Zoom Meeting Cheat Sheet

1. How can I participate in a Zoom meeting?

You can participate in any of the following ways:

- Telephone only (you will hear the video but not be able to see the video)
- Video and audio from computer, Android phone, iPhone, or iPad.
- Video (connect by video to see people) and call in on telephone (if you cannot get the sound to work on the device you are using for your video connection)

2. Participate by telephone only

To call in on the telephone only:

- Dial the provided number.
- At the prompt enter the meeting ID and a # sign.
- If you are asked to enter a participant ID just press # to skip.
- Enter the meeting password.

3. Participate by iOS device (iPhone or iPad)

Step 1. Download the Zoom Cloud Meeting application from the Apple store (here's a preview of what the app looks like): https://apps.apple.com/us/app/id546505307

Step 2.   Join the Zoom meeting using the provided meeting link.

Step 3. When you join a Zoom meeting hosted by another user (host), you are considered an attendee. Familiarize yourself with attendee controls to mute yourself, edit the way your name appears, etc.

Tap the screen to see attendee controls at the bottom of your screen. *Leave meeting* appears at the top-right corner.

Mute / **Unmute**: Mute or unmute your microphone.

Video: Start and stop your own video.

Share: Start a screen share. You'll be able to select what you want to share. Learn more.

Participants: See who's currently in the meeting. The participants list also gives you access to these options:

- Tap your name if you want to rename yourself.
- **Chat**: Chat with other participants. Learn more.

More: View non-verbal feedback icons (if enabled by the host). Tapping an icon will notify the host by placing the icon beside your name in the participants list. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise. To see other participants swipe left (you can see four participants at a time, keep swiping left to see more).

4. Participate by Android device

Step 1. Download Zoom Cloud meetings from Google play
https://play.google.com/store/apps/details?id=us.zoom.videomeetings

Step 2.   Join the Zoom meeting using the provided meeting link.

Step 3. When you join a Zoom meeting hosted by another user (host), you are considered an attendee. Familiarize yourself with attendee controls to mute yourself, edit the way your name appears, etc.

The attendee controls appear at the bottom of your screen, except for Leave meeting which appears at the top-right corner.

Mute / Unmute: Mute or unmute your microphone.

Video: Start and stop your own video.

Share: Start a screen share. You'll be able to select what you want to share. Learn more.

Participants: See who's currently in the meeting. The participants list also gives you access to these options:

- Tap your name if you want to rename yourself.
- **Chats**: Chat with other participants. Learn more.
- **Invite**: Invite others to join your meeting. Learn more.

More: Non-verbal feedback icons (if enabled by the host). Tapping an icon will notify the host by placing the icon beside your name in the participants list. For example, the hand icon places the raise hand icon beside your name and simulates a hand raise. To see other participants swipe left (you can see four participants at a time, keep swiping left to see more).

## 5. Participate from a computer (Window or Mac)

Step 1. Download and install the Zoom Client for meetings:
https://zoom.us/download#client_4meeting

Step 2.   Join the Zoom meeting using the provided meeting link.

Step 3. When you join a Zoom meeting hosted by another user (host), you are considered an attendee. Following are the major attendee controls if you're on a computer.

The attendee controls appear at the bottom of your screen.
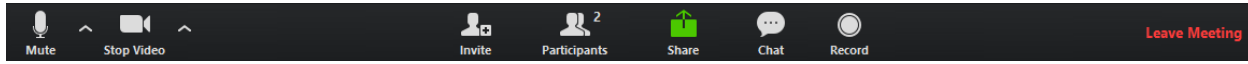
Mute / Unmute: Mute and unmute your microphone.
Audio Controls (click the **^** arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

Tip: Use the following keyboard shortcuts to mute or unmute yourself. You can also use push to talk if you want to unmute yourself by holding the spacebar.

- Windows: **Alt** + **A**

- Mac: **Shift** + **Command** + **A**

Start Video / Stop Video: Turns your camera on or off.
Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.

Participants: See who's currently in the meeting. The Participants list also gives you access to these options:

- **Rename**: Hover over your name and click **Rename** to change your screen name displayed to other participants.

- Non-verbal feedback icons (if enabled by the host): Places an icon beside your name to quickly notify the host. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.
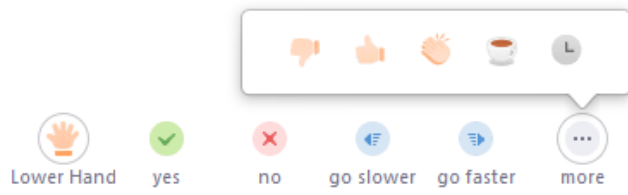
Leave Meeting: Leave the meeting while it continues for the other participants. Only the host can end the meeting.

Other resources:

- Zoom help center
  https://support.zoom.us/hc/en-us

- Zoom video tutorials
  https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials