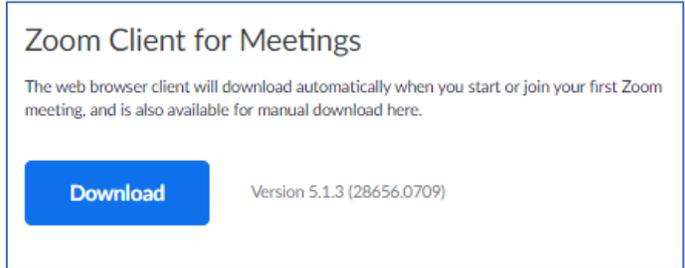


Zoom Participant Quick Guide

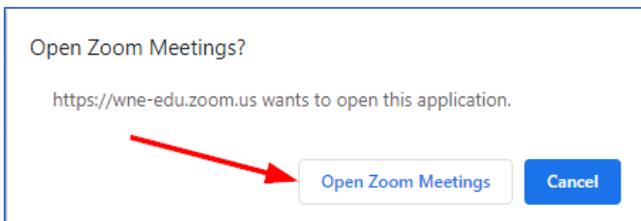
Here's how to participate in a Zoom meeting. **You do NOT need a Zoom account with a username and password.** You will need a Windows or Mac computer with a microphone and speakers/headphones and a broadband internet service. A web cam is also highly recommended. [Here are the complete system requirements.](#)

Install the Zoom app

Download and install the Zoom app on your computer before your first meeting. Visit <https://zoom.us/download> and click the Download button under "Zoom Client for Meetings" and run the installer.



Joining a meeting

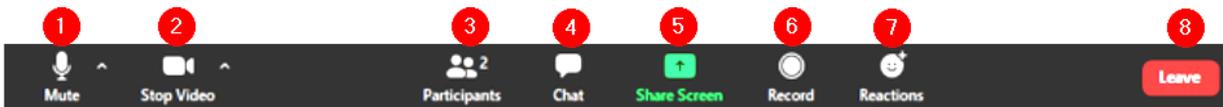


Typically, your professor will provide a URL for the Zoom meeting. Click the link, and choose "Open Zoom Meetings" when prompted.

If instead of a URL you were given Meeting ID number and optionally a password, launch the Zoom app on your computer and click "Join a Meeting". Enter the Meeting ID number, enter the password (if needed), type your name, and click Join.

Join Meeting

About Attendee Controls



1. **Microphone:** Mute and unmute your microphone. Click the ^ arrow to change the microphone and speaker and access the full audio settings.
2. **Video:** Turns your camera on or off. Click the ^ arrow to change cameras, select a virtual background (if enabled), or access your full video settings.
3. **Participants:** See who's currently in the meeting. Hover over names to see additional options.
4. **Chat:** Access the chat window to chat with the participants.
5. **Share Screen:** Start a screen share (only if the host allows). You will be able to select the desktop or application you want to share.
6. **Record:** Start or stop a local recording (only if the host allows.)
7. **Reactions:** Give a "Thumbs up!", Clap, etc. (only if the host allows.)
8. **Leave:** Leave the meeting while it continues for the other participants.

About Video Layouts

There are several possible arrangements of participant webcam videos and shared screens. Read [How do I change the video Layout](#) for details.

Questions and Answers

Do I need a Zoom account to participate in a class meeting?

No. A Zoom account is only required if you need to host your own Zoom meetings.

Do I need a webcam to participate in a class meeting?

A webcam is not a technical requirement, but your professor may have his or her own webcam use policy.

My video is freezing, the audio is poor, and/or I keep getting disconnected. What can I check?

Here's some [troubleshooting tips related to network connectivity](#).

My webcam isn't working. What can I check?

Follow these [video troubleshooting tips](#).

I can't hear or be heard. What can I check?

Follow these [instructions to test your speaker and microphone](#).

There's background noise or an echo effect. What can I check?

Learn about [Audio Echo in a meeting](#).

How can I test my computer and internet connection to be sure it works with Zoom before my class?

Visit <https://zoom.us/test>

Can I join a meeting with my tablet or phone?

Yes, there are [Zoom apps for IOS and Android](#).

How can I get help with Zoom?

There's an extensive Zoom support site at <https://support.zoom.us> While at the site, you can click the chat icon at the bottom right of the page to ask questions of a virtual assistant which will point you to the most relevant articles. You may also open an [Office of Information Technology Service Desk work order](#).