

Zoom Quick Ref Guide for Attendees

To join a meeting:

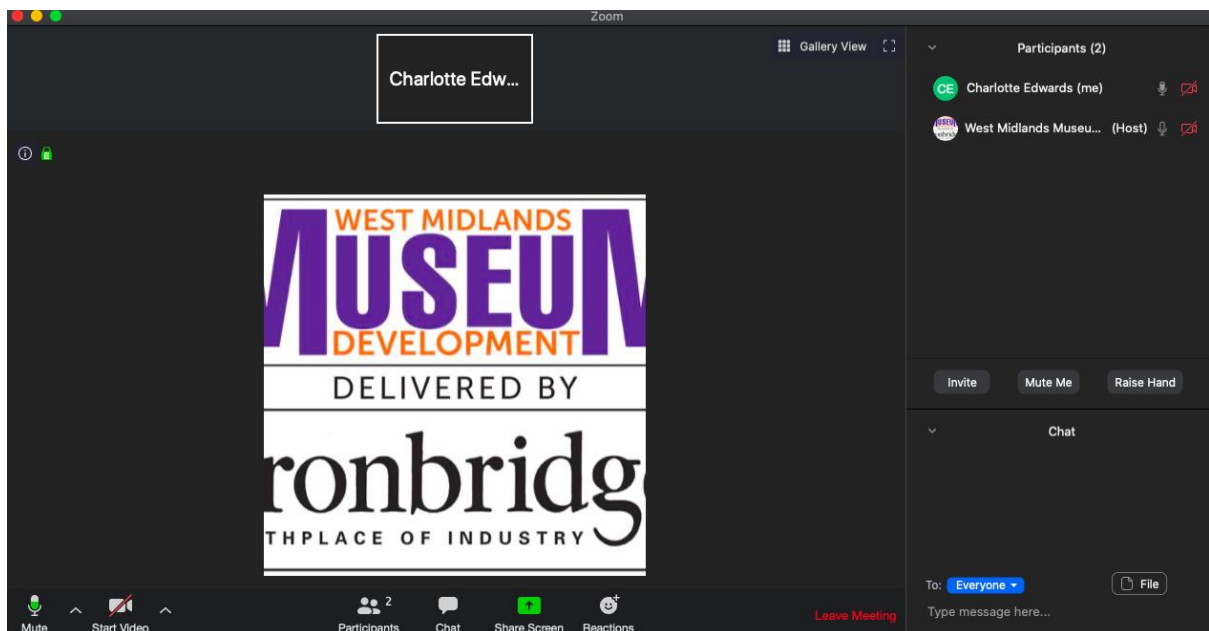
You will be sent an email invitation to the meeting and this email will also include the password to join. Follow the video in this article for further support: <https://support.zoom.us/hc/en-us/articles/201362193>

Attendee Dashboard

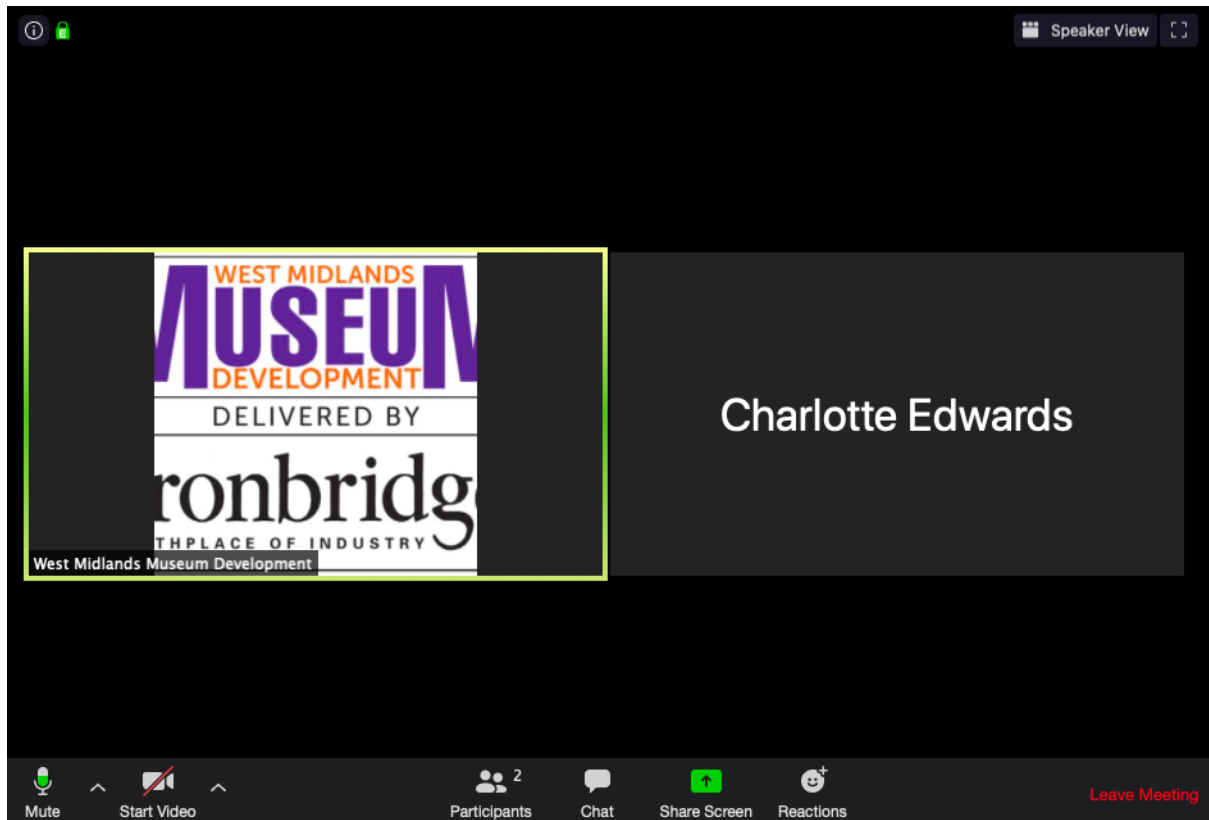
When you join the call you will see your attendee dashboard at the bottom of your screen



At the top right you can select your view. Option One: Speaker View (this will show you who is talking in the large screen)

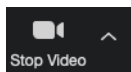


Or Option two: Gallery View (you can see all attendees and the person talking is highlighted by a yellow box)

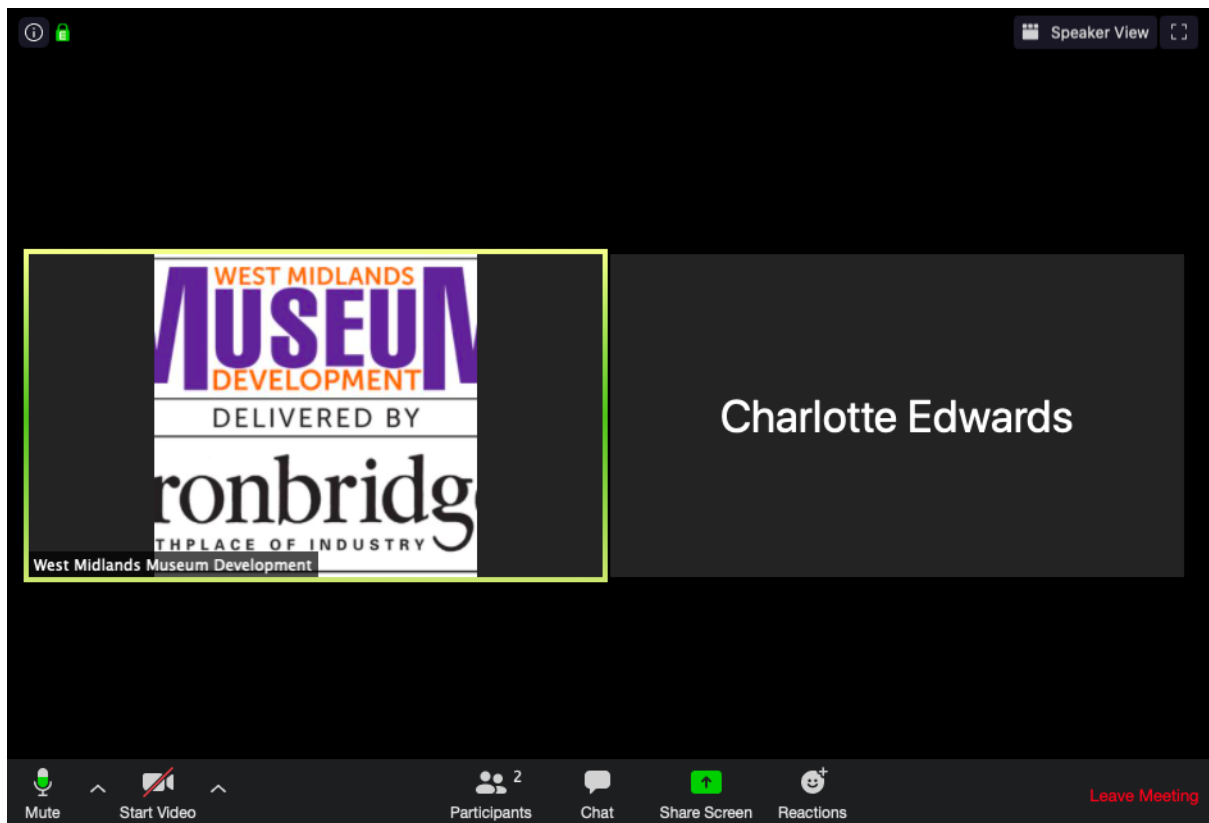


All attendees will be automatically muted, this reduces background noise.

You do not have to have your camera on. To switch camera off simply click on the stop video icon.



Just your name will then appear on screen.

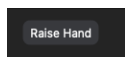


The session will be live captioned by MyClearText. To enable captioning click on the Closed Caption icon.

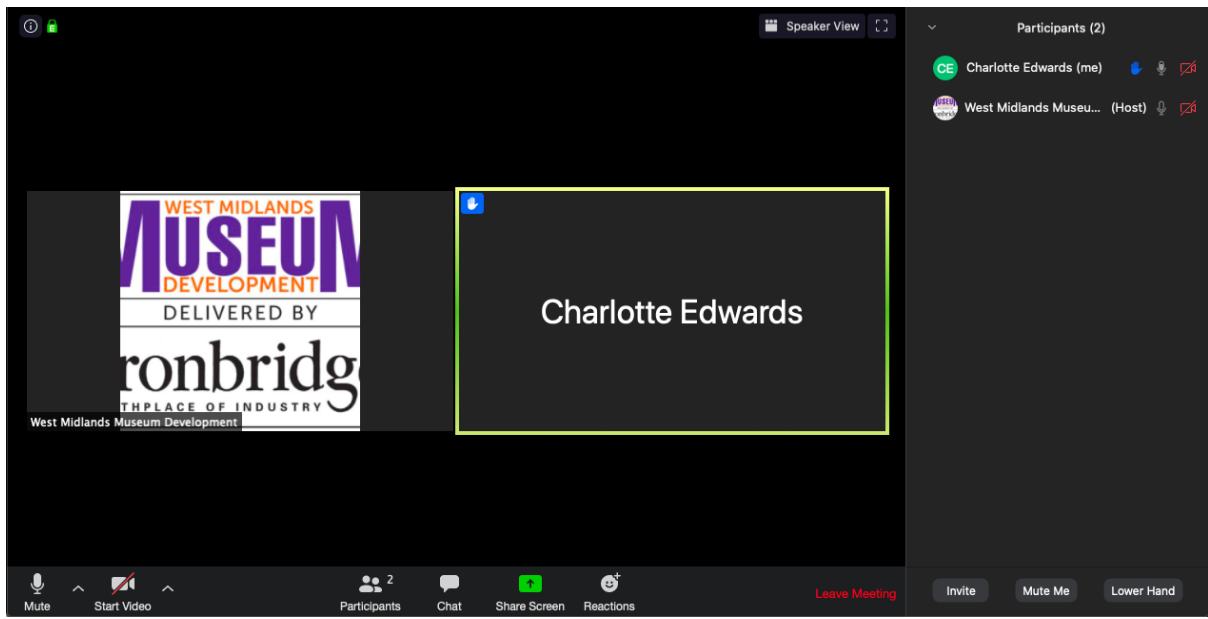


Click on the participants icon on your attendee dashboard and you will see a list of the participants displayed on the right hand side.

You can ask a question by selecting the Raise Hand icon at the bottom right of your dashboard.

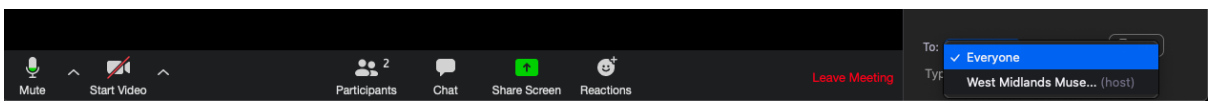


A blue hand will then appear by your name to indicate to the speaker you have a question. You will then be unmuted so you can ask your question. After you will be muted again.



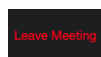
Or you can use the Chat facility. Select the Chat icon from the middle of your dashboard. The chat screen will appear on the right hand side.

Type in your question, select who the question is for (you can select the host or everyone)



and then hit the return key to submit.

To leave the meeting select End Meeting on the right hand side of your dashboard.



A dialogue box will then appear and just select Leave Meeting.

