# ZOOM INFORMATION FOR PARTICIPANTS

Using a laptop/PC/Mac with a functional webcam and speakers *versus a tablet or smart phone* **for Zoom meetings is STRONGLY encouraged.** Tablets and phones do NOT provide the same level of functionality that enables rich and robust interactivity and engagement.

Join a Zoom Meeting
Join meeting by clicking on Zoom link provided by host, follow prompts to download/run Zoom, enter the meeting ID if prompted, then click to join the meeting, with the tool bar below being instantly visible.
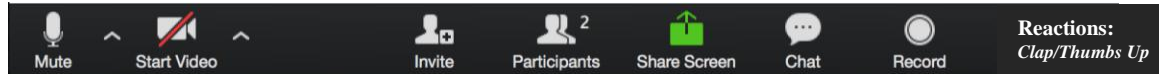
Camera
Click on the **Start/Stop Video** button to turn your computer camera on so you can be seen, just like all other participants.

Mute/Unmute and Audio Settings
You can mute and unmute your microphone, with the host also having the ability to mute you. If you click on the arrow next to the mute button, you will have additional options for audio settings. *(Ensure your computer speakers are on and not muted, though. Otherwise you won't hear the facilitator, videos, etc.)*

Participants
Shows who is currently in the meeting. The participants list also gives you the option to choose:
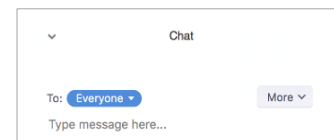- **Yes** [√]
- **No** [X]
- **More** *(Thumbs Down, Thumbs Up, Clap)*

Share Screen
If the host allows, you can share your screen in the meeting *(not very common)*. The host is also able to end your screen share.

Chat
Chat with everyone or specific individuals in the meeting *(default is "everyone")*. Select drop down next to **To:** to change from "everyone" to someone specifically *(only visible to that person)*.

Annotate
If the host allows, you can annotate on their shared screen or shared whiteboard. To do this, click on **View Options** at the top of your screen and choose **Annotate**. This function allows various aspects of interactivity, including:

- Mouse: Ends annotating so your mouse functions normally again.
- Text: Insert text. Text box can then be dragged to another location on the screen.
- Draw: Allows for free-form drawing—to circle, underline or "X" out something.
- Arrow: Able to draw an arrow to focus attention on a specific action/image/answer.
- Eraser: Click and drag to erase parts or all of your annotation(s).
- Format: Change the format of the color of your annotations.
- Undo: Undo your latest annotation.
- Redo: Redo your latest annotation that you undid.
- Clear: Delete all annotations.
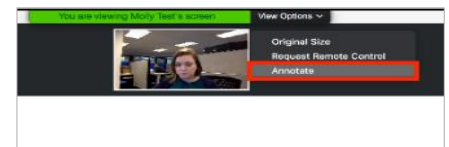
Breakout Rooms
- This feature allows you to collaborate and discuss components of the meeting in a small group.
- The host will invite you to join the breakout room, where you will be prompted to click, "Join."
- Instructions will be provided to everyone before placing you in the breakout rooms, transitioning you from a passive to active role.
- UNMUTE your audio, as you will be talking in your breakout rooms and only those in your room can hear you.
- If you have a problem or have a question for the host, invite him/her to your breakout room.
- Participants may be asked to MUTE their audio again upon re-entering the main Zoom room.

  ***When participants are placed into breakout rooms, they will no longer have access to anything that is happening in the main Zoom room, including the main room chat, and the host's screenshare/video/audio.