

# Zoom meeting – Instructions for Meeting Participants

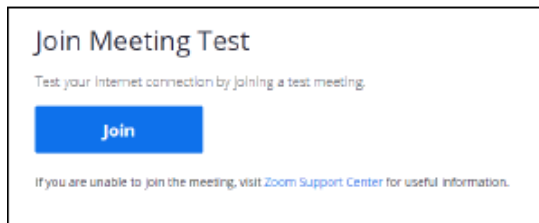
## Is my computer Zoom meeting compatible?

### **IN ADVANCE OF THE MEETING DATE**

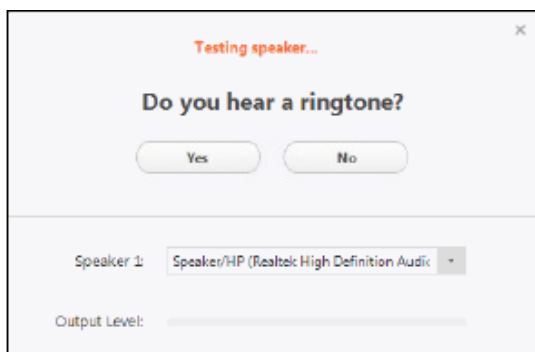
- 1) Visit the zoom Help Centre by clicking on the link: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->
- 2) Scroll to **Prerequisites** and click on:

Additionally, you can test your connection to Zoom [here](#).

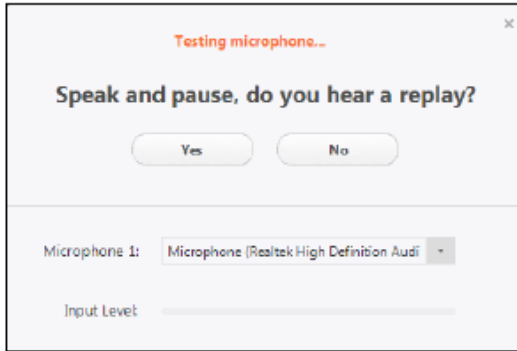
- 3) To join the meeting Test, click **JOIN**.



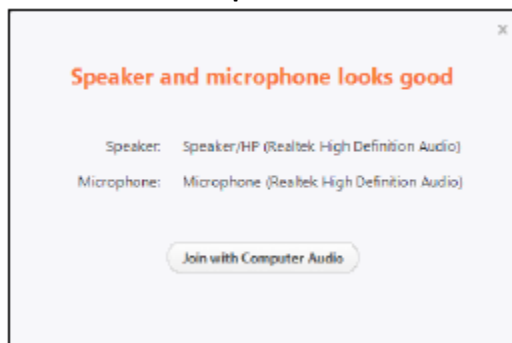
- 4) Follow the screen instructions to launch Zoom Meetings on your computer.
- 5) The Zoom Meeting Test will conduct a speaker test. Click **Yes** if you hear the ringtone. If you do not hear the ringtone, please seek support from your organizational IT resources.



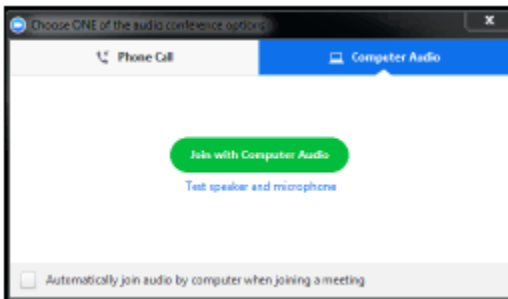
- 6) The Zoom Meeting Test will conduct a microphone test. Follow the instructions to speak and pause. Click **YES** if you hear a replay. If you do not hear the ringtone, please seek support from your organizational IT resources.



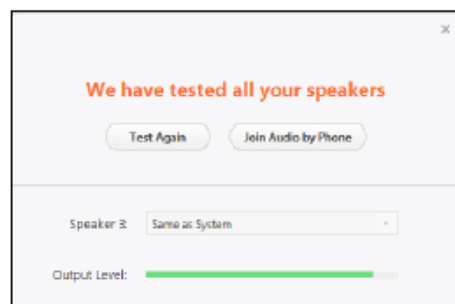
- 7) a) If both the speaker and microphone test are completed successfully, you will be prompted to click **Join with Computer Audio**



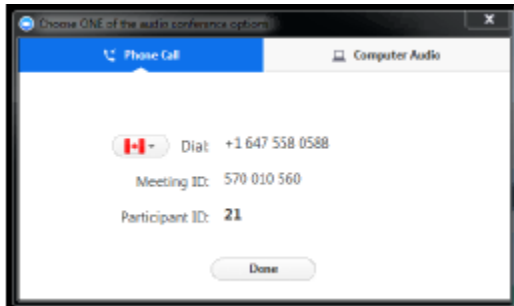
Click **Join with Computer Audio**



- 7) b) If the speaker and microphone tests are not completed successfully, you will be prompted to click **Join Audio by Phone**.



Click **Phone Call**, which will provide a screen similar to this. Follow the dial-in instructions and enter the Meeting ID and Participant ID when prompted. **Note: Meeting ID and Participant ID are different for each meeting.** Click **Done**. **Phone Call** should only be chosen if your computer is NOT audio (speaker) and voice (microphone) compatible.



- 8) The Zoom Meeting will launch a screen similar to this, where you will view Host/Presenter video/screen sharing. For the purposes of the Meeting Test, the meeting will automatically terminate shortly following test launch.



## Join a Scheduled Zoom Meeting

When you are invited to participate in a Zoom Meeting, you will receive an invitation similar to this:

Join Zoom Meeting  
<https://zoom.us/j/#####>

One tap mobile  
+16475580588,##### # Canada

Dial by your location  
+ 1 647 558 0588 Canada

Meeting ID : ### ## #  
Find your local number: <https://zoom.us/j/adZH1PZO1>

## **ON THE MEETING DATE**

### **Join a Zoom Meeting by Computer**

If you successfully completed the Zoom Meeting Test, you should be able to join the Zoom Meeting using your computer for full visual, audio and voice participation.

1. Click the Join Meeting link provided in your meeting invitation.
2. Follow prompts to launch Zoom and join the meeting.

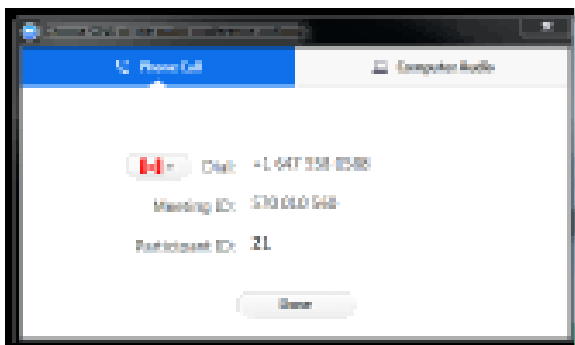
### **Join a Zoom Meeting Using a Computer and Phone**

If you are able to join the Zoom Meeting using your computer but you are experiencing audio/voice issues (or your computer does not have audio/voice capability), you may join via computer to view the videoconference portion of the meeting and via phone to hear the audio of the meeting and participate in discussion (voice).

**Do not use this feature if your computer is audio (speaker) and voice (microphone) compatible.**

**A toll free calling number is not available. If joining a meeting by phone, you may incur long distance charges.**

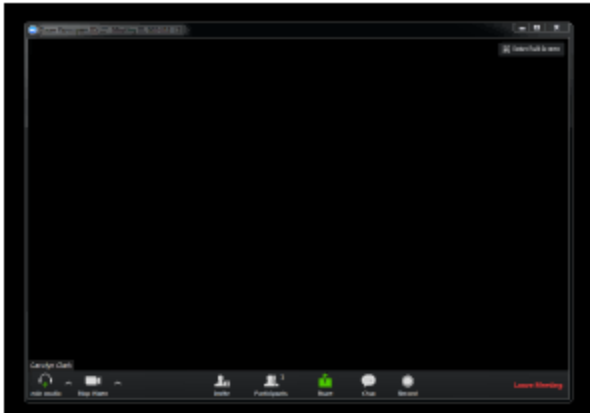
1. Click the **Join Zoom Meeting** link provided in your meeting invitation.
2. Follow prompts to launch Zoom and join the meeting.
3. When prompted to choose an audio conference option, click **Phone Call**.
4. Follow the dial-in instructions and enter the Meeting ID, Participant ID and password when prompted.
5. Click **Done**.
6. ***Make sure not to put your call ON HOLD, as everyone else will hear elevator music!***



**For the Virtual classes, you will need to have access to a computer or laptop to join the Zoom Meeting in order to see the screen that will be shared with you and to participate in the activities. If you wish, you can join the Zoom Meeting using your Computer and Phone (see above instructions). However, please DO NOT JOIN USING ONLY YOUR PHONE OR MOBILE.**

## Participating in a Zoom Meeting

Once you have joined a Zoom Meeting from your computer, you will enter a window that appears similar to this.



You will see control icons across the bottom of your screen (some of which may have been disabled by the host).

## Important Controls during a Zoom Meeting

**Mute** To eliminate ambient noise, please Mute your microphone when you are not speaking.

**Stop Video** Will disable video sharing from your computer.

**Chat** Will enable you to interact via messenger with host and other participants.  
Note: ***You have to option to send a message to everyone (message will be seen by all participants) or send a message privately by selecting one participant only.***

**Reactions** You can give thumbs up when using the "**reactions**" icon to let us know you understood a directive or let us know you are back on after a break or lunch if your video is off.

**Leave Meeting** Closes meeting window and disconnects video and audio

