



## Zoom User Guide

If you have registered to attend to conference, you will receive an email invitation. This will confirm the details of the conference and will contain the Meeting ID (a unique 11-digit number) and a link. When it is time to join the conference, please do so by using one of the following methods listed below.

### What you need to get started

- An internet connected computer, laptop, or device.
- The Meeting ID, the Passcode, and the link to join the conference.
- A headset or ear buds (optional).

**Note:** We recommend that you download the Zoom app from the Download Center at the following link: <https://zoom.us/download>.

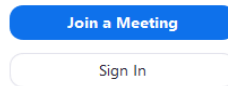
### Accessing Zoom

**We recommend you join the conference using one of these methods:**

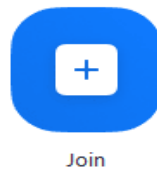
1. From the Zoom application on Windows or Mac
2. From the Zoom application on an iOS or Android device
3. Using the link provided in the email

## 1. From the Zoom application on Windows or Mac

1. Click [Join](#) a Meeting if you want to join without signing in.

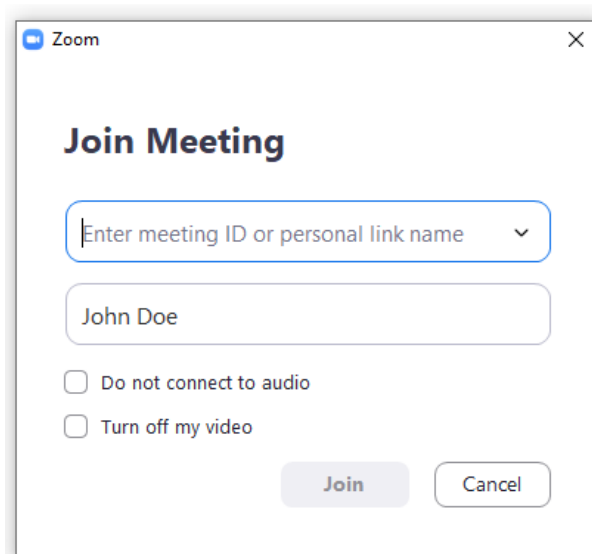


2. Sign in to Zoom then click [Join](#).

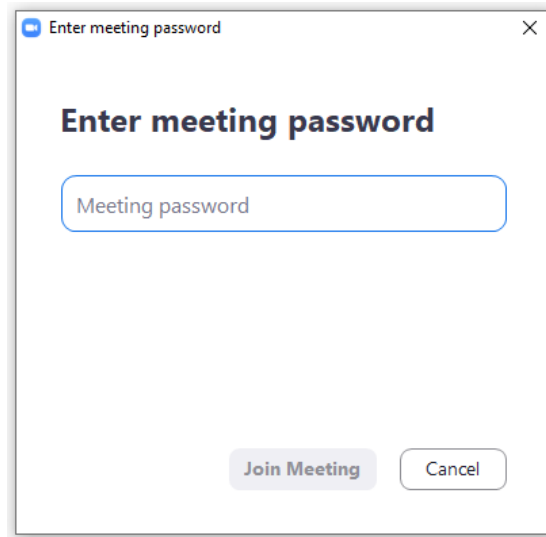


3. Enter the Meeting ID number and your display name.
  - If you are signed in, change your name if you do not want your default name to appear.
  - If you are not signed in, enter a display name.
  - Click [Join](#).

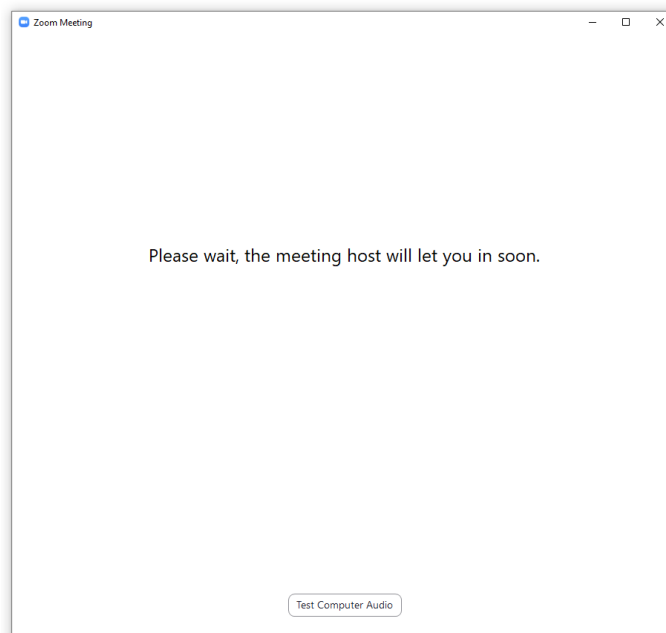
**Note:** When you join, your video and audio will be turned off.



4. Enter the Passcode and click on [Join Meeting](#).



5. You will be asked to wait for the host to let you in the conference.

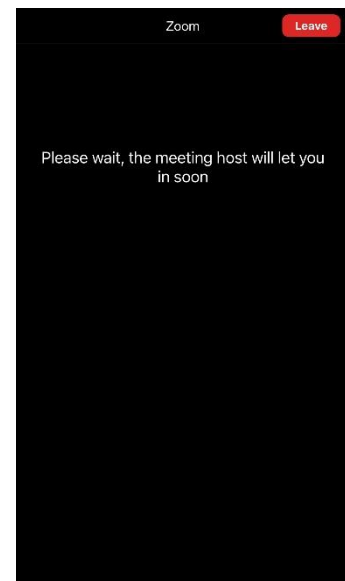
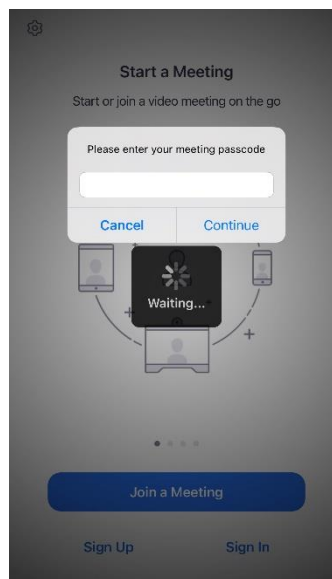
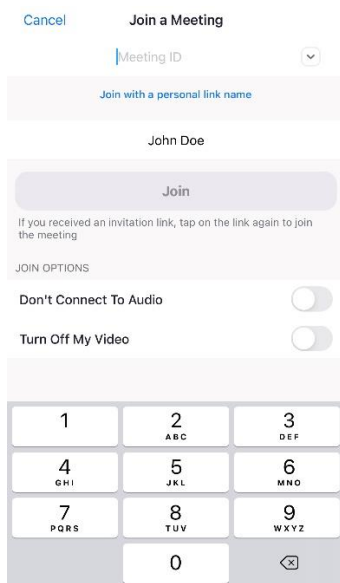


## 2. From the Zoom application on an iOS or Android device

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet.
2. Join a meeting using one of these methods:
  - Tap Join a Meeting if you want to join without signing in.
  - Sign in to Zoom then tap [Join](#).



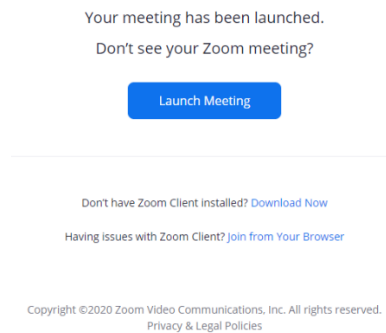
3. Enter the Meeting ID and your display name.
4. Tap [Join](#).
5. Enter the Passcode and tap on [Continue](#).
6. Wait for the host to let you in the conference.



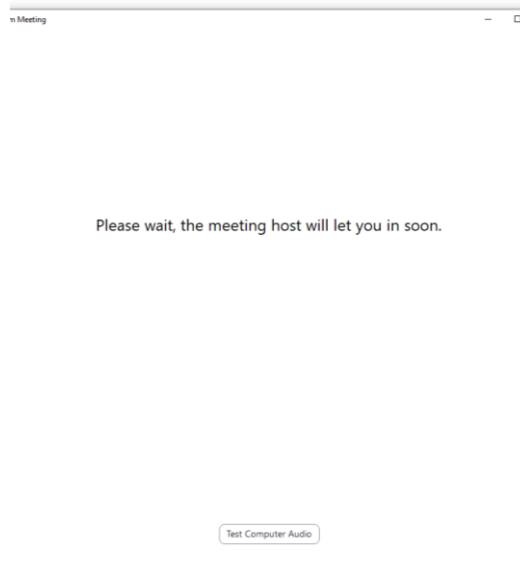
### 3. Using the link provided in the email

1. Click the link that you received by email.
2. You will be directed to the Zoom website and a popup message will appear. You will need to:
  - Click on Open Zoom if you have the Zoom application installed.
  - If you want to continue using the browser, click on Cancel or Close and then click on [Join from Your Browser](#).

**Note:** We recommend that you use the Zoom application.

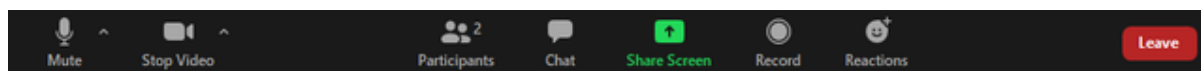


3. You will then wait for the host to let you in the conference.





## Using Zoom as a participant

Once you join the conference, your controls will appear at the bottom of your screen. We kindly ask you to please keep your microphone muted during the presentations.




Participants will have access to the following features:

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


**Shortcut:** Use the following keyboard shortcut to mute or unmute yourself:



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


**Start Video**  / **Stop Video**  : Turns your camera on or off.

**Participants**  : Show you who is currently present in the conference.

**Rename:** Find your name in the participants' section and click on the three dots on the right side of your name. Click on the option 'rename' that appears in the dropdown menu to change your name.

**Chat**  : Let you access the chat window where you could chat with everyone and ask your questions.

**Share Screen**  and **Record**  : Participants will not be able to share their screens and cannot record the conference.

**Reactions**  : Will allow you to communicate/interact nonverbally without disrupting the conference. You could raise your hand if you have any questions.


**Leave:** Leave the meeting while it continues for the other participants. Only the host can end the conference.

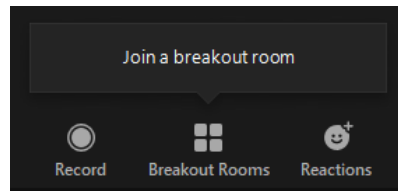
## Participating in Breakout Rooms

Participants will be able to view and select from a list of breakout rooms the host has created. They will be able to enter and leave breakout rooms freely.

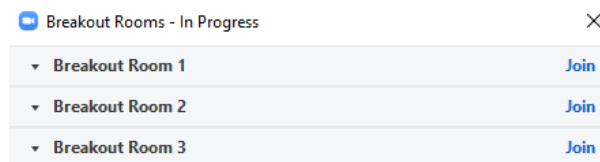
**Note:** Participants not joined with the desktop or mobile app (version **5.3.0** or higher) will not be able to self-select a breakout room. The host will need to assign breakout rooms manually.


## Joining a breakout room

1. The host will invite you to join the Breakout Rooms.
2. Click **Breakout Rooms**  in your meeting controls. This will display the list of open breakout rooms created by the host.



3. Hover your pointer over the number to the right of breakout room you wish to join, click **Join**, then confirm by clicking **Yes**.



4. Participants can join other breakout rooms by clicking on **Breakout Rooms** , or click **Leave Room** to return to the main session.

## Leaving the breakout room

You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

1. Click **Leave Room**.
2. Choose if you want to leave the breakout room or the entire meeting.
3. When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.

Breakout Rooms - In Progress		×
▼ Breakout Room 1		Joined
● John Doe		
▼ Breakout Room 2		0
▼ Breakout Room 3		0

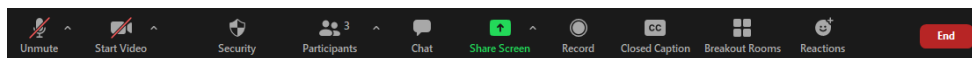
All Breakout Rooms will close in 52 seconds

[Leave Breakout Room](#)





## Using Zoom as a Speaker (Co-Host)

Your controls, as a speaker, will appear at the bottom of your screen if you are not currently screen sharing.



Speakers will have access to the following features:


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

**Shortcut:** Use the following keyboard shortcut to mute or unmute yourself:


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


**Start Video**  / **Stop Video**  : Turns your camera on or off.

**Security**  : Gives you access to several security options (like removing participants, etc.).


**Participants**  : Opens the window to admit participants, manage participants, view nonverbal feedback, and invite participants.


**Rename:** Find your name in the participants' section and click on the three dots on the right side of your name. Click on the option 'rename' that appears in the dropdown menu to change your name.


**Chat**  : Access the chat window.

**Share Screen**  : Start sharing your screen. You will be able to select the desktop or application you want to share. When you are screen sharing, the controls will appear at the top of your screen, but you can drag it to another location.

**Note:** please select the "Share sound" options if you will be playing a video while sharing your screen. This will allow others to hear the sound.

**Record**  : Start or stop recording.

**Reactions**  : Meeting reactions, nonverbal feedback, and Raise Hand allow you to communicate issues or feedback to the host or presenter without disrupting the meeting. These reactions are shown on your video panel and next to your name on the participants' panel.

**Breakout Rooms**  : Start the breakout rooms.


**End** (only available to the host): Display the following two options.

- **End Meeting for All:** End the meeting for yourself and all participants.
- **Leave Meeting:** Leave the meeting. You will be prompted to assign a host so that the meeting can continue.

## Managing Breakout Rooms

Breakout rooms are already created by host but will need to be started manually. You can manage the breakout rooms prior to starting them by following the instructions below.

### Options for breakout rooms

1. Click **Breakout Rooms** , then click **Options** to view additional breakout rooms options.
2. Check any options that you would like to use for your breakout rooms.
  - **Allow participants to choose room:** Participants can self-select and join breakout rooms once they are launched.
  - **Allow participants to return to the main session at any time:** If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host or co-host to end the breakout rooms.
  - **Automatically move all assigned participants into breakout rooms:** Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click **Join** to be added to the breakout room.
  - **Breakout rooms close automatically after: [ ] minutes:** If this option is checked, the breakout rooms will automatically end after the configured time.
    - **Notify me when the time is up:** If this option is checked, the host and co-hosts will be notified when the breakout room time is up.
  - **Countdown after closing breakout rooms:** If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room. We will leave 60 seconds as the default time.
3. Follow the steps below to assign participants to rooms or click **Open All Rooms** to start the breakout rooms.

### Assigning participants to rooms

To assign participants to your rooms, select **Assign** next to the room you wish to assign participants to and select the participants you want to assign to that room. Repeat this for each room.

Once a participant has been assigned (manually or automatically), the number of participants will show in place of the **Assign** button.

### Preparing breakout rooms

After manually or automatically assigning participants to rooms, you can rearrange the participants. Participants who are not assigned to breakout sessions will remain in the main meeting when the rooms are started. Hover over the participant or room for these options:

- **Move to** (participant): Select a room to move the participant to.
- **Exchange** (participant): Select a participant in another room to swap the selected participant with.
- **Rename/Delete Room**: Rename/Delete the selected room.
- **Recreate**:
  - **Recreate all Rooms**: Deletes existing breakout rooms and allows the host/co-host to create new ones.
  - **Recover to pre-assigned rooms**: Recreate the breakout rooms with the pre-assigned arrangement. This is only available if using the pre-assign breakout rooms feature.
- **Add a Room**: Add another breakout room.
- **Open All Rooms**: Start the rooms. All assigned participants will be moved to their respective rooms after confirming the prompt to join the breakout room. The rest of the participants will be able to choose their own room, they can open the list of rooms and choose which to join. The host, or co-host that launched the breakouts and the original host, will be left in the main meeting until manually joining one of the rooms.


### Managing breakout rooms in progress

Once the breakout rooms have been started, the assigned participants will be asked to join the Breakout Rooms and the non-assigned participants will get to choose the breakout room they want to join. The host, or co-host that launched the breakouts and the original host, will stay in the main meeting until joining a session manually. If a participant has not joined the session yet, it will be noted by **(not joined)** next to their name. You can click these options in the breakout rooms window:

- **Join**: Join the breakout room.
- **Leave**: Leave the room and return to the main meeting (only shows when in a breakout room).
- **Close All Rooms**: Stops all rooms after a 60 second countdown, which is shown to the host, co-hosts, and participants, and returns all participants back to the main meeting.

## Broadcasting a message to all breakout rooms

The host or co-hosts can broadcast a message to all breakout rooms to share information with all participants. This can be done from the main session or from within a breakout room.

1. Click **Breakout Rooms**  in the meeting controls.
2. Click **Broadcast message to all**, enter your message, and click **Broadcast**.
3. The message will now appear for all participants in breakout rooms.

## Resources

<https://support.zoom.us/hc/en-us>

<https://support.zoom.us/hc/en-us/articles/200941109-Participant-controls-in-a-meeting>

<https://support.zoom.us/hc/en-us/articles/115005769646>

<https://support.zoom.us/hc/en-us/articles/201362603-Host-and-co-host-controls-in-a-meeting>

<https://support.zoom.us/hc/en-us/articles/206476313>