

**Joining the Meeting**

- Use the link in the invitation email (easiest) – or -
- Use the App (Desktop, iPad, Iphone) with Meeting ID and Passcode from the invitation email

**Zoom Meeting Etiquette**

1. Make sure you have necessary App ahead of time
2. Join 5 minutes early
3. If at all possible, use video so people can see you
4. Participate from a quiet location
5. Have good lighting on your face
6. Camera close to eye-level if possible
7. Mute your microphone when not talking
8. Avoid talking over other participants
9. Avoid doing other tasks while participating

**Key functions of App on different platforms**

Layout of functions are different depending on platform

**Desktop/Laptop (Windows PC)**

Upper right of Window

- View – Chose your view
  - Speaker View
    - Host/main speaker is primary video in window
    - Participants are across top of zoom video – you can scroll to see everyone
  - Gallery View
    - All participants videos are distributed equally in window

Bottom Left of Window (hover over bottom to show)

- Audio (microphone icon) – Press to mute and unmute
- Video (camera icon) – Press to turn camera on and off

Bottom Center of Window (hover over bottom to show)

- Participants – click to open up list of participants
- Share Screen – Share something showing on your desktop
- Chat – open up chat window to chat to all or a single participant

Bottom Right of Window (hover over bottom to show)

- Leave – Leave the meeting

**IPhone App (Zoom App available on app store)**

Upper right corner of Window

- Leave – Leave the meeting

Lower edge of screen

- Audio (microphone icon) – Press to mute and unmute
- Video (camera icon) – Press to turn camera on and off
- Share Content – share some file/photo on the IPAD
- Participants – open up list of participants
  - Select a Participant to open up chat window (everyone or single)
- More – multiple (Raise/Lower Hand and Chat most useful)

**IPad App (Zoom App available on app store)**

Upper left corner of Window

- Leave – Leave the meeting

Upper right corner of Window

- Audio (microphone icon) – Press to mute and unmute
- Video (camera icon) – Press to turn camera on and off
- Share Content – share some file/photo on the IPAD
- Participants – open up list of participants
  - Select a Participant to open up chat window (everyone or single)
- More – multiple (Raise/Lower Hand and Chat most useful)

Lower Right corner of Window

- Video from yourself and other participants may be showing
  - If no video showing, click on camera icon
  - If only your video showing, click on + to expand

**Android Phones – None were available to me to check out**