

# TIP SHEET:

## HOW TO ATTEND A ZOOM MEETING



The online platform Zoom has become very popular for virtual meetings and webinars. We have created this guide to assist our members. For more in depth tutorials go to [www.Zoom.us](http://www.Zoom.us) or watch this video (1 minute in length) <https://youtu.be/hlkCmbvAHQQ> or you can follow the steps below.

Topic	Desktop or Laptop	Mobile Phone or Tablet
Signing up or downloading the app	You can sign up for a free Zoom account at <a href="http://www.zoom.us">www.zoom.us</a> if you are planning to host meetings. You do not need to sign up just to attend a meeting via your browser.	Download the free Zoom app for your type of phone from Apple App store or Google Play. You need the app to access zoom on mobile devices.
How to join a meeting	<p>The host of the meeting will send you an invitation with the date and time of the meeting as an email or calendar invite or both.</p> <p>Or you may have registered on a booking site. The invitation will contain the information you need to join the meeting.</p> <p>There are two ways to join a meeting:</p> <ol style="list-style-type: none"> <li>1. A hyperlink (web address) that you can click on to take you to the right meeting.</li> <li>2. A meeting number that you type in when you select 'join meeting' in Zoom. Most meetings also require a password.</li> <li>3. It is possible to join a Zoom meeting by phone only. Look for the dial in number or one touch mobile number in your invitation.</li> </ol>	<p>The host of the meeting will send you an invitation with the date and time of the meeting as an email or calendar invite or both.</p> <p>Or you may have registered on a booking site. The invitation will contain the information you need to join the meeting.</p> <p>There are three ways to join a meeting:</p> <ol style="list-style-type: none"> <li>1. A hyperlink (web address) that you can click on to take you to the right meeting.</li> <li>2. A meeting number that you type in when you select 'join meeting' in Zoom. Most meetings also require a password.</li> <li>3. It is possible to join a Zoom meeting by phone only. Look for the dial in number or one touch mobile number in your invitation.</li> </ol>

Topic	Desktop or Laptop	Mobile Phone or Tablet
Waiting Room	<p>Your host may have a 'waiting room' set up. This means they need to check you into the meeting. The message on your screen will tell you if you have to wait for your host.</p> <p>You can select test your video and sound while you wait, no one sees you until you enter the meeting.</p>	<p>Your host may have a 'waiting room' set up. This means they need to check you into the meeting. The message on your screen will tell you if you have to wait for your host.</p> <p>You can select test your video and sound while you wait, no one sees you until you enter the meeting.</p>
Activating your camera and microphone	As you join the meeting you may see your picture immediately or you may have to activate your camera and microphone.	As you join the meeting you may see your picture immediately or you may have to activate your camera and microphone.
Microphone/mute 	Your Microphone and Video controls are on the task bar at the bottom of your screen on the left. Tap to turn on or off/mute.	Tap anywhere on the screen to reveal the controls. The microphone and video controls are at the bottom of the screen. Touch them to mute/unmute and manage camera.
Additional functions	There are additional functions and troubleshooting options if you click the small ^ symbol next to the microphone/video.	Additional settings are accessed by tapping more ...
Participants 	Tap on the participants symbol to see who else is in the meeting	Tap on the participants symbol to see who else is in the meeting
Chat 	To message another participant while the meeting is in progress use the Chat function at the bottom of the screen. Select the name of a participant to private message or 'everyone' for the whole group.	To message another participant while the meeting is in progress use the Chat function under additional settings list. Select the name of a participant to private message or 'everyone' for the whole group.
Share screen 	The green box titled Share Screen allows the host to share their computer screen to show a Power Point or use the white board function. Participants cannot share unless given permission by the host.	The green box titled Share Screen allows the host to share their computer screen to show a Power Point or use the white board function. Participants cannot share unless given permission by the host.
Leaving the meeting	At the end of the meeting don't forget to tap leave. You will be asked if you mean to leave the meeting, tap again and the session will end. Alternatively the meeting organiser may end the meeting for all participants.	At the end of the meeting don't forget to tap leave. You will be asked if you mean to leave the meeting, tap again and the session will end. Alternatively the meeting organiser may end the meeting for all participants.

## OUR TOP TIPS



Always try to join a meeting about 5 minutes early to give you time to sort out any sound and video issues.

Always keep your microphone on mute (off) unless you need to talk. This will save you from annoying or embarrassing interruptions e.g. a child yelling in the background. For more information see our tip sheet for virtual meeting etiquette.

You can leave a meeting at any time as long as you are not the host but you may not be able to log back in to the same meeting again. If you need to deal with an interruption you can mute your microphone and close your camera but still hear the meeting and return when you want.

Unless you are on your own it is a good idea to use headphones so that you don't disturb everyone around you. This also helps if feedback noise is an issue.

If you are using a tablet or mobile phone, check where the microphone is and in general it is better to use your device in landscape mode so the mic and speakers are not obstructed if you rest the device on something.