

Zoom Guide:

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**Joining a Meeting**

You can join a Zoom meeting in either one of the following ways, each one further detailed below:

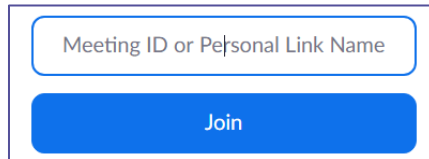
- By clicking on the **link**, also contained in the email invite
- By directly introducing the connection info: Meeting ID: 8110023XXXX on the Zoom **website**, or on the Zoom **desktop and mobile application**.

**Join Via Email Invite**

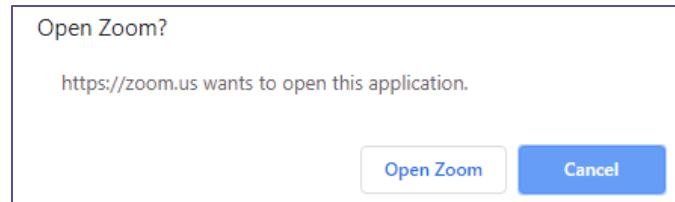
1. Click on the link also contained in your invitation email:  
 Depending on your default web browser, you may be prompted to open or download the Zoom desktop application.

**Join Via Web Browser**

1. Open your web browser and go to <https://zoom.us/join>
2. Enter the meeting ID: 8110023XXXX and your display name. Click on Join.



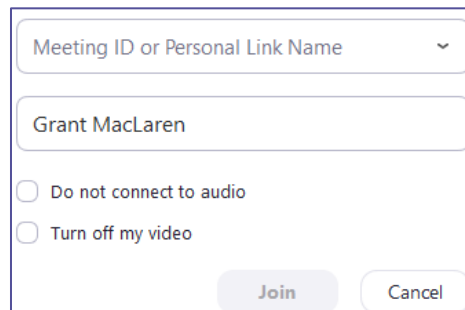
- In *Microsoft Edge or Internet Explorer*, you will be redirected automatically.
- In *Google Chrome and Safari*, if this is your first time, you will be asked to open the Zoom client by clicking **Open Zoom Meetings (PC)**, **Open zoom.us (Mac)** or **Allow**.



- In *Mozilla Firefox*, if this is your first time joining from Firefox, you may be asked to open Zoom or the Zoom installer package. Click **Open Link**.

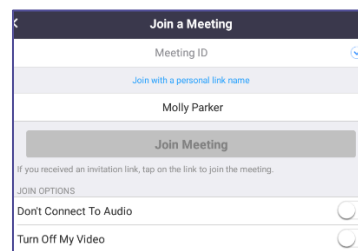
### Join Via Desktop Program

1. Please make sure to have the latest version available; You can download it here: <https://zoom.us/client/latest/ZoomInstaller.exe>
2. Open Zoom desktop client and click on Join a Meeting.
3. Enter the meeting ID: 8110023XXXX, and your display name. Click on Join.



### Join Via Mobile Application

1. Open the Zoom Cloud Meetings application and click on **Join a Meeting**.
2. Enter the meeting ID [8110023XXXX] and your display name. Click on **Join Meeting**.



## Controls in a Meeting

### Desktop program

The attendee controls will appear on the bottom toolbar.



1. **Mute / Unmute:** by default, you will start the meeting on mute. A microphone icon with a line through it will appear next to your display name in the list of participants. Clicking on the arrow (^) next to it displays the audio settings to change the microphone and speaker that are being used. If you are not interacting,

you may decide to silence your mic and turn your video off; the following will appear in the bottom toolbar:





In order to unmute your microphone, you can either click on the icon, or simply press and maintain the space bar on your keyboard.

The meeting host may invite you to take the floor by asking you to unmute, generating the following message:



2. **Start / Stop Video.** The arrow (^) next to it displays the video settings to change the camera being used and allows you to select a virtual background. You can turn your video on and off by clicking on the icon.

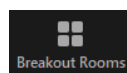


3. **Chat:** Displays the Chat; you can either chose to send a private message or a message to all attendees.
4. **Share Screen:** Allows you to select the desktop or application you want to share. Please make sure you press on your powerpoint presentation either the  icon found on the upper left corner on the screen or the  icon, found on the lower right side of the screen.
5. **Raise Hand:** This button allows you to virtually raise your hand to notify the moderator(s) you would like to be handed the floor. After pressing it, wait for the moderator to mention you and then you'll be prompted to have the floor.
6. **Record:** This button won't be used unless the host allows attendees for local recording.
7. **Interpretation:** This button opens the simultaneous interpretation feature. Below you will find information on how to use it.
- 8.

### How to use breakout rooms

In the bottom toolbar, click on the breakout rooms icon:

1. Click on the Breakout Rooms icon.





2. You will see all the available rooms. Click join to have access to the room you want to be in.
3. Automatically, you will be redirected. You will leave plenary room and you will join the breakout room. To come back to the plenary room, click on “Leave Room” and “Leave Breakout Room”.
4. In order for the breakout services to function correctly, it is crucial to use Zoom’s latest version. You can download it at: <https://zoom.us/support/download>

### Mobile device

After you are allowed in the meeting, you will have to select what audio in put you want to use; please select “call over Internet”.

The attendee controls will appear on the bottom toolbar.



**Mute / Unmute:** by default, you will start the meeting on mute. A microphone icon with a line through it will appear next to your display name in the list of participants.

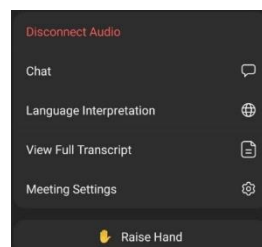
**Start / Stop Video:** You can turn your video on and off by clicking on the icon.

**Share Screen:** Allows you to select the desktop or application you want to share.

If you press the three dots on the right side (More), this will open a secondary tab with more functions:

**Chat:** Displays the Chat; you can either chose to send a private message or a message to all attendees.

**Raise Hand:** This button allows you to virtually raise your hand to notify the moderator(s). After pressing it, wait



for the moderator to verbally hand you the floor and unmute yourself.

### How to use breakout rooms

1. Once breakout rooms are activated, you will see the following icon:



2. If you are assigned to a specific room, you will be redirected to this room. If not, it means that you can choose the room you want to join. Then, click on the room you want to enter and press “Join”. You will be automatically redirected to the breakout room.

