

Zoom Participant Guide

What You Need To Get Started

- An internet connected computer, laptop, or device
- Your meeting ID#
- A headset or ear buds (if you're participating with a laptop)
- A phone (if you're unable to receive audio via your computer, laptop, or device)

IMPORTANT NOTICE:

Zoom meeting service includes a feature that allows audio, video, documents and other materials exchanged or viewed during the session to be recorded. Any recordings are for university use only.

By joining this session, you automatically consent to such recordings.

If you have any concerns please alert the meeting organizer.

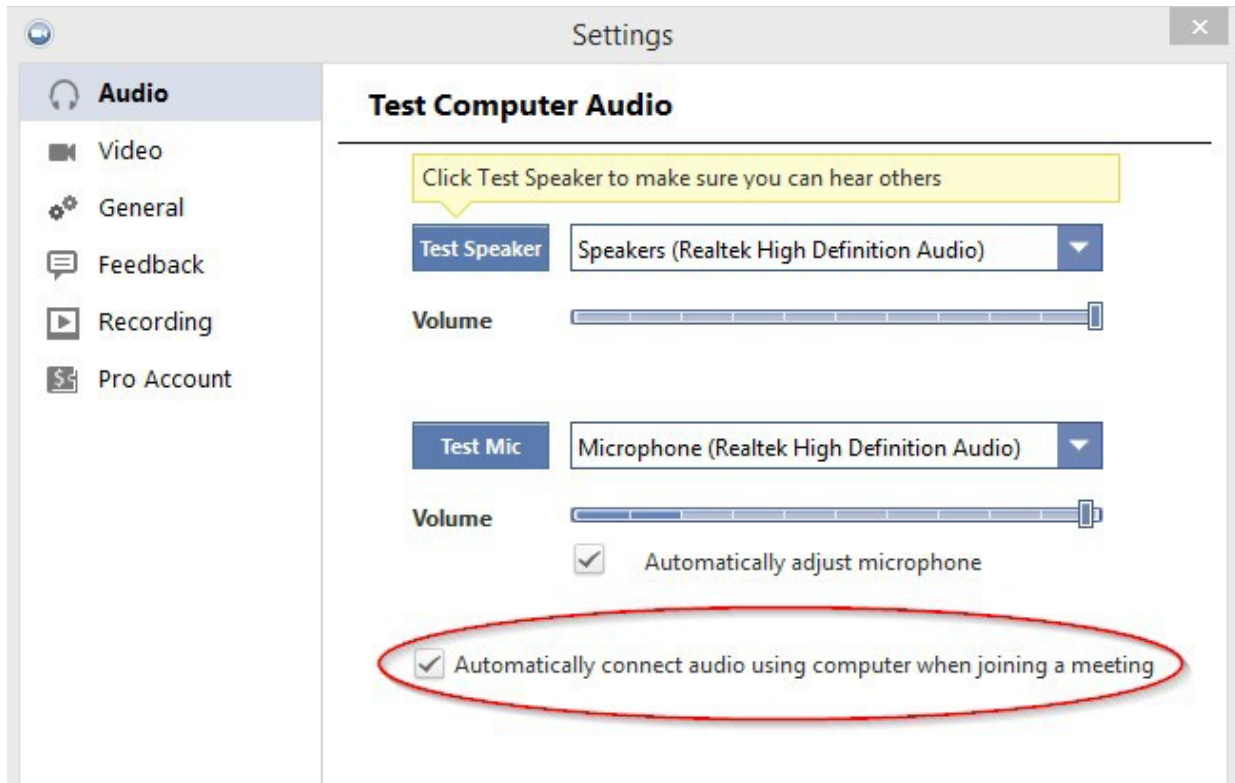
The Zoom Menu Bar



The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full-screen mode.)

You can:

1. Mute/unmute your audio (not the audio of the participants)
2. Switch between using Internet for audio or phone
3. Stop/start your video
4. Configure your settings for items such as audio and video
5. Invite more people to join by email, IM, or meeting ID
6. View a list of participants
7. Share your desktop (everything you have open) or select a specific application to share (e.g., Microsoft Word).
8. Send a message to one person (private chat) or to all participants. We will use this for prayers requests and other discussion questions.
9. Leave or end the video online group



- Audio: Test, select, and adjust your speakers and microphone
- Video: Select and test your videocamera
- General: You can select additional preferences, such as how Zoom appears when it is launched
- Feedback: Use this option to send questions, comments, or feedback to Zoom