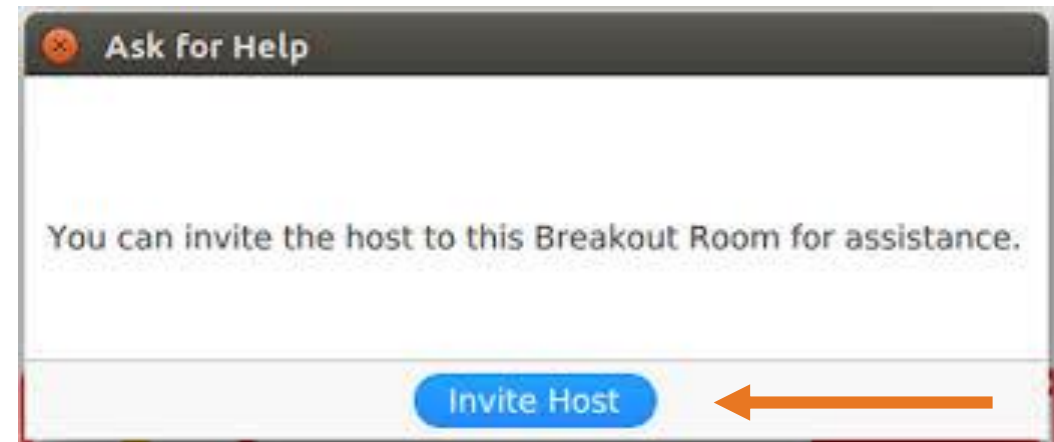
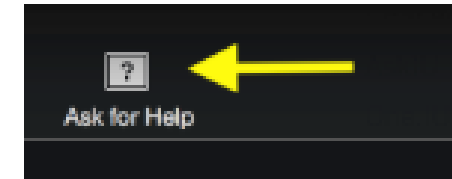
- **Joining a Breakout:**

- The host will invite you to join the breakout
- Click **Join** when you receive the prompt to enter your breakout
- You will then be moved to your breakout room



- **Asking for Help:**

- Click **Ask for Help**
- It will notify the meeting host that you need assistance



Breakout Rooms

- **Leaving a Breakout:**
 - **Do not select to leave a breakout** – the host will end the session for you.
 - When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately or in 60 seconds.

