

# A BRIEF GUIDE TO USING ZOOM AS A PARTICIPANT OF A MEETING

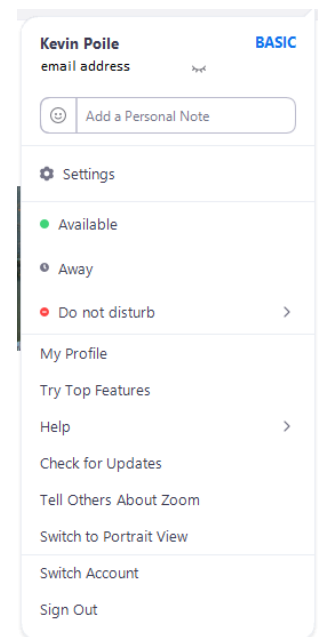
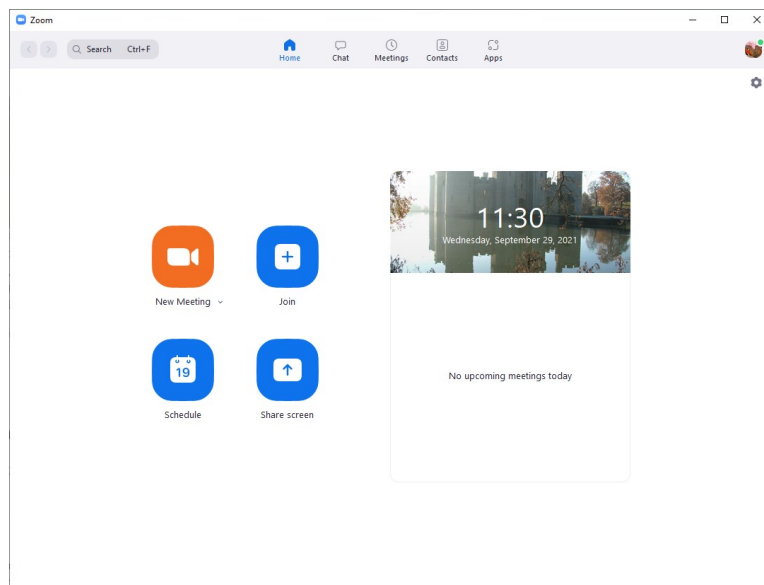
## Window Based Systems

**Note:** Screen shots taken from Windows 10 system.

For the best experience download and install the ZOOM Client or App and keep it updated. For Windows systems this can be found on the Zoom website. [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)

With the client downloaded sign-in (or create a free zoom account).

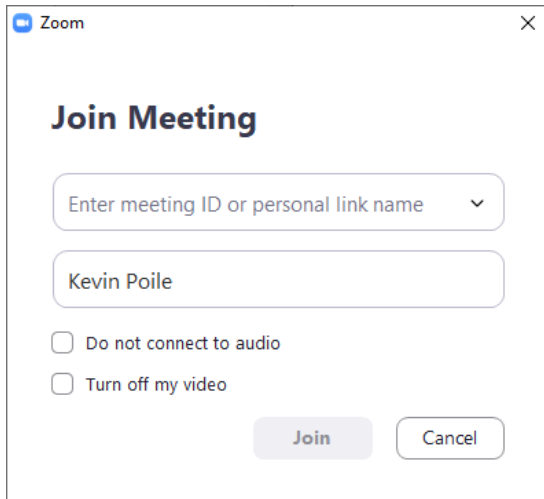
### Checking Version and configuration settings



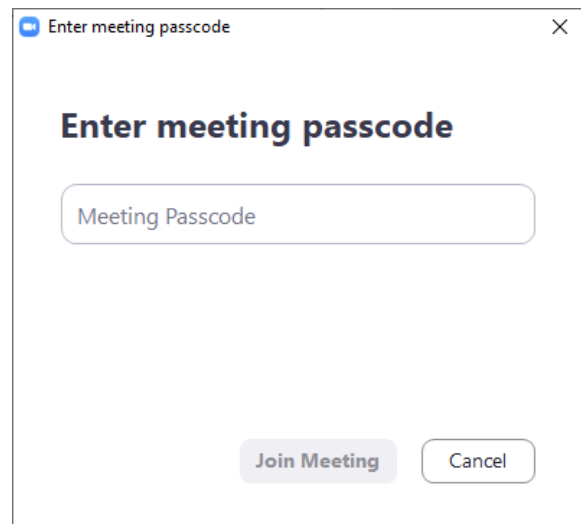
1. Run Zoom and on the Zoom front screen click on the profile picture (top right).
2. Click on the Check for updates - option.
3. If an update is available click "Update" to apply it. Zoom will be closed and the update applied and then Zoom will be reopened.
4. The other configuration options can be left at the default settings

## Joining and Participating in a Meeting

1. Use the link sent with the confirmation email to join the Zoom meeting.
2. If this fails - Start Zoom and then click “Join Meeting” then when prompted enter the meetings ID, check the name this is what will be displayed to everybody else in the meeting, click “Join” and then enter the passcode and click “Join Meeting”



The Zoom Join Meeting dialog box shows a title bar with the Zoom logo and a close button. The main heading is "Join Meeting". Below it is a text input field with the placeholder "Enter meeting ID or personal link name" and a dropdown arrow. Underneath is another text input field containing the name "Kevin Poile". There are two checkboxes: "Do not connect to audio" and "Turn off my video", both of which are currently unchecked. At the bottom right are two buttons: "Join" and "Cancel".



The "Enter meeting passcode" dialog box has a title bar with the Zoom logo and a close button. The heading is "Enter meeting passcode". It features a single text input field with the placeholder "Meeting Passcode". At the bottom right are two buttons: "Join Meeting" and "Cancel".



Please wait, somebody from Oxfordshire Family History will be with you soon.

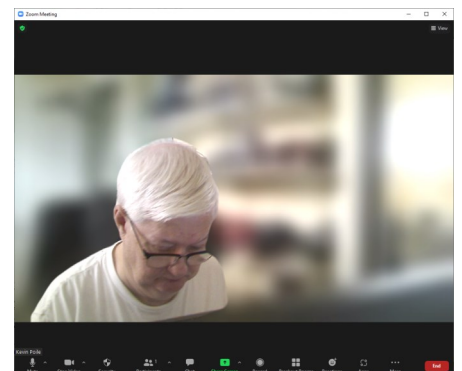
The host will let you in soon  
Zoom Fair Prep

You will now be placed in the meetings waiting room and see something like the image on the left

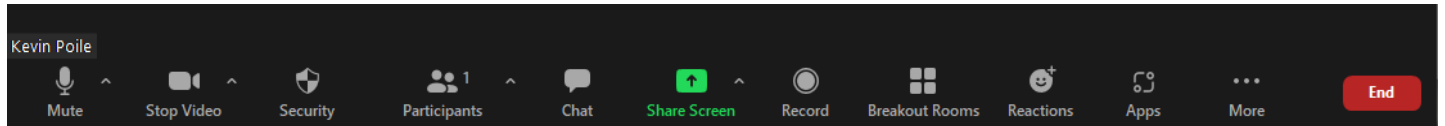
Once admitted into the main meeting your screen will change to something like the image on the right.

If the session is being recorded you may receive an audio alert and there will be a “Rec” icon top left of the screen.

You can leave the meeting at anytime by pressing the “Leave” button on the menu bar.



## Main Menu Buttons

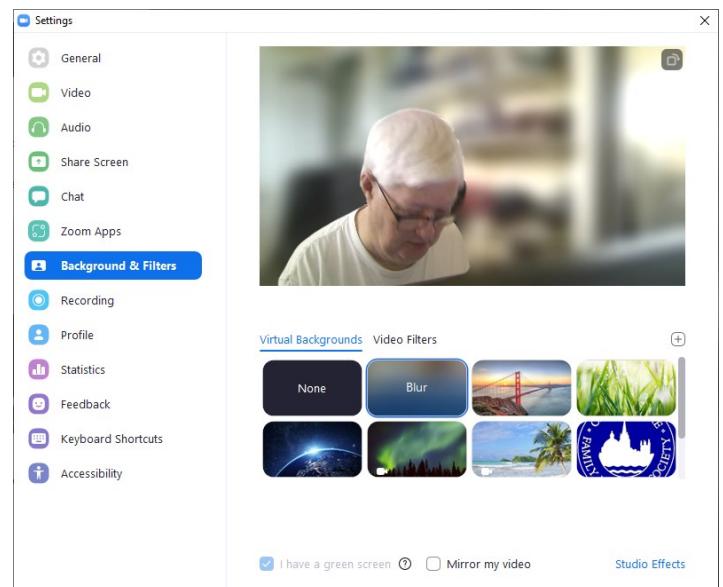
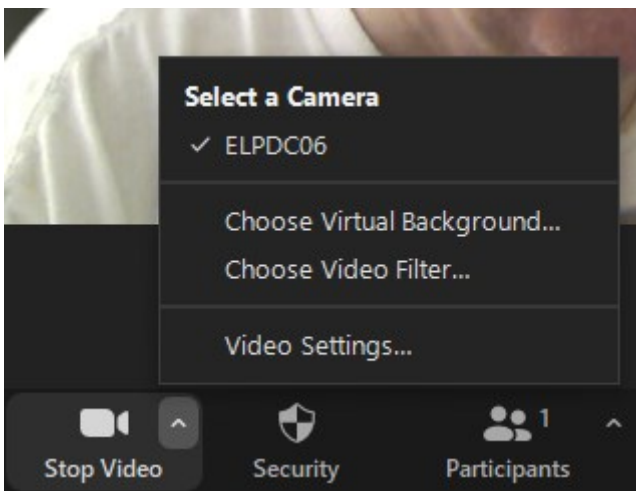


From the menu bar the main ones to worry about as a participant are:

If the menu bar does not show the icon try clicking on the “more” button.

**Mute / Unmute** - Turns your microphone off and on again. When the microphone is off holding the “space bar” down will turn it back on temporary.

**Stop Video / Start Video** - Turns your camera off/on. The little up arrow next to the camera brings up an extra menu. That allows you to set the virtual background and / or a video filter. For most meetings it is best to set the virtual background to “Blur”, if available, see picture below for the effect.

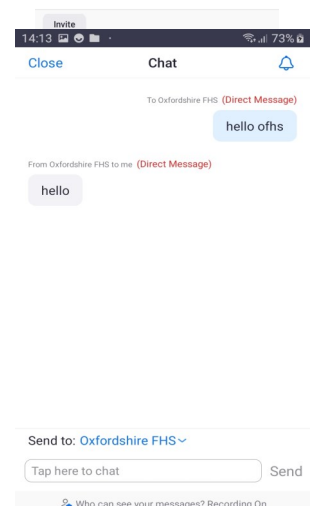
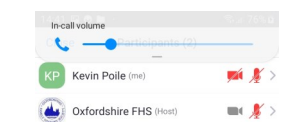
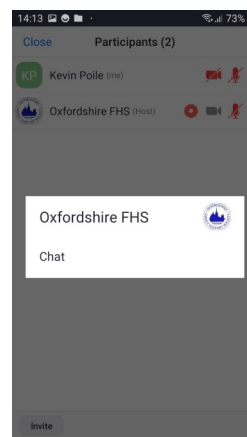
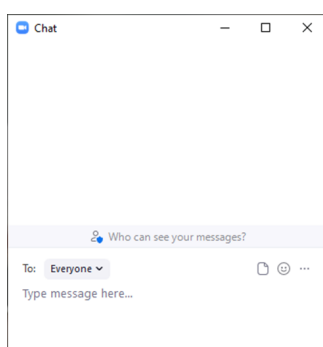


**Participants:** Clicking on the participants brings up a list of participants in the current room (more later). These are ordered so that your name will always be on top, then the Host, followed by any co-hosts. Then the remainder of the participants (not necessarily alphabetically).

**Chat:** The chat button brings up the Chat window and allows you to chat to anybody that is in the same room as you.

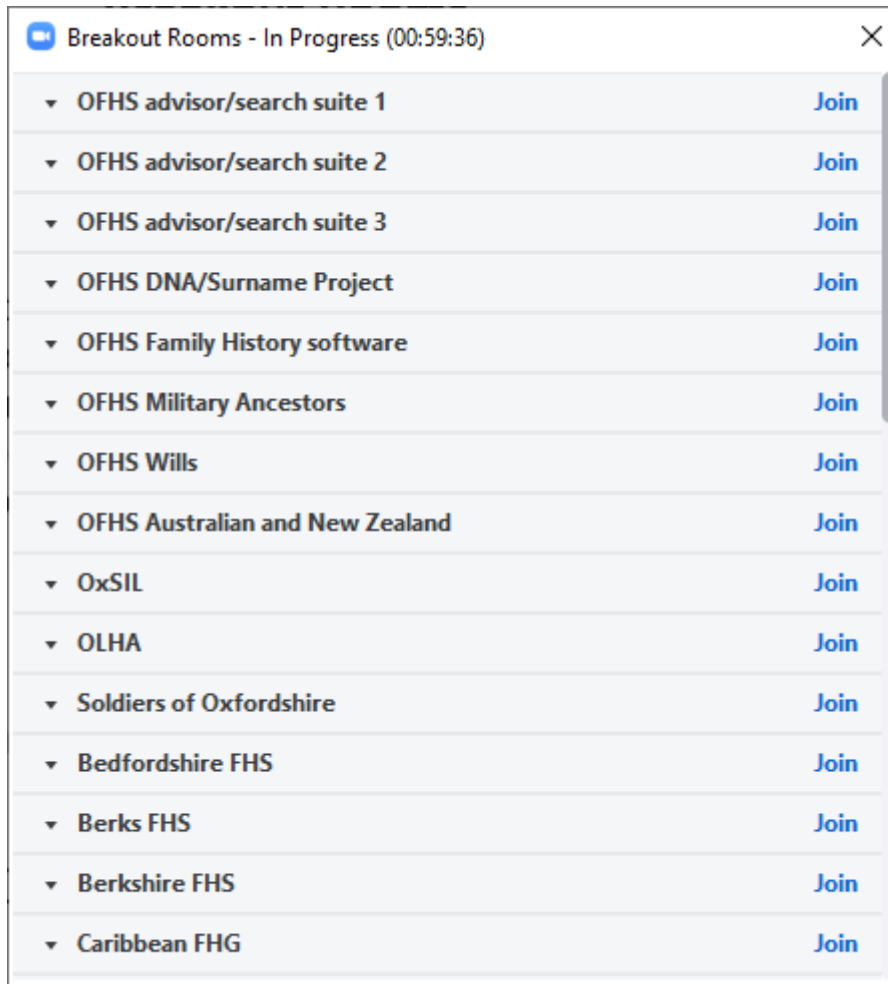
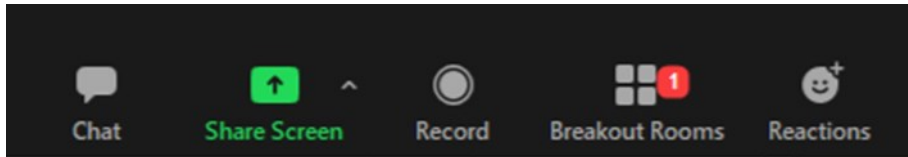
With a room containing a lot of participants the easiest way to “Chat” with somebody is to find their name in the Participants list and click on it - this will bring up a extra screen, click “Chat” and you will be taken into the chat system. Doing Chats this way ensures that they are directed and don’t appear on everybody else’s screens.

**Note:** You can only chat with somebody that is in the same room (main or breakout).



## Navigating Breakout rooms

Once the breakout rooms are opened a new icon will appear in the menu bar (Breakout Rooms) click on this to get the list of available rooms. If this icon does not appear you are running an old version of the client and will need to ask a host to move you around the rooms.



Then select the room you want to join and then click Join.

You will now be moved to the breakout room, a visual reminder will appear at the top of the screen.

When ready to leave the breakout room you can either:

1. Click on the "Leave" button. This will give you two choices "Leave Breakout Room" or "Leave Meeting". Leaving the breakout room will place you back in the main room and you can join another breakout room from there.
2. Click on the "Breakout Rooms" icon and simply choose another room.

**Note:** Zoom will remember the last breakout room you visited so this is checked when you click on the "Breakout Rooms" icon.

If you have trouble contact a co-host via chat and they should be able to help you. However, a co-host can't move you back to the last breakout room you visited instead they will have to move you to a different room and then from there to the room you want.