# ZOOM PARTICIPANTS' GUIDE

Joining a meeting:

- You can find the connection link, meeting ID and passcode for your meeting in the Zoom meeting invitation sent via e-mail. To join the meeting:
    - You can click on the meeting link or
    - You can launch the Zoom app and enter the meeting ID and passcode.
  We strongly recommend you to download the Zoom app beforehand. You may have no access to the interpretation channels and/or other features if the Zoom app is not installed on your computer.
- Make sure that your Zoom app is up to date before you join the meeting. Certain features may not work in older versions.
- Once you joined the meeting by clicking on the Zoom link or entering the meeting ID and passcode, click on the "Join with Computer Audio" button to enable your microphone.
- We suggest you use a headset with a microphone so that the participants and interpreters can hear you clearly.
- Remember to keep your microphone muted when you are not speaking.
- Using multiple computers in one room to join the same Zoom meeting can cause audio echo or feedback.
- If the Zoom meeting you are participating in is a webinar, only the panelists can turn on their microphones and cameras. The participants cannot use their audio or video.

The Zoom menu:
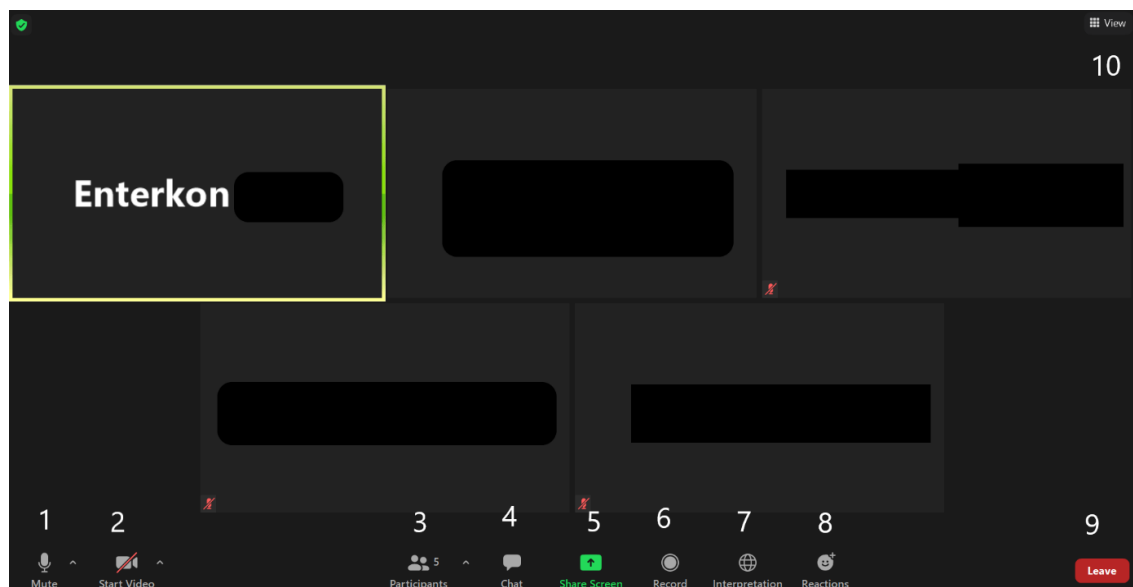
1. Mute/unmute: Turns your microphone on and off.

2. Start video: Turns your camera on and off.

3. Participants: Shows the list of all participants in the meeting.

4. Chat: Allows you to send and read messages using the chat box.

5. Share Screen: Allows you to share your screen.

6. Record: Allows the participants with the necessary permissions to record the meeting.

7. Interpretation: Allows you to listen to the interpretation by selecting a language. Click on "mute original audio" if you do not want to hear the original speaker in the background.

8. Reactions: Allows you to use emojis to give feedback during a meeting.

9. Leave: Allows you to leave the meeting.

10. View: Allows you to change the layout in which the other participants are displayed.

Screen sharing:

- You can share your screen by clicking on the "Share Screen" button.
- To share your entire screen, select the "Screen" option in the pop-up window which appears, then click on the "Share" button.
- If you would like to share a specific window or application, you need to select the window you would like to share in the pop-up window which appears once you click on the "Share Screen" button, then click on the "Share" button.
- To stop sharing your screen, click on the "Stop Share" button on the toolbar which appears on your screen.