

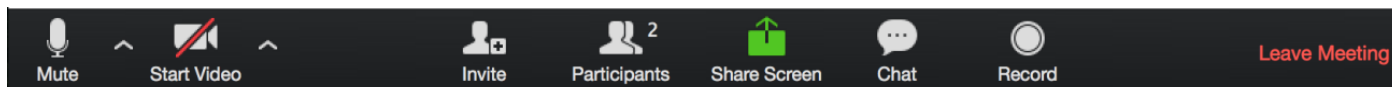
How to Participate in a Zoom Meeting

Using the “Attendee Controls”

<https://support.zoom.us/hc/en-us/articles/200941109-What-Are-the-Attendee-Controls->

About

When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting or was selected as the alternative host (*if the host is unable to join*) will have host controls, including muting audio, using video, sharing your screen and more.



Joining a Meeting

There are 2 (two) ways to join a ZOOM meeting:

1. Via the internet using a smartphone, tablet or desktop computer.
2. Via your landline phone

Join a meeting by:

1. Clicking on a Zoom link provided by the meeting host
2. Follow the prompts to download and run Zoom
3. Enter the meeting ID if prompted
4. Click to join the audio conference.

When you're in the meeting, you may click on the Start Video button to start your video.

If your computer **has** a microphone and speakers, click:

JOIN WITH COMPUTER AUDIO.

Be Sure to Test Speaker and Microphone.

If your computer does not have speakers or a microphone...don't worry, just click **PHONE CALL.**

If your computer **does not have** speakers or a microphone...don't worry, just click **PHONE CAL**

Then dial one of the listed numbers and when prompted, enter the **MEETING ID** and **PARTICIPANT ID.**

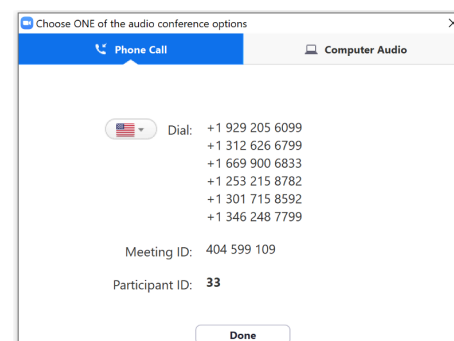
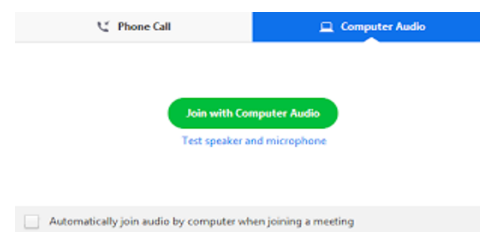
Thomas Rodriguez-Schucker is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://zoom.us/j/527496720?pwd=N1U1am0duWW9oVDVUakZvZUJRNvdNdz09>

Meeting ID: 527 496 720

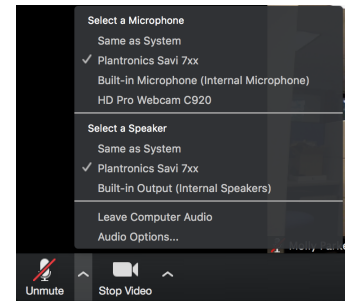
One tap mobile
[+13126266799](tel:+13126266799), 527 496 720# US (Chicago)
[+19292056099](tel:+19292056099), 527 496 720# US (New York)

Dial by your location
[+1 312 626 6799](tel:+13126266799) US (Chicago)
[+1 929 205 6099](tel:+19292056099) US (New York)
[+1 253 215 8782](tel:+12532158782) US
[+1 301 715 8592](tel:+13017158592) US
[+1 346 248 7799](tel:+13462487799) US (Houston)
[+1 669 900 6833](tel:+16699006833) US (San Jose)
Meeting ID: 527 496 720



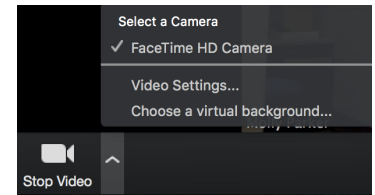
Mute/Unmute & Audio Settings

You can mute and unmute your microphone. The host also has the ability to mute you. If you click on the arrow next to the mute button, you will have additional options for audio settings. You can change your microphone, leave the computer audio or access the audio options.



Start/Stop Video & Video Settings

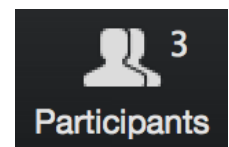
You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).



Participants

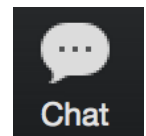
If you click on Participants, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself.

- **Raise Hand** - notifies host and shows a prompt to simulate hand raise
- **Rename** - hover over your name to change it as it is seen in the participants list and video window



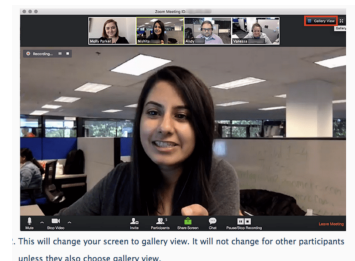
Chat

Chat with individuals or everyone in the meeting. Click **Chat** to open up the chat window and chat with other participants or view chat messages. Select the drop down next to **To:** to change who you are chatting with.



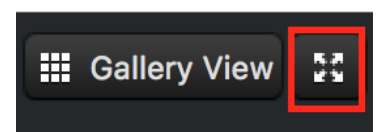
Choose Video Layout

At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share.



Enter/Exit Full Screen

At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking **Esc**.



Leave Meeting

You can leave the meeting at any time by clicking on the **Leave Meeting** option at the lower right corner of the Zoom window.

For More Information

Contact Technical Support <https://support.zoom.us/hc/en-us/articles/201362003-Zoom-Technical-Support>

Zoom Help Center <https://support.zoom.us/hc/en-us>

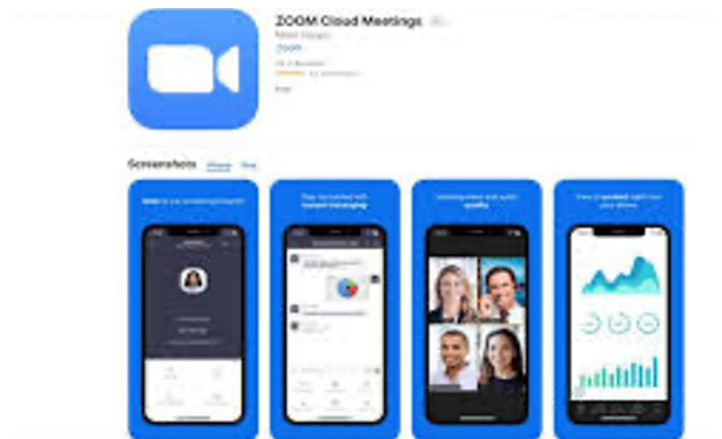
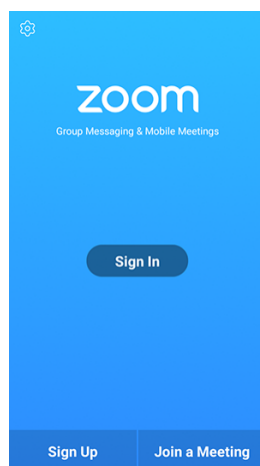
Getting Started <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>

Tutorials <https://support.zoom.us/hc/en-us/sections/201740096-Training>

Mobile <https://support.zoom.us/hc/en-us/sections/200305413-Mobile>

Zoom Mobile App

Visit the App Store on your Android or Apple device to download the Zoom Mobile App. (free)



Roll Call of Members

- Everyone is currently in the MUTE/LISTEN ONLY MODE.
 - To unmute on your phone dial *6
 - To unmute on your computer/tablet/app click the UNMUTE button.

Let's Practice What We Learned!

1. Planning Council Support Staff will announce members names.
2. Members will unmute themselves, introduce themselves, and announce their conflicts of interest.
3. If this was an official meeting, Planning Council Support Staff would announce determination of quorum.
4. Recipients Report / Update.
5. Planning Council Chair Report / Update.