Zoom Instructions for Participants

Preparing for a Zoom session:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.

2. Make sure to have your Student ID ready if you have one. If your question is related to Self-Service, Canvas, or any other system, it may help to be logged in as well in case you need to share your screen.

To join the Zoom session:

1. During the hours for the Zoom Virtual Lobby, click on the link to Join. You may be instructed to download the Zoom application.

2. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

3. You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID.

4. If you are having trouble hearing the meeting, you can join via telephone while remaining on the video. On your phone, dial the teleconferencing number provided in your invitation. Enter the Meeting ID number when prompted using your touch-tone keypad.

Participant controls in the lower left corner of the Zoom screen:

Using the icons in the lower left corner of the Zoom screen, you can:
- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")
- Change your screen name that is seen in the Participants list and video window
- Share your screen by clicking on the "Share Screen" icon.

Somewhere on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.