ZOOM Attendee Manual

GETTING STARTED
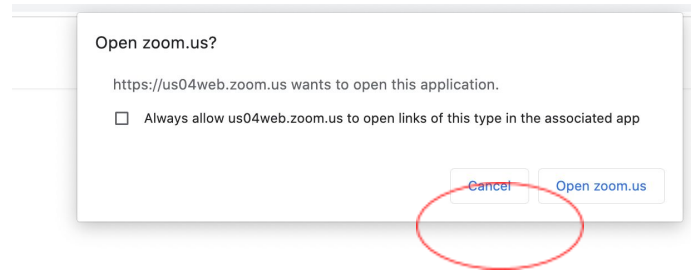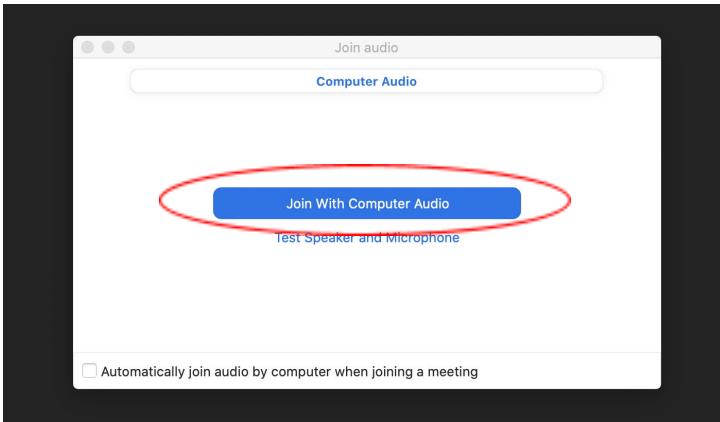Be sure you have the Zoom App downloaded to your device.
If you don't have the zoom app downloaded, you can do that at:
https://zoom.us/download

GOING LIVE
Click the link provided.

Click "Open zoom.us" to launch the meeting.
__The meeting should be launched 10 minutes (at minimum) before the start time.__

A new window will open, click "Join With Computer Audio".

When system dialog prompts, click **Open zoom.us**.

If you have Zoom Client installed, launch meeting. Otherwise, download and run Zoom.

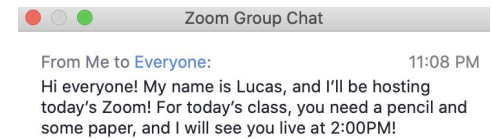Otherwise you can go to your Zoom homepage and enter the assigned meeting ID and password.

PERSONALIZATION

A default name will be given to you, such as "Bob123". Change this to the student name, andpronouns if you chose. You do this by 1) clicking "Participants" on the lower bar, 2) hover over yourself in the pop-up window, 3) click "more" then "rename".
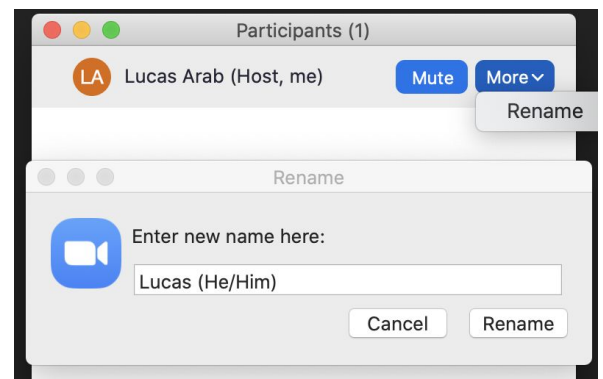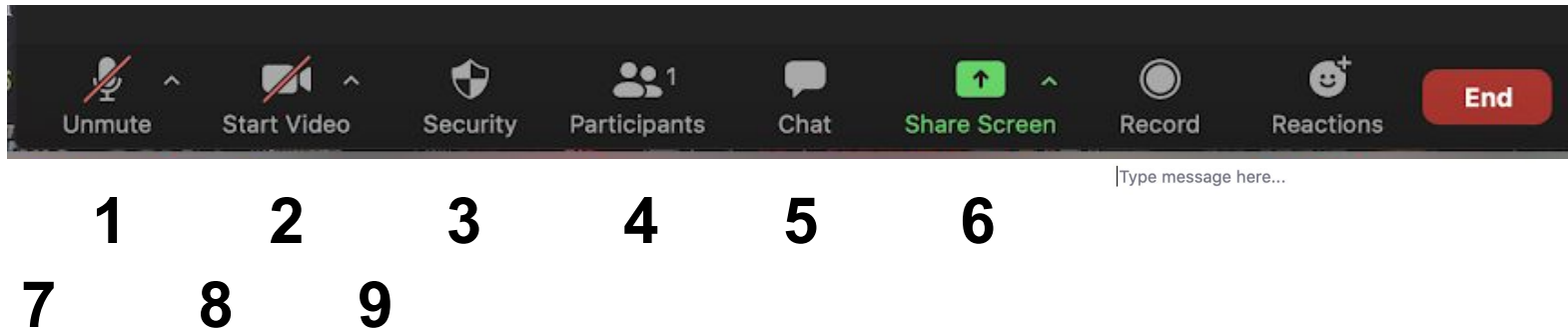
TIP: If you are having trouble doing this, ask the teacher as they should be able to rename you.

When you click on the **chat** screen you can see messaging pop up on the side. This is a great way to say hi on signing in or to communicate any technical issues you may be having.

Zoom Group Chat

From Me to Everyone: 11:08 PM
Hi everyone! My name is Lucas, and I'll be hosting today's Zoom! For today's class, you need a pencil and some paper, and I will see you live at 2:00PM!

UNDERSTANDING <u>ALL</u> OF THE BUTTONS

| Unmute | Start Video | Security | Participants | Chat | Share Screen | Record | Reactions | End |

Type message here...

1   2   3   4   5   6

7   8   9

1. **Microphone** - This button mutes and unmutes your audio. A red strikethrough line indicates you are muted. Click the ^ to run an audio test.

2. **Camera** - This button turns your camera on and off. A red strikethrough line indicates your camera is off. Click the ^ to adjust your display by enhancing your appearance and adding a virtual background.

3. **Participants** - Click on this so you can see who is in the meeting. This is also where you see the "Raise Hand" option.

4. **Chat** - Use that feature to message the whole group, or one person individually. The small blue bar will indicate who is receiving your message.

5. **Share Content** - This needs to be made active by the teachers for students to share from their devices.

6. **Reactions** - Clicking this will give you options to add an emoji as a reaction to the corner of your camera window for yourself and the other participants to see. It will go away after a few seconds.

7. **End** - To exit the meeting - click the red "Leave" button in the bottom right corner.

AUDIO SETTINGS and SINGING ON ZOOM

Here is a helpful tutorial video: **https://www.youtube.com/watch?v=wkG7yOTRIAk**
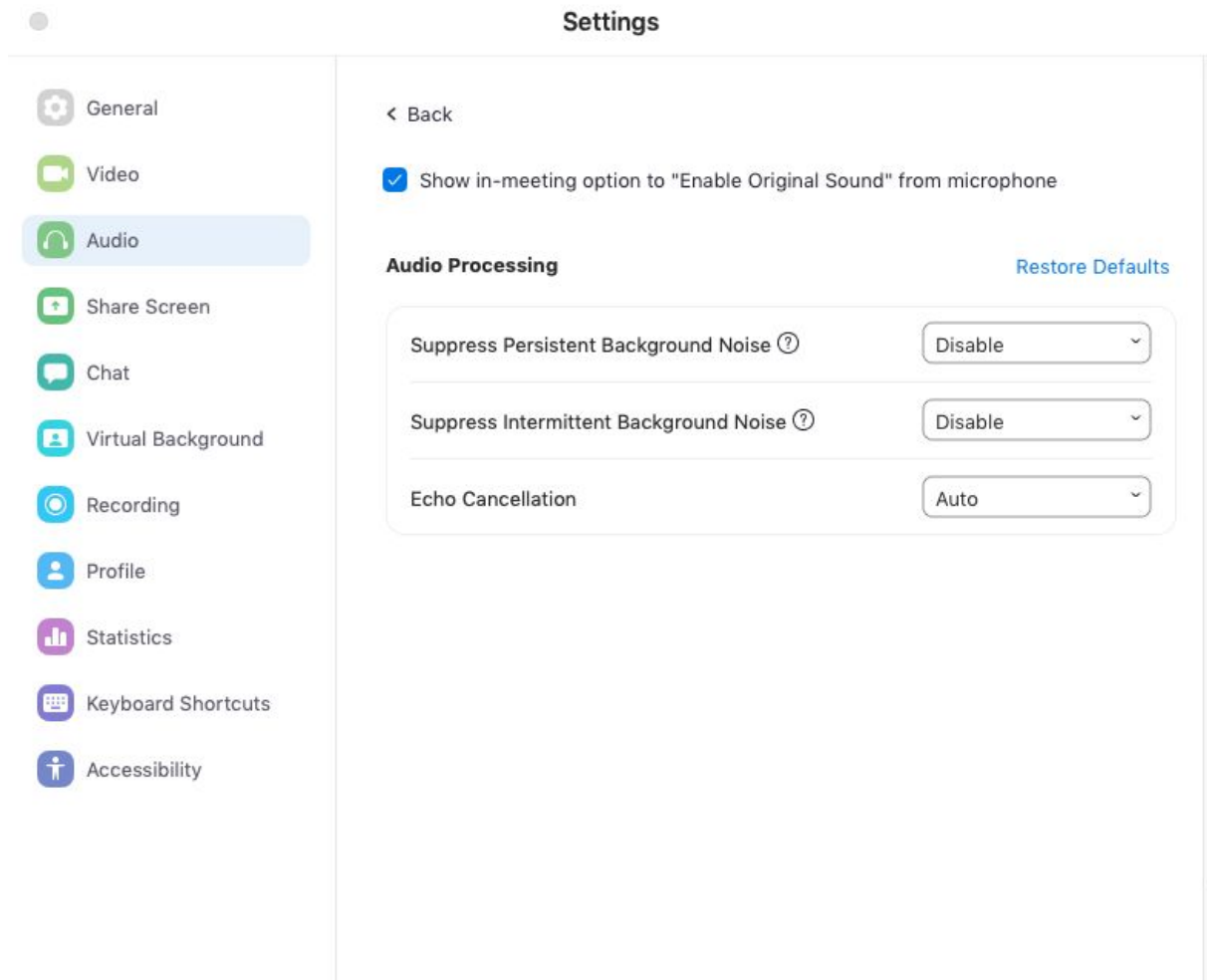
Audio Settings

To have the best audio for singing and group sessions on Zoom it is ideal to change the audio settings for your meetings:
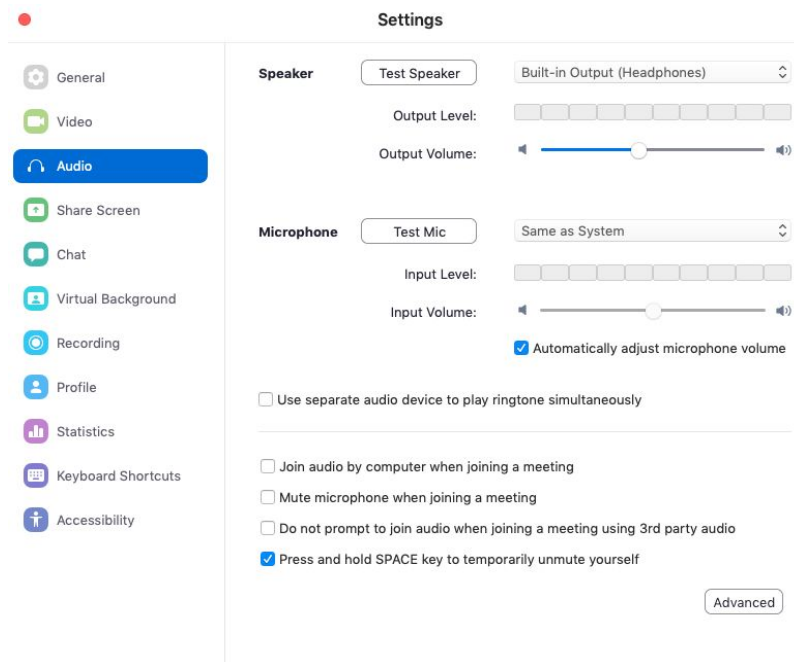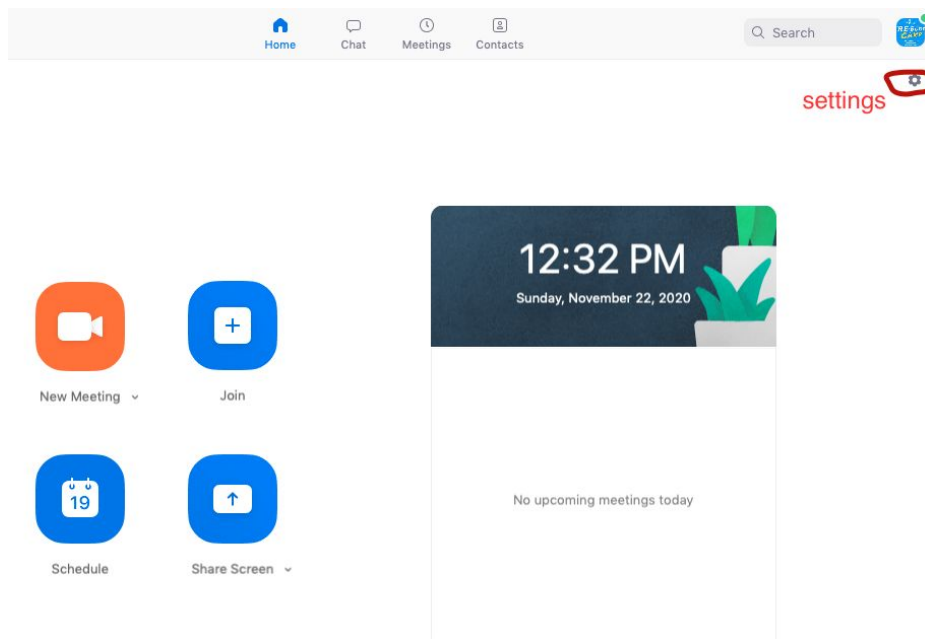
CLICK **"Advanced"** on the Audio Tab

The "Advanced" option is at the bottom right corner of the settings screen.
Your audio settings screen

Set your audio to the following
- Enable original sound (check the box)
- Suppress Persistent Background (disable)
- Suppress Intermittent Background (disable)
- The rest keep on Auto