

zoom Instructions for Meeting Attendees

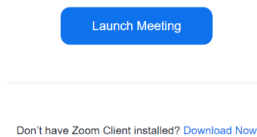
Join a Meeting

Please note: Install Zoom well before the scheduled meeting and confirm you are using Zoom version [5.10.3](#) or later.

Download the Zoom App from [Download Center - Zoom](#).

1. Join through the link. Click [the link in the meeting invitation](#).

2. If you haven't installed the Zoom App, please click [Download Now](#) to download Zoom desktop client to your computer.



3. Click the downloaded exe file to install.

4. Following installation: [Enter your name](#) - [Join Meeting](#) - [Join with Computer Audio](#).

5. If joining directly through Zoom App: click [Join](#) -> enter the [Meeting ID](#) -> then click [Join](#) -> enter [Passcode if needed](#) -> then [Join Meeting](#). Choose: [Join with Computer Audio](#)

Useful YouTube videos for Zoom functions:

Download & update Zoom App:

<https://www.youtube.com/watch?v=7ggoO2LZsY0&t=24s>

Join a meeting:

https://www.youtube.com/watch?v=pAMDxH_H-Cs

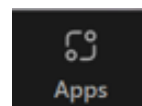
Basic meeting navigation:

<https://www.youtube.com/watch?v=Dcd6nNmtGo0>

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Apps – Mentimeter

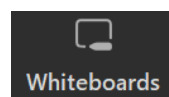
Mentimeter is an application we will be using during workshops. You may access **Mentimeter** through **Zoom's Apps icon**.



Whiteboards

Please update Zoom to the latest version if you can't find the Whiteboards icon on the bottom toolbar. Or uninstall Zoom, then reinstall with version [5.10.3](#) or later.

The latest Zoom version can be found here: [Download Center - Zoom](#)



Details on the installation of Mentimeter and functions of Whiteboards can be found on the [Website](#)

Mute/Unmute

Start/Stop video



- **Mute/Unmute** your microphone by clicking the microphone icon at the bottom left toolbar.
- If your device has a camera, you can turn it on/off by clicking the **Start/Stop Video** at the bottom left.

Chat



- You can chat confidentially with one individual or chat with the full group.
- Click **Chat** to open the chat window and chat with the full group.
- Select the drop-down next to **To:** and select the name of the person you would like to chat with directly and confidentially.

Share Screen



- If you would like to share a document with everyone, advise the facilitator and they will enable the function.
- When ready, hover over the bottom of your Zoom screen and click on **Share Screen**. Choose the document or image you would like to share.
- Click on **Stop Share** when you are done (red button, top of your active window).

Reactions



- Participants can use several different reaction emojis during the session. On the bottom of your screen, you will see a reactions icon with a variety of emojis. **Raise Hand** – is also located in the reactions icon and notifies the host that you'd love to speak.