

Zoom Participant Guide

Download Zoom

1. If this is the first time that you are using Zoom, simply click on the provided link and you will be prompted to download the software. Follow the instructions provided during download. This should be very quick and you should automatically join the meeting.
2. If you require any assistance, click on the help centre page: [https://support.zoom.us/hc/en-us/articles/201362193- Joining-a-meeting](https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting).
3. Click on "join my meeting"

Audio/Video Options

Once you have joined the meeting, you will have options for connecting to audio. It is recommended to select "Join with computer audio", you may also choose to join by phone. **Note: you must select only 1 audio option.** If you call in and select computer audio, there will be an echo. **Please keep your audio off unless asking a question or in breakout rooms.** Feel free to keep your video on, we would love to see you!



The **red slash** shows that your audio is muted and video is off. Please keep your device muted while listening to the speakers. Unmute yourself if you would like to ask a question. You are welcome to keep your video on. We'd love to see you!

Click here to open the **chat box**. This will allow you to chat with participants.

Breakout Rooms

1. You will be assigned to a room. Look for a pop on on your screen and select "join" to enter your breakout room
2. Be sure to assign a notetaker and a speaker in your group
3. Review the Breakout Exercise
4. There will be a 1 minute reminder to rejoin the whole group
5. Each room will share their discussion points with the whole group

Need assistance?