



## Step by Step Instructions for Participating in a Zoom Meeting

### STEP 1 – Download the Zoom App

Before joining a Zoom meeting on a computer or mobile device, download the Zoom app from <https://zoom.us/download>. This link will take you to **Zoom client for meetings** – click on **Download** to open app. This is not a Zoom account since you do not need an account to simply join a meeting. You are now set to begin.

### STEP 2 – Joining a Meeting

The host of the meeting will send you an email with an invitation and a link to join the meeting. Here's an example:

Discover Kalispell is inviting you to a scheduled Zoom meeting.  
Topic: Kalispell Travel Consultation  
Time: Oct 19, 2021 10:00 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/forexampleXXXXXXXXXXetceteraandsoonandsoforth!>

Meeting ID: 878 7273 XXXX

Passcode: 7GXXXX

To join a meeting, simply click on the link and follow the prompts:

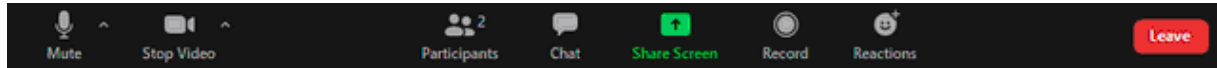
- This will take you to the meeting access point – a dialog box at the top of your screen that says **Open Zoom Meetings?**. Click on the open button.
- See yourself on screen – click on the blue box – **Join With Video** below your image.
- The next screen – Click on the blue box – **Join with Computer Audio**.
- At top right of screen click on **Enter Full Screen**.
- **YOU ARE IN!** It's a good idea to sign in a few minutes early to address any problems that might arise.

### STEP 3 – Overview – When You have Joined a Zoom Meeting

When you join a Zoom meeting hosted by another user, you are considered an Attendee.

If you're on a PC, the attendee controls appear at the bottom of your screen. When using a MAC, the controls are at the top of the screen.

## CONTROLS / TOOL BAR



Attendees have access to these features: from left to right

To see the tool bar click on the screen

1. Mute / Unmute: mute and unmute your microphone – click on this icon to unmute to talk, mute to silence your microphone.
2. Start Video / Stop Video – turns your camera on or off – this means that if you want, you can turn off video if you don't want others to see you, however you'll still be able to see the program.
3. Participants: see who's currently in the meeting. Click on icon and a list of participants will appear on the right side of the screen.
4. Share Screen: you will not need this to participate in a Zoom meeting.
5. Chat: access the chat window to submit questions to the speaker. Click on chat icon. Chat will open at the right of the screen. Go to bottom and see where you see "type message here" – write your message (e.g. hello everyone) and hit the enter button on your computer.
6. Record: attendees do not have access to this function.
7. Leave: you can leave the meeting at any time even while it continues for the other participants. To do so, click on LEAVE and follow prompts. Only the host can end the meeting.

### **One more important feature:**

At the top right of your screen, click on the word View. On the drop-down menu, choose either Gallery View or Speaker View.

- Gallery view – your screen will be filled with the participants at the meeting.
- Speaker view – your screen will be filled by the person who is presenting.

You can sign up for a free Zoom account at <https://zoom.us/pricing> (not required).