# First time joining a group or meeting in Zoom? Don't panic! Here are some handy tips to make your experience easier:

When asked to join a Zoom meeting you will receive a link or meeting ID # (in an email, flyer etc.) At the time of the meeting (or a minute or two beforehand) you simply click the link to be taken to the meeting, or open the Zoom app and enter the 9 digit meeting ID#. If the host hasn't started the meeting yet, you will get a pop-up asking you to wait until the host starts the meeting.

When you enter the meeting, you will likely enter with your video and audio on. The name on your screen will be the name of whomever created the account. See below for directions on how to change the name.

This is what your control bar looks like in a Zoom meeting on a computer or desktop. If you are in full screen mode, you might have to hover your mouse along the bottom to bring up the control bar. You can pin the control bar to the bottom of the screen so that it doesn't disappear. These are your controls in the meeting:
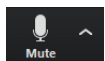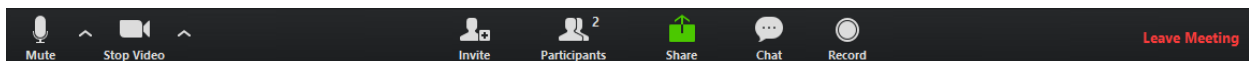
Mute / Unmute: Mute and unmute your microphone. Please mute your microphone when you enter the Zoom room. You may be asked to unmute yourself occasionally. The host or co-host can also mute or unmute your microphone for you.

The little arrow beside the mute button brings up advanced audio controls (click the **^** arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

Tip: If you prefer, you can also use the following keyboard shortcuts to mute or unmute yourself. You can also use push to talk if you want to unmute yourself by holding the spacebar.

- Windows: **Alt** + **A**
- Mac: **Shift** + **Command** + **A**

Start Video / Stop Video: Turns your video camera on or off. You can keep your video on if you're comfortable, or hit the stop video button to turn the camera off.

As with the audio controls, the arrow beside the stop video button brings up more advanced
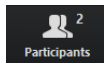
video controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.
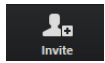
**Invite**: Invite others to join your meeting. You won't be required to use this

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Participants: Shows a list along the right hand side of who's currently in the meeting. The Participants list also gives you access to these options:

- ==**Rename**: Hover over your name in the participants panel and click **Rename** to change your screen name displayed to other participants. If you want your name to be displayed in a certain format, please consider this when you sign up for Zoom. This is the name you will log in with every time.==
- Non-verbal feedback icons (if enabled by the host): Places an icon beside your name to quickly notify the host. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise. This allows you to indicate you would like to say something without interrupting the speaker.
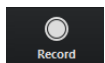
Lower Hand

Share Screen: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share. You won't need to use this.
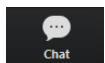
Chat: Access the chat window to chat with the participants.

Record: Start or stop a local recording. ==Attendees do not have access to start a cloud recording==.

Note: The host will need to allow local recordings in their account settings, then give you permission to record. If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission. The host is required to obtain permission from each of the participants before they are allowed to record your group/meeting.

Leave Meeting: Leave the meeting while it continues for the other participants. Only the host can end the meeting.

There are two ways you can see the other participants in the meeting, either in Grid View (where all the faces are in the same sized box on the screen) or in Speaker View (where the person currently speaking will show up in a large box in the center of the screen and the other participants will be in smaller boxes at the top of the screen. Toggle between Grid View and Speaker View in the top right hand corner of the window where you see your fellow participants to decide which view you prefer.

Zoom has an amazing support site if you're experiencing any challenges. It can be found here: https://support.zoom.us/hc/en-us.

Please also feel free to reach out to me: lmcvey@shhalton.org and I will help where I can.