

ABOUT

When you join a Zoom meeting hosted by another user, you are considered an attendee or panelist. The user who scheduled the meeting will have host controls including muting audio, using video, sharing your screen and more.

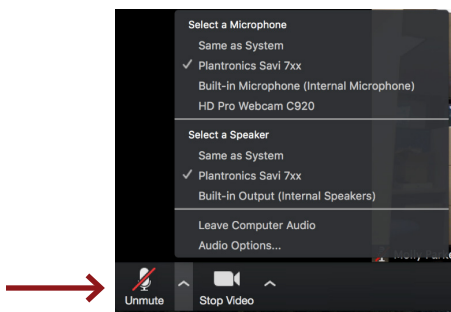


JOINING A MEETING

Join a meeting by clicking on a Zoom link provided by the meeting host. Next you will see a screen with a button that says **Start Video**. Click that button to join the meeting.

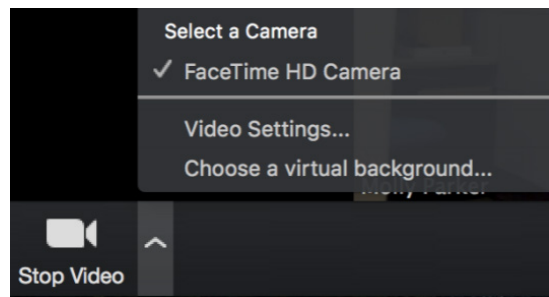
MUTE/UNMUTE + AUDIO SETTINGS

You can mute and unmute your microphone. The host also has the ability to mute you. If you click on the arrow next to the mute button, you will have additional options for audio settings. You can change your microphone, leave the computer audio, or access the audio options.



START/STOP VIDEO + SETTINGS

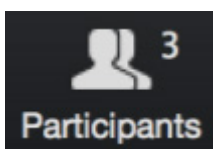
You can turn your computer's camera on or off with the Start/Stop Video button. When it's on, everyone in the meeting will be able to see you. When it's off, just your name will appear. By clicking on the arrow next to the start/stop video button, you can access your Zoom video settings such as your background or backdrop.



IN MEETING FEATURES

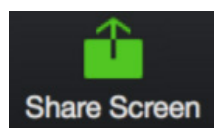
PARTICIPANTS

If you click on Participants, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself. The **Raise Hand** feature notifies the host and shows a prompt to simulate a hand raise. When you are done talking, click the hand again to put your hand 'down'.



SHARE SCREEN

If the host allows, you can share your screen in the meeting. The host will have the ability to stop your screen share. This feature will generally be used by the host of the



CHAT

Chat with individuals or everyone in the meeting. Click **Chat** to open up the chat window and chat with other participants or view chat messages. Select the drop down next to **To:** to change who you are chatting with. This function may or may not be allowed during a public meeting.

