

Join Zoom Meeting

□ From your computer, click the **Meeting URL** provided on your Registration Confirmation email. It will look something like

Join Zoom Meeting

<https://zoom.us/j/99169552119?pwd=MGtYb3lBVGR4OVRUMXhCc3ZQbmZ3Zz08>

□ If necessary, follow the prompts to download and install the **Zoom desktop application**.

NOTE: You will need to download and install the Zoom desktop application to use meeting Chat. You should allow at least 5 minutes to do this before your meeting is scheduled to start.

Here is a video that might help you with joining a Zoom Meeting: <https://youtu.be/hlkCmbvAHQQ>

Icons on the Zoom Participant's Toolbar

Once you have entered the Zoom Meeting, a toolbar located at the bottom of the meeting screen contains icons for the tools and features of the meeting.



□ **Microphone** (Mute/Unmute) – This feature may be active for you once you join the meeting. Click the icon to mute/unmute your audio broadcast.

□ **Video** (Webcam) – This feature may be active and broadcasting as you join the meeting. Click the icon to stop or restart your video (webcam) broadcast.

□ If the Microphone or Video (Webcam) icon on the toolbar has a red line through it, the meeting leader may have removed the availability of these tools.

□ If you experience any issues with your meeting audio and video (webcam) broadcast, use the icons on the toolbar to test and configure communication devices. Select the chevrons beside the Microphone and Video (Webcam) icons.

□ **Participants** – Select this icon to review a list of participants currently attending the meeting. Participants may also engage the Raise Hand icon on this pop-out window to raise a virtual hand during the meeting.

□ **Share** (Or Share Screen) – Select this icon to start displaying content items such as slide sets, applications or websites. The Host of the meeting controls access to this icon.

□ **Chat** – Select this icon to access the online text chat tool and post chat messages during the meeting.

□ **Leave Meeting** – Select the Leave Meeting icon to exit the meeting.

Here is a YouTube video that covers both joining a Zoom Meeting and using the icons:

<https://youtu.be/9isp3qPeQ0E>