Zoom Instructions for Participants

Zoom for Pacifica

Zoom provides a high quality, easy-to-use virtual meeting place for live, online classes and meetings. Accessible from any device, all members of the class/group will be able to have clear video conversation with one another through the use of webcam and microphone. Instructors will be able to present, screen share, conduct breakout groups, facilitate discussions and student presentations, and more. Meetings/classes will be scheduled and participants will join via a meeting ID or link provided by the program, with the faculty serving as host.

What You Need to Use Zoom
- An internet connected computer, laptop, tablet or other device
- A Zoom link or meeting ID# (sent to you by your program)
- A microphone and speakers (headset or ear buds are preferable for highest quality)
- A phone (if you're unable to hear or talk via your computer, laptop, or device)

Audio is integrated in the meeting. However, you have the option to participate via audio-only if a web-connected device is not available.

Before a Zoom Class/Meeting:
1. You will need a computer, tablet, or smartphone with speaker/microphone (or headphones). You will have the opportunity to check your audio immediately upon joining a meeting.
2. You will receive information for joining the Zoom class/meeting from your program. The notification will include a link to join, as well as phone numbers for a conference call option if you are having audio issues on the computer (note: conference call number is for audio only). It will also include the 9-digit (usually) Meeting ID and password.
3. You can visit the Zoom tutorial page for additional info on [Joining a Meeting](#) and links to their Download Center.

To Join the Zoom Class/Meeting:
1. At the start time of your meeting, click on the link provided to you. You may be instructed to download the Zoom application if it is your first time using Zoom on your device or you have not downloaded the software prior.
2. At this point, you will have an opportunity to test your audio; you can do this by clicking on "Test computer audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting by going to join.zoom.us on any browser and entering the Meeting ID provided by your meeting organizer.

If you are having trouble hearing the meeting via your computer speakers/microphone, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the **Meeting ID number** (also provided in your invitation) when prompted using your touch-tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

Continued next page…

Zoom – Basic Quick Guide for Participants

Participant controls in the toolbar at the bottom of the Zoom window:

Using the icons seen when scrolling over the bottom of the Zoom screen, you can:

- **Mute/Unmute your microphone (**far left) – ***It is recommended users keep themselves muted when not speaking to avoid disruptive background noise.***
  - The up arrow next to mute takes you to your audio settings

- **Turn on/off your web camera** ("Start/Stop Video")
  - The up arrow next to start/stop video takes you to your video settings.

- **View Participant list** – opens a side window to view list of participants in the meeting. Includes options to:
  - Raise Hand - icon that you may use to raise a virtual hand.
  - Rename - Change your screen name that is seen in the participant list and video window – Students should use their name of record with Pacifica when in Zoom classes.

- **Chat** – Participate in written chat/Q&A messaging with other participants and the host(s)

Gallery vs. Speaker View
Somewhere on your Zoom screen (usually in the top right) you will also see a choice to toggle between "Speaker" and "Gallery" view. Speaker view shows the active speaker. Gallery view tiles all of the meeting participants (the "Brady Bunch" view).