When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting or was selected as the alternative host (if the host is unable to join) will have host controls, including muting audio, using video, sharing your screen and more.

Join a Meeting

- Join a meeting by clicking on a Zoom link provided by the meeting host in your email

- For best experience, please follow the prompts to download and Open the Zoom application.

- If prompted, enter the meeting ID, or after installation you should be taken directly to the Zoom Waiting Room for the meeting.

- Click to Join with Computer Audio. This will allow your computer speakers and microphone to work with the application.

- If you haven't used zoom before, or haven't used it in a while, feel free to "Test Speaker and Microphone" by the link.
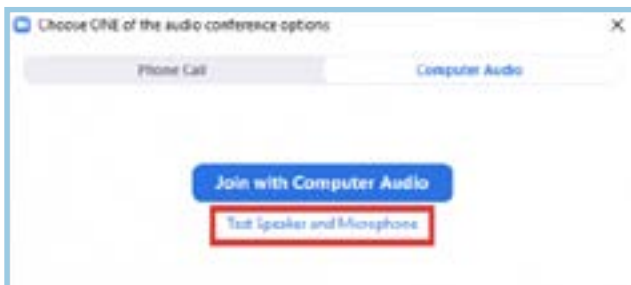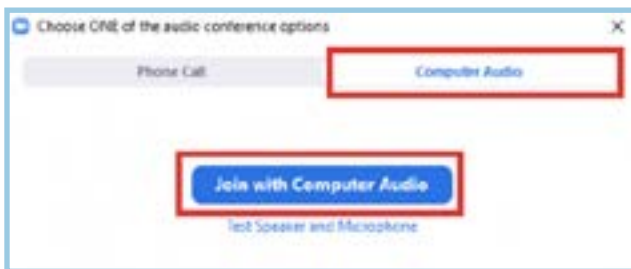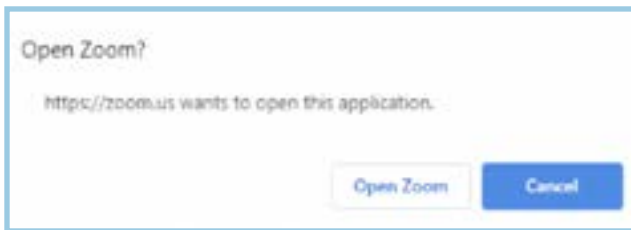
Mute/Unmute & Audio Settings

You can mute and unmute your microphone. You will automatically enter the room muted. 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.
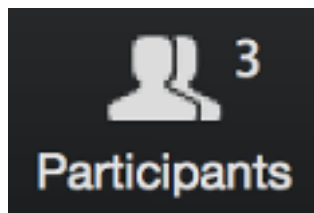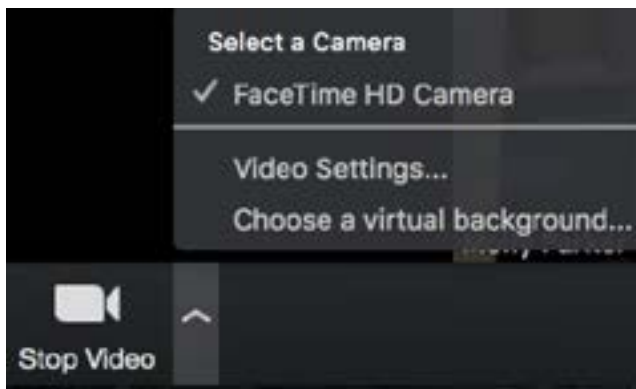
Start/Stop Video & Video Settings

You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).
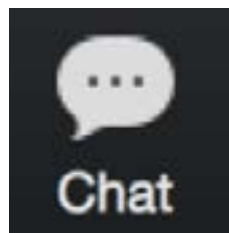
Participants

You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).

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.

- **Raise Hand** - notifies host and shows a prompt to simulate hand raise
- **Rename** - hover over your name to see have the option to rename yourself appear. (Your name should be **Firstname Lastname** so we can ensure you are assigned to the appropriate breakout room)

Share Screen

This functionality will be disabled for participants. Only presenters will be allowed to share their screen for this event.

Chat

Chat with individuals or everyone in the meeting. Click Chat to open 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.

Technical Support

Contact Technical Support:

https://support.zoom.us/hc/en-us/
articles/201362003-Zoom-Technical-
Support

Zoom Help Center:

https://support.zoom.us/hc/en-us

Getting Started:

https://support.zoom.us/hc/en-us/
categories/200101697-Getting-Started

Tutorials:

https://support.zoom.us/hc/en-us/
sections/201740096-Training

Mobile:

https://support.zoom.us/hc/en-us/
sections/200305413-Mobile

If you experience significant technical issues during the Visioning Session, email **FOCUS2030@uwstout.edu** or call **715-232-5310**.

Start/Stop Video & Video Settings

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Record

The host will be recording this meeting.

Your chat conversations will also be saved when the meeting has concluded (including any 'private chats' you send directly to any attendee during the meeting)

Choose video layout

At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share. See this link for more information.

Enter/Exit Full Screen

At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by pressing Esc.

Pin video

Pin video makes a user the primary speaker for you, instead of switching between the active speaker video. You can pin a video by right-clicking on the video of the person you want to pin or double click on their video window. See this link for more information.

Breakout Rooms

You will be assigned to breakout rooms upon entering the zoom meeting.

Your breakout sessions will automatically end after 20 minutes. When there are 60 seconds remaining, you will see a popup allowing you leave the breakout room. You may click that link to move back to the main room, or do nothing and you will automatically be returned to the main room when the time expires.

Leave Meeting

You can leave the meeting at any time by clicking on the **Leave Meeting** option at the lower right corner of the Zoom window.