

Zoom Meeting Guide



How to Join a Zoom Meeting

After registering for a zoom meeting, you will receive a meeting invitation via e-mail. It will look like the picture below.

ALPS Zoom Meeting



Special Olympics Kentucky is inviting you to a scheduled Zoom meeting.

Topic: ALPS Advanced Training

Time: Aug 5, 2020 12:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97113555649?pwd=Rld2UFZBV2xGV0tTzjAweWRqc0k4dz09>

Meeting ID: 971 1355 5649

Passcode: 123456

One tap mobile

+19292056099,,97113555649# US (New York)

+13017158592,,97113555649# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 971 1355 5649

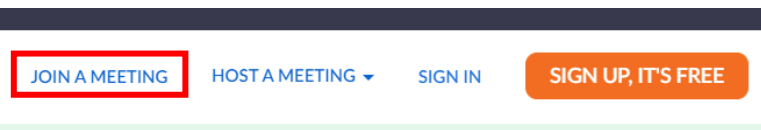
Find your local number: <https://zoom.us/u/acQKfOruc6>

You can join a zoom meeting two different ways.

One - Join by clicking on the link meeting link (circled in red above).

- Follow the prompts to download and run Zoom
- Enter the meeting ID and passcode if prompted
- The Meeting ID and Passcode can be found in the meeting invitation)

Two - Go to <https://zoom.us/> and click on join a meeting. (Pictured below)



- Enter the meeting ID
- Enter the passcode when prompted

Watch this video for additional instructions: <https://www.youtube.com/watch?v=hIkCmbvAHQQ#action=share>

Zoom Meeting Guide

After joining the meeting, you will enter the "Waiting Room." (See the picture below for a visual.)



Please wait, the meeting host will let you in soon.

ALPS Test Meeting
7/30/2020

Test Computer Audio

The meeting host will let you in and you will officially enter the meeting.

Meeting Controls



Talking:

Meeting Topic: Special Olympics Kentucky's Personal Meeting Room
Host: Special Olympics Kentucky
Invite Link: <https://zoom.us/j/6103042473>
[Copy Link](#)
Participant ID: 135961



Join Audio

Computer Audio Connected



Share Screen



Invite Others



Audio Video

Upon entering the meeting, you will have video and audio settings that you can control. These appear at the bottom of your screen. (See picture above for visual.)

Zoom Meeting Guide

Audio:

- You can mute and unmute your microphone. This can be done by simply clicking on the microphone icon.
- When there is a red slash mark through the icon - you are muted and cannot be heard when you speak. When there is no slash mark - your microphone is on and you can be heard when you speak.



Muted



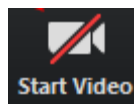
Unmuted

- The host also has the ability to mute you.
- If you click on the arrow next to the mute button, you will have additional options for audio settings. You can change your microphone, leave the computer audio, or access the audio options.

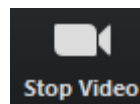
***Best Practice:** Mute your microphone when you enter a meeting and stay muted unless you are asked to unmute by the host or until it is your turn to speak. This helps to improve the meeting experience for all as it reduces the amount of background noise for the duration of the meeting.

Video:

- You can turn your camera on or off with the Start/Stop Video button. This can be done by simply clicking on the camera icon.
- When there is a red slash mark through the icon - your camera is off and video of you cannot be seen. When there is no slash mark - your camera is on and your video can be seen by the meeting host and other meeting attendees.



Camera Off



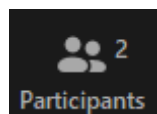
Camera On

- If you click on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings

You will also have a few additional capabilities that allow you to interact with the other attendees and the meeting host.

Participants:

When you click on the Participants icon, you can see who is in the meeting. The icon is pictured below.



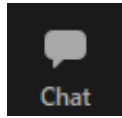
The participants list also gives you the option to raise your hand or rename yourself.

- Raise Hand - notifies host and shows a prompt to simulate hand raise
- Rename - hover over your name to change what is seen in the participants list by other meeting attendees

Zoom Meeting Guide

Chat:

You can also chat with individuals or all participants that are in the meeting. Click Chat to open the chat window and chat with other participants or view chat messages. The icon is pictured below.

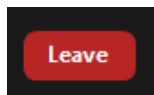


Select the drop down next to **To:** to change who you are chatting with. You can select from all participants to send a private message to another attendee.

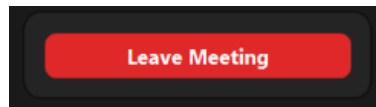
Watch this video for additional instructions on meeting controls: <https://youtu.be/fY0ZlWi8n-U>

How to End/Leave a Zoom Meeting

To leave a zoom meeting simply select the “Leave” button on the bottom of your screen. The icon is pictured below.



After clicking the leave button, the words leave meeting will appear.



Click Leave meeting. This will end your meeting.

The host can also end the meeting for all attendees.

Visit <https://support.zoom.us/hc/en-us> for additional Zoom resources.