

Zoom user guide - participants

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Introduction

This guide is meant as a non-exhaustive technical support to participate in meetings held on Zoom. For further information and tutorials, please visit [Zoom help center](#).

Signing up and activating your Zoom account

Creating your own account

To sign up for your own free account, visit www.zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click on “Activate Account”.

Signing in to your Zoom account on the web

You can login to your Zoom account on the web at any time, at www.zoom.us/signin. Once you're logged in, use the panel on the left side to navigate the Zoom web portal. You can update your profile, schedule a meeting, edit your settings, and more.

Downloading the Zoom desktop App

You can download the Zoom Desktop Client for Mac, Windows, ChromeOS and Linux, as well as the Zoom Mobile App for iOS and Android [here](#).

Updating your profile

You can update your profile by adding a profile picture, set your time zone, update your password and more. To access your Zoom profile, [sign in](#) to the Zoom web portal and click Profile.

Joining a meeting

Join a meeting using one of these methods:

Zoom link

Click on the zoom link you have received and a tab will open in your browser with the following message:

Click **Open zoom.us** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below.

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)



If you have installed the desktop app, click on “Launch meeting” and you will join the meeting automatically from the app. Otherwise, click on “Join from your browser”. However, if you do so, not all the meeting’s features will be available for you to use.

Please note that if the meeting host has set a password for the meeting, you do not have to enter it anywhere as it is already embedded within the Zoom link.

Zoom app

Start by opening the Zoom app and click on the “Join” icon:



Then, enter the [meeting ID](#) number and your display name. If the host has set a password for the meeting, you will be asked to enter it at this stage. Finally, select if you would like to connect audio and/or video and click on “Join”.

Waiting room (if active)

Independently of which method you choose to join a meeting, the host might have activated the “waiting room” option. It means there is an additional step before you can join the session.

You will see the following message: “Please wait, the meeting host will let you in soon”. After being granted entry, make sure you click the green “Join with Computer Audio” to join the meeting with audio automatically (you can mute this once you’re on the meeting).

Leaving a meeting

Click on “Leave meeting” at the bottom right of your meeting controls.

Audio & Video

Testing your audio

Open your desktop app and click on “New meeting” (it will start a Zoom session without any other participants). Then, click on the little arrow next to the microphone icon to open the sound settings and click on “Test Speaker and Microphone”.

The meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click “No” to switch speakers until you hear the ringtone. Click “Yes” to continue to the microphone test.

If you don't hear an audio replay after speaking a few words, use the drop-down menu or click “No” to switch microphones until you hear the replay. Click “Yes” when you hear the replay.

You can also enable the [setting to automatically join by computer audio](#), when joining a meeting.

Finally, if possible, please use a headset with a microphone to minimize background noises and ensure best sound quality.

Testing your video

Open your desktop app and click on “New meeting” (it will start a Zoom session without any other participants). Then, click on the little arrow next to the camera icon and select “Video settings”. This



will open a pop-up window. You will see a preview video from the camera that is currently selected; you can choose a different camera if another one is available.

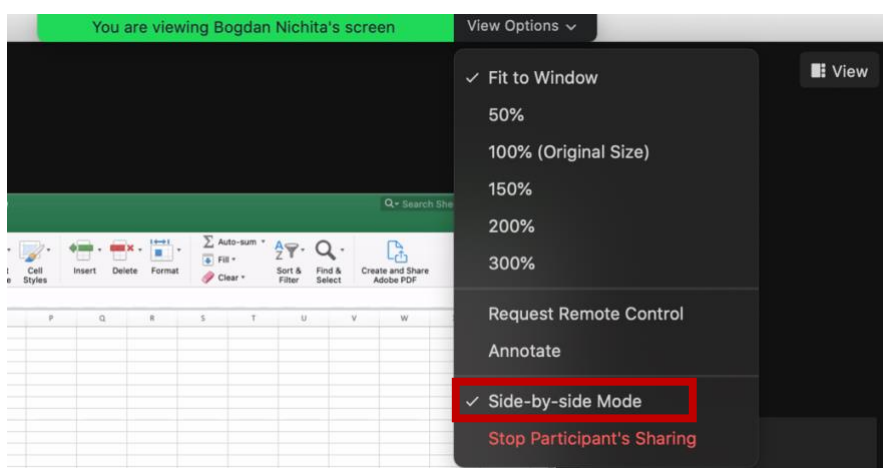
If you don't see your camera's video, click the drop-down menu and select another camera.

Changing the video layout

There are 2 video layouts when no one in the meeting is screen sharing:

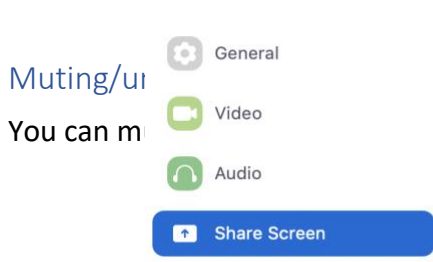
- **Active Speaker View:** the larger video window will show who is speaking, changing image as the speaker changes (only available with 3 or more participants in the meeting)
- **Gallery View:** Gallery View lets you see thumbnail displays of participants, in a grid pattern, which expands and contracts as participants join and leave the meeting. As default, 25 video thumbnails will be shown in a single page. If you would like to increase it to the maximum of 49 thumbnails, go into your video settings and select "49 participants" in "Maximum participants displayed per screen in Gallery view". A participant's video window will be highlighted in green when speaking.

When someone is screen sharing, you can also use Gallery view or Active Speaker View: the shared content will occupy most of the screen and the active speaker(s) video will show on top of the material. It is also possible to enable Side-by-side Mode, in order not to have the video of the speaker(s) on top of the shared content. While viewing a shared screen click on "View Options" and choose "Side-by-side Mode":



The shared screen will appear on the left and the speaker(s) will appear on the right.

Please note that in full screen, the shared content will fill the whole screen and video tiles will become smaller, movable thumbnails on top of the content. As a default, each time someone is sharing his/her screen, the content will become full screen. To disable automatic full screen when viewing a shared screen, disable it in your settings by selecting "maintain current size" in the "Share screen" tab:



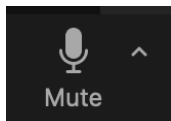
Window size when screen sharing:

- Fullscreen mode
- Maximize window
- Maintain current size
- Scale to fit shared content to Zoom window
- Side-by-side Mode ?
- Silence system notifications when sharing desktop

1:

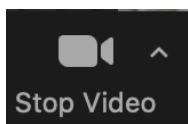


A red bar will cross the icon when you are muted.



Activating/deactivating your video

You can deactivate your camera by clicking on the icon at the bottom left of the screen:



A red bar will cross the icon when your camera is hidden.

Screenshare

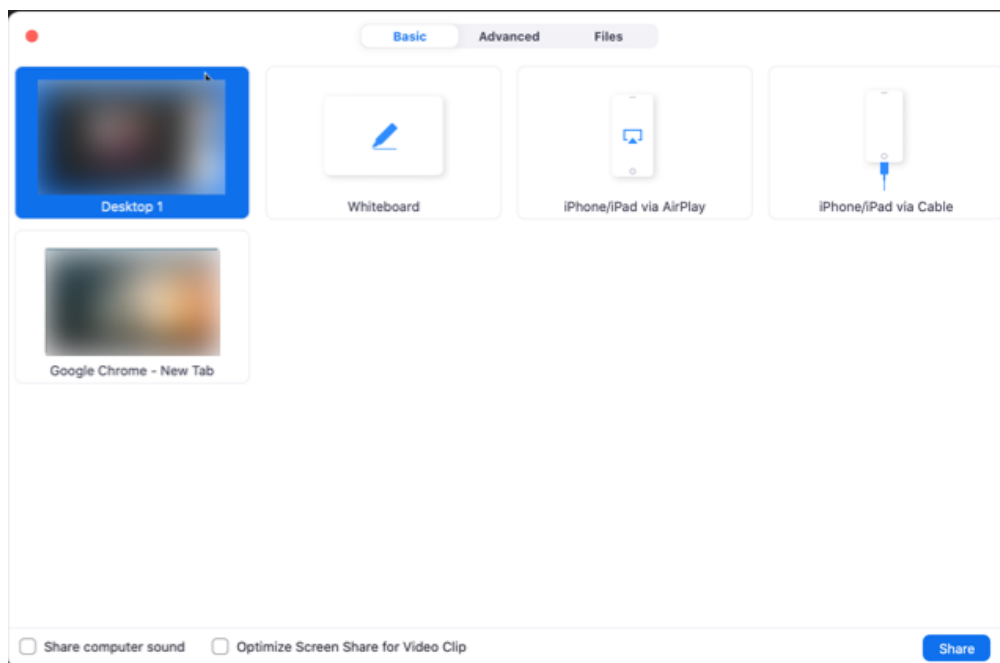
Sharing your screen

Click the Share Screen button located in your meeting controls (at the bottom, in the middle):



Select one of these screen share options:

- **Basic:** Share your entire desktop, specific application window, [whiteboard](#), or iPhone/iPad screen. You can select multiple desktop programs at once, instead of sharing your entire desktop. Hold the **Shift** key on macOS or the **Ctrl** key on Windows to select more than one application:



- **Advanced**
 - Portion of Screen: Share a portion of your screen represented by a green border.



- Music or Computer Sound Only: Only share your computer's audio (your selected speaker in your [audio settings](#)).
- Content from 2nd Camera: Share a secondary camera connected to your computer; for example, a document camera or the integrated camera on your laptop.

When screensharing, you can enable these features:

- **Share Computer Sound**: If you check this option, any sound played by your computer will be shared in the meeting, even if you are muted. It is very important if you plan to show a video.
- **Optimize for full screen video clip**: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.

When you click on “Share”, Zoom will automatically switch your display to full screen to optimize the shared screen view. To exit full-screen, click “Exit Full Screen” in the top-right corner or press the Esc key. To disable automatic full screen, see [above](#).

Share screen control panel

When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen:



You will have the following options:

- **Mute/Unmute**: Mute or unmute your microphone.
- **Start/Stop Video**: Start or stop your in-meeting video.
- **Participants**: display the participants list in a pop-up window
- **New Share**: Start a new screen share. You will be prompted to select which screen you want to share again.
- **Pause Share**: Pause your current shared screen.
- **Annotate / Whiteboard**: Display annotation tools for drawing, adding text, etc.
- **More (three dots)**:
 - **Chat**: Open the chat window.
 - **Allow/Disable participants annotation**: Allow or prevent the participants from annotating on your shared screen.
 - **Show/Hide Names of Annotators**: Show or hide the participants' name when they are annotating on a screen share. If set to show, the participant's name will briefly display beside their annotation.



Chat

The in-meeting chat allows you to send chat messages to other users within a meeting. You can send a private message to an individual user, or you can send a message to an entire group.

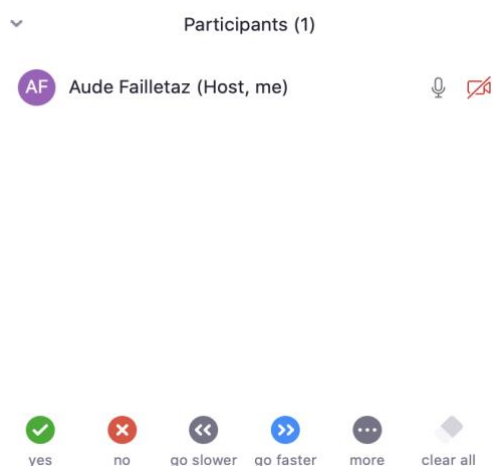
While in a meeting, click on the Chat icon in the meeting controls: 

This will open the chat window. You can type a message into the chat box or click on the drop down next to “To:” if you want to send a message to a specific person.

You can also share files in the chat by clicking on “File” in the chat window and selecting the document.

Reactions

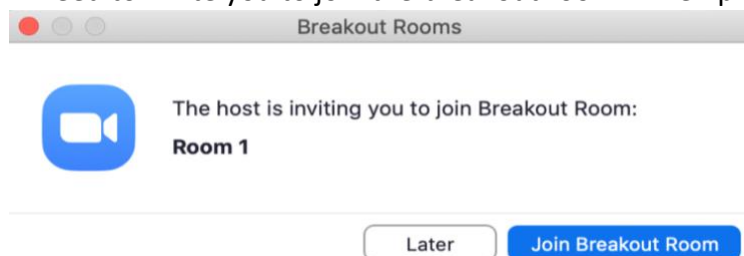
By clicking on the Participants icon, you will also be able to indicate a reaction, such as “yes”, “no”, “need a break”, etc. If you click on one of those, all of the attendees will see the icon appear next to your name. Please remember to “clear all” or “lower hand” when you are done.



Breakout rooms

Joining a breakout room

First, the host will need to invite you to join the breakout room. When prompted, click on “Join”:



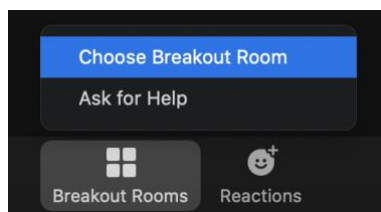
If you choose “Later”, you will still be able to join a room at a later stage by clicking the Breakout Rooms option in your meeting controls.



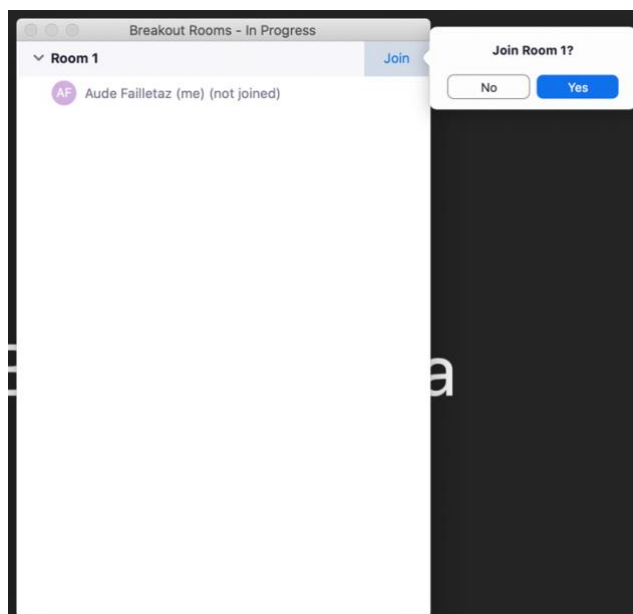
Self-selecting a breakout room

If the host has allowed this option, you will be able to view and select the breakout room you would like to take part in from a list of rooms. You will be able to enter and leave breakout rooms freely.

First, in your meeting controls, click on the Breakout Rooms icon and then on “Choose Breakout room”:



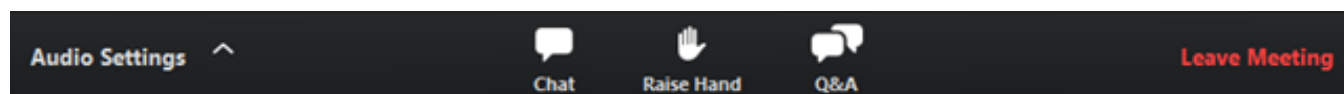
This will display the list of open breakout rooms created by the host. Hover on the name of the room you would like to participate in and click “Join”. Then confirm by clicking “Yes”.



Click on “Leave Room” to return to the main session and follow the same process to join another breakout room.

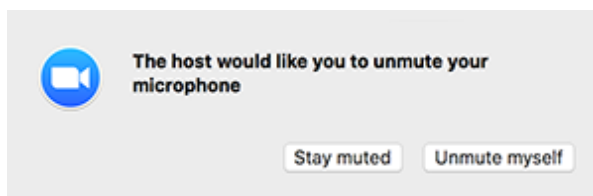
Webinar format

The main difference in a webinar format is the separation between “view-only” participants and panelists. As a participant, you will not be able to unmute yourself, activate your video or share your screen without the intervention of the meeting host. However, you can virtually raise your hand, submit questions in Q&A, and send messages to others attendees through your chat (if chat is enabled):



Unmute/Mute

If the host gives you permission, you can unmute and talk during the webinar. All participants will be able to hear you. If the host allows you to talk, you will receive a notification:

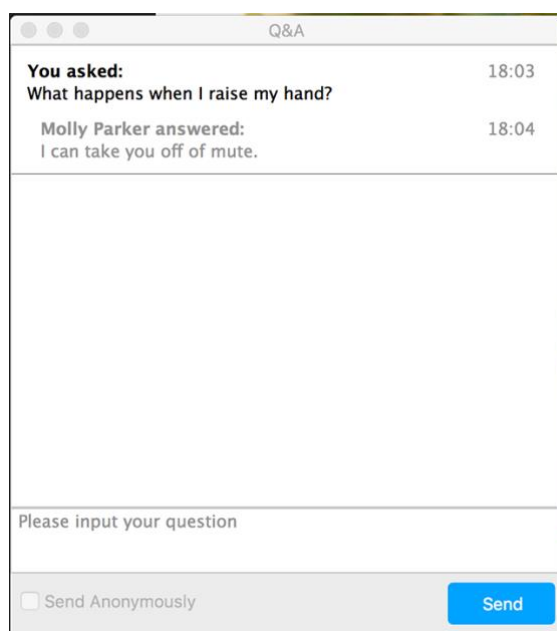


You can still access the audio settings by click on the ^ arrow next to the Unmute/Mute button.

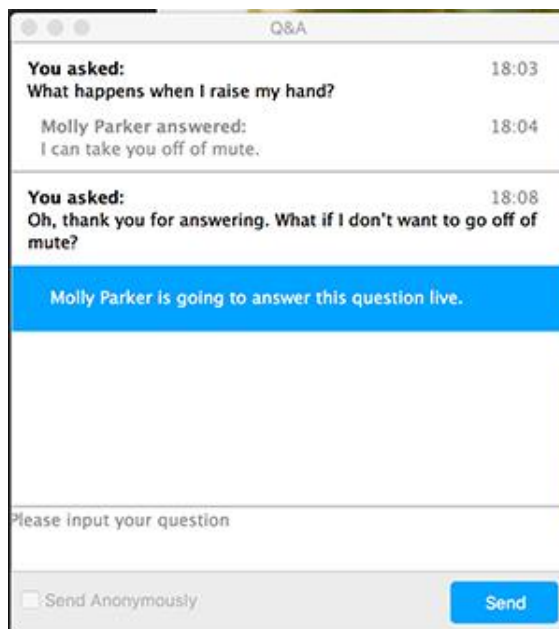
Question & Answer chat

Click on the Q&A icon, type your question into the Q&A box and click "Send".

Check "Send Anonymously" if you do not want your name attached to your question in the Q&A. If the host replies via the Q&A, you will see a reply in the Q&A window:



The host can also answer your question live (out loud). You will see a notification in the Q&A window if the host plans to do this:



If allowed by the host, you can also like (by clicking on the thumbs up icon) or comment on other attendee's questions. This helps the host or participants identify popular questions, especially in a webinar with many attendees.

[Leave webinar](#)

Click "Leave meeting" to leave the webinar at any time. If you leave, you can rejoin if the webinar is still in progress, as long as the host has not locked the webinar.

Zoomtiquette

Our experience with videoconferencing so far has suggested some tips that will make the call more pleasant for you and the other participants:

- **Sound:** Please mute yourself whenever you are not talking and use headsets when possible.
- **Internet connection:** If you have the possibility to use a wired internet connection, please do so, as it is more stable and will give you a better experience.
- **Camera:** During the talks, please switch off your video to save band width. During the group discussion, you can reactivate your video (unless you experience bandwidth issues).

