

Using Zoom, as a participant

1. Before your meeting, to ensure you will be able to access the meeting

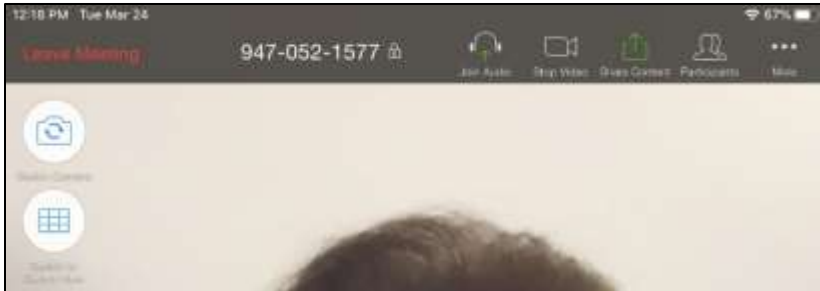
When you have a few minutes, go to the website <https://zoom.us/test>, click on *Join* and see if, by following the on-screen instructions, you can download Zoom software so you see yourself on the screen. You do not need a Zoom account to attend a Zoom meeting.

2. To join a meeting, click on the link you were sent.

3. Tips to ensure a better experience

- Adjust your webcam using the following tips:
 - Move your chair so your face is in the centre of the screen and you appear as you would as if sitting across from someone at a table.
 - Avoid odd camera angles.
- Is the background in your video neat and tidy or a bit cluttered?
- Lighting should ideally come from in front of you rather than behind so shadows on your face are avoided. Lower blinds to reduce excess natural light coming through windows.
- If using a desktop or laptop computer, you can check out your sound situation by clicking on the little vertical chevron to the right of the *Mute* button and then on *Test Speaker & Microphone*.
- When joining the actual meeting, click on Join Audio by Computer (if the option is offered) and make sure that you're in Full Screen and Gallery View.
- If using a tablet
 - Ensure it is stable and in landscape (sideways) position
 - Adjust your sound by pressing the volume controls on the side of the device.
 - You may want to stop your video when sending a chat message so others don't see your fingers "typing."
- If during the meeting you aren't muted and your telephone rings, your dog barks or there's construction next door, mute yourself immediately.
- Raise your hand if you want to speak. Don't speak until called on by the chair. And don't forget to unmute yourself when starting to speak. When done, mute yourself again, if desired.
- If you can manage it, try to look at the camera rather than the computer screen when speaking. This is how to make eye contact "virtually"

- If you connect to the Internet by Wi-Fi, try not to sit too far from the modem. If you run into connection problems, if it's possible, move closer to the modem or disconnect the wire from the modem and plug it directly into the computer.
- If all else fails, leave the “virtual” meeting and rejoin it by re-clicking on the link that you received by email. This will often allow you to continue in the meeting.



Gallery view shows a small picture of each participant. You will see a maximum of 9 people if you are using a tablet, 25 if on a computer. The person currently speaking will be outlined in yellow.

Controls for the participant (on this screen, from an iPad – a bit different on a laptop or computer.)

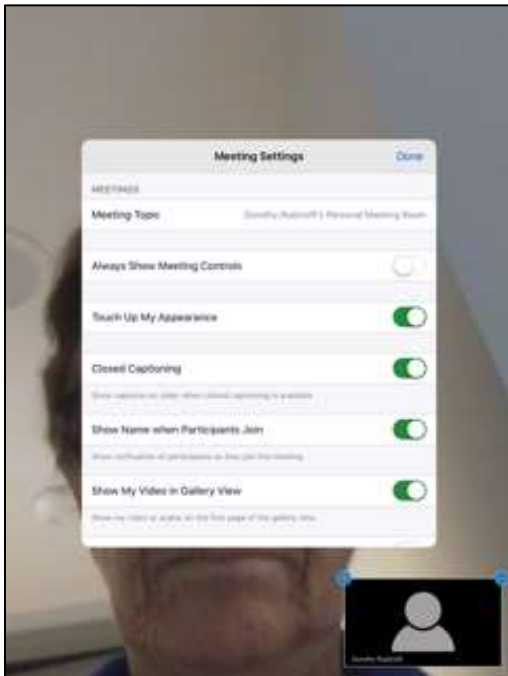
Join audio – to connect (or disconnect) to the audio

Stop video – to stop (or start) the video

Share content – if the participant wants to show what is on his/her screen

Participants – allows a participant to send a chat

More – see next screen capture



(May not be on all devices)

Always show meeting controls – prevents the controls from disappearing when you don't use your mouse or trackpad

Touch up my appearance – softens fine lines

And other options