

# Zoom Meeting Instructions

*These instructions are for laptop and desktop devices only.*

## Joining The Meeting

### If joining from a laptop or desktop:

1. Click on the Zoom link provided to you.
2. If Zoom meeting does not open automatically click “Launch Meeting” in the center of the screen.

### If joining from a mobile device:

1. Download the Zoom app to your mobile device.
2. Click on the Zoom link provided to you - your Zoom app will automatically open and add you to the meeting. Follow on device prompts.

You will be muted upon entry to the meeting. You won't be allowed to unmute unless the host or co-host requests that you unmute.

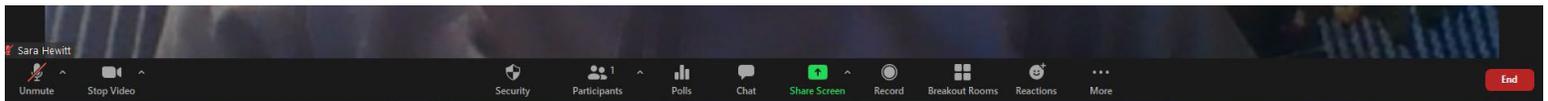
## General Best Practices

- A stable internet connection works best. If you have slow internet, we recommend shutting your video off.
- Do a sound check upon entering the Zoom meeting. Click on the up arrow by your microphone symbol in the bottom left screen. Choose test speaker and microphone and walk through the steps on your screen.

## Toolbar

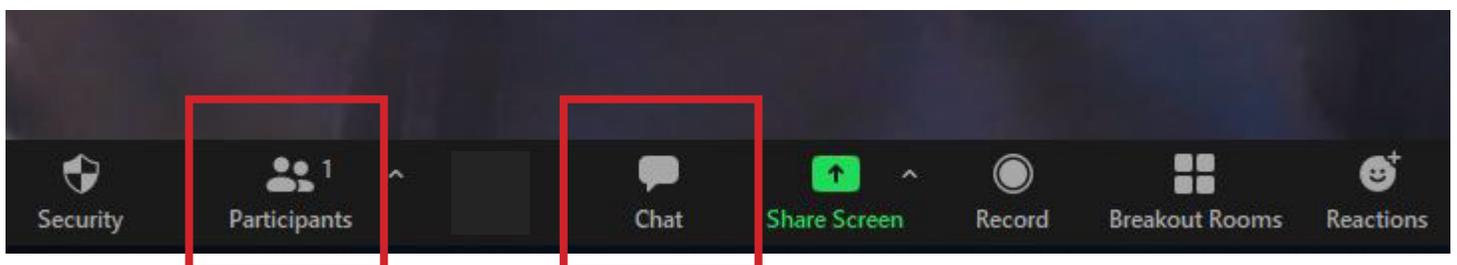
Your toolbar will be located at the bottom of your screen and have many of the important features of Zoom that you will need to access.

You won't have every option pictured below, unless you are a co-host or host of a meeting, rather than a participant.



The following from your toolbar may be frequently used during the meeting:

1. Participants
2. Chat



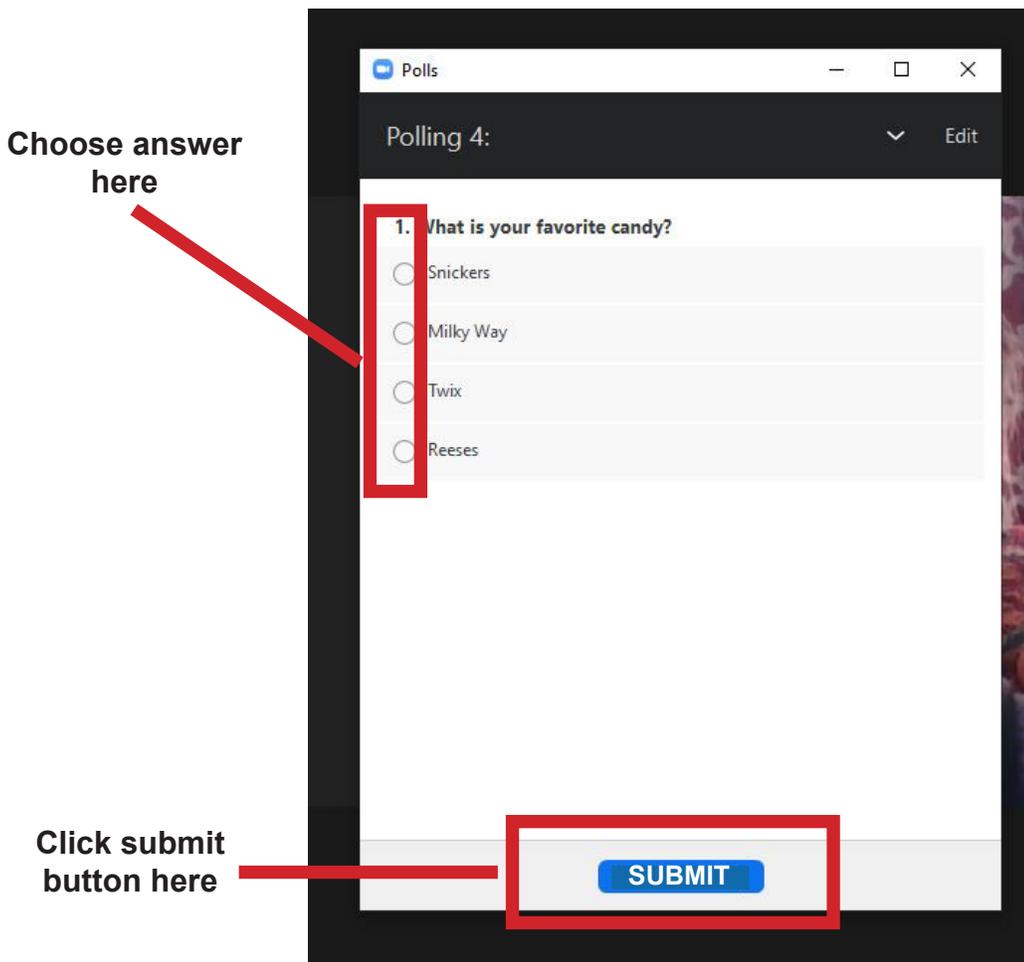
# Polling

The polling feature may be used by your host both for voting or to gather information throughout the meeting.

When a poll shows up on your screen, you will have a set amount of time to answer the question.

Unless the host chooses to share results, the poll results will be only seen and recorded by the meeting host.

When the poll box shows up on your screen, choose your answer by clicking the button next to it and then hit the submit button at the bottom of the poll box. The poll will disappear from your screen.

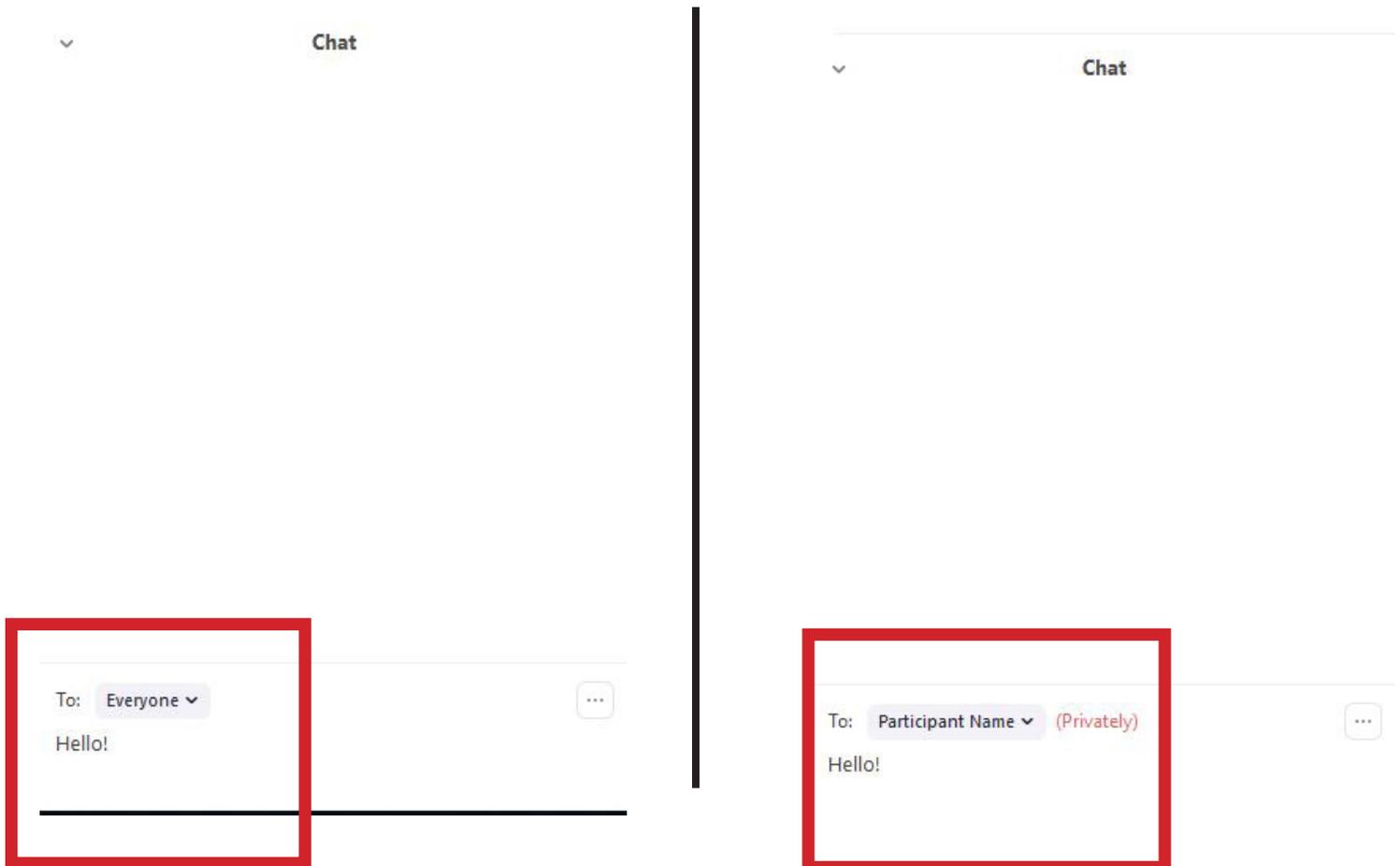


# Chat

The chat feature allows you to ask questions to the entire group as well as individual participants.

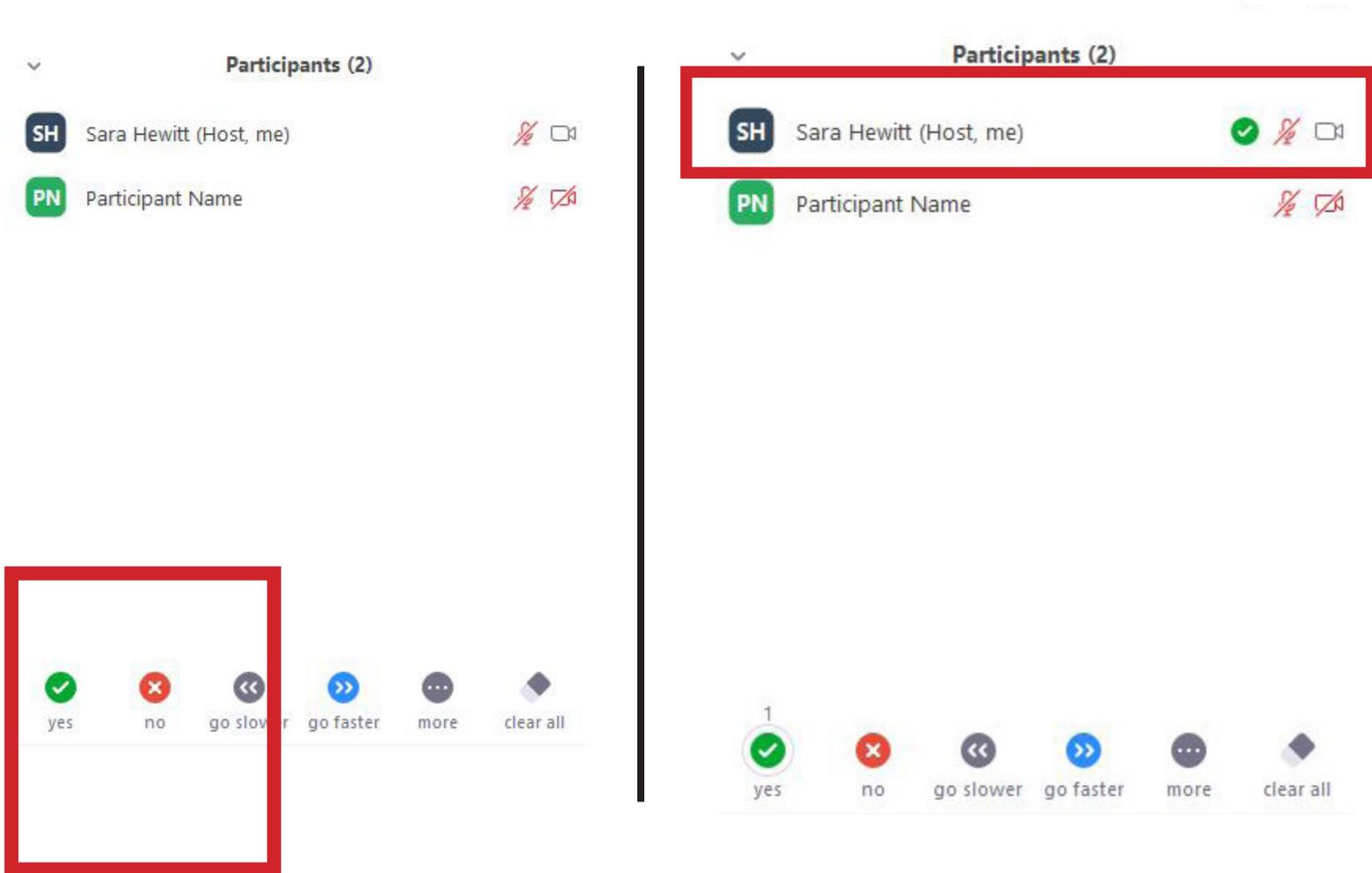
Chat with everyone is the default - this allows you to ask questions or make comments to all participants in the Zoom meeting.

To chat with an individual participant and send a private message, click the down arrow button next to where it says everyone and choose their name. You will see the words privately in red, indicating you are only chatting with that individual and not the entire group.



# Participants

When you are in Zoom, click on the participants button at the bottom of your screen. This pulls up a column on the right side of your screen that will show you the number of participants in the meeting and names of all the meeting participants. You will see an option at the bottom with a green yes button and red no button.



These buttons may be used for voting in place of a poll.

Click green yes button for yes or red no button for no.

A green check mark for yes or red x mark for no will show up next to the participants names.

The host will clear all buttons once they have a proper vote count. You will see the mark next to your name disappear when the host does this.

# Changing Your Screen Name

We encourage you to add the name of your business or organization to your Zoom screen name.

Here's how:

**1.**  
After joining the Zoom Meeting, click Participants.

**2.**  
Hover over your name in the meeting participants list.

Go to More > Rename.

**3.**  
Enter your business name after your own name and click OK.

