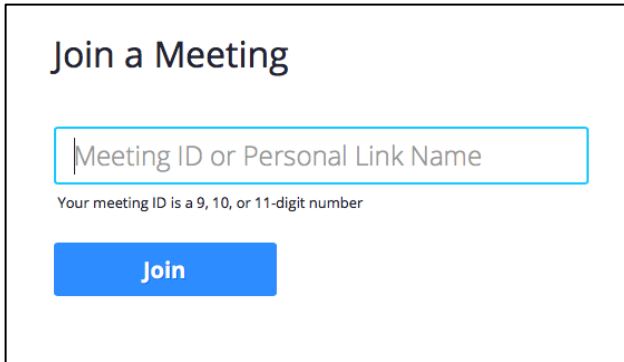


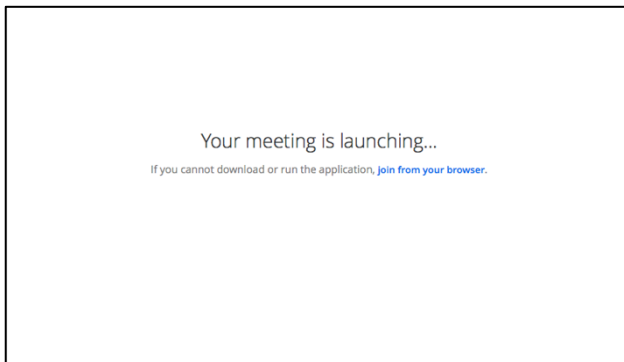
ZOOM: Instruction Manual for Program Participants

Welcome! This support document provides step-by-step instructions for participants on how to use ZOOM.

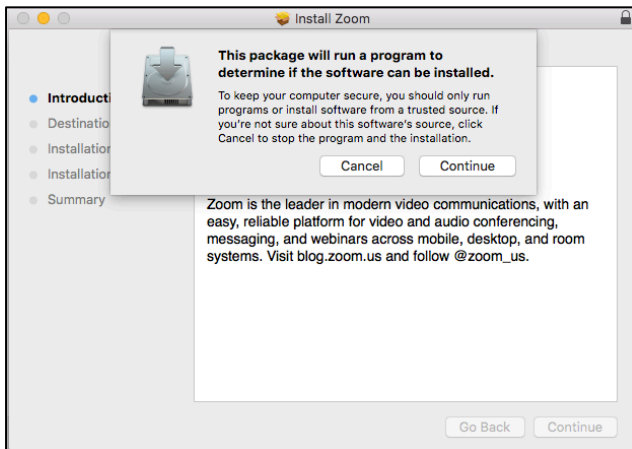
Joining a ZOOM Meeting & Download



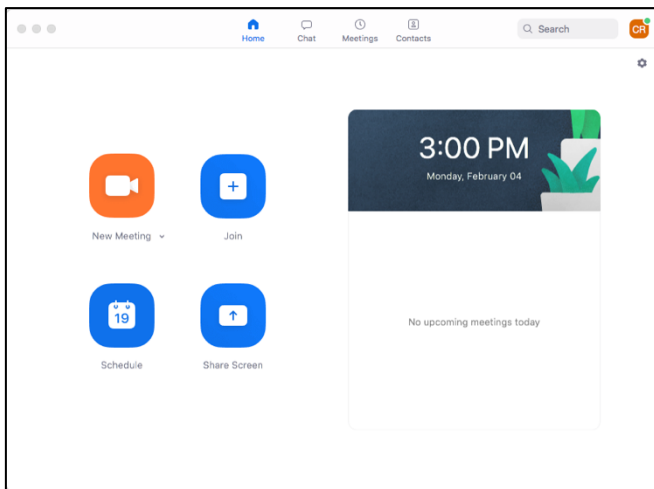
1. Go to <https://zoom.us/join>
2. In the top right-hand corner, click "JOIN A MEETING"
3. The webpage will prompt you for your **Meeting ID or Personal Link Name**; type in the 9-11 digit number that your instructor provided you with, and click "Join".



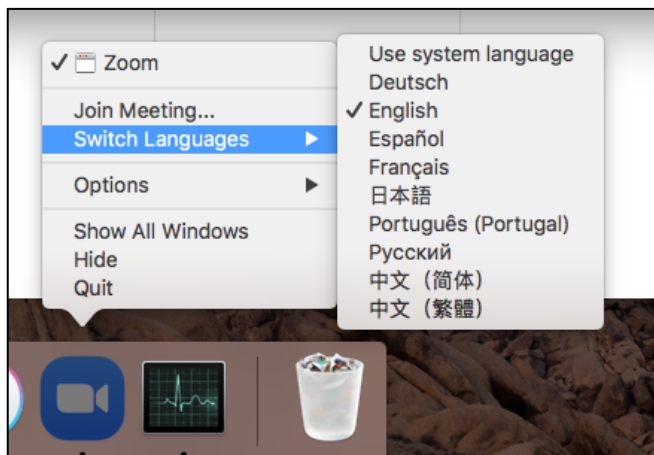
4. You will see this screen – the application may automatically download to your desktop or device.



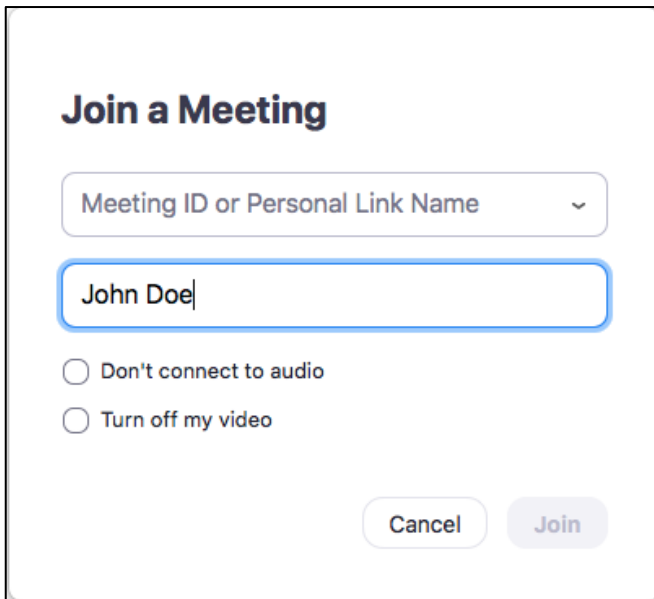
5. Depending on what browser you are using, you may have to install the program on your computer; find where this installation package went on your computer; It should be downloaded as "Zoom.pkg" or something similar.
6. Begin the download process (it will take a moment).



7. Once downloaded successfully, the application will pop-up on your screen;
 - a. Click the orange “New Meeting” button if you wish to start a meeting with your own personal Meeting ID (you will be the host).
 - b. Click the blue “Join” button if you are attending a meeting hosted by someone else (If you are a student, this will be the option you will choose the most).



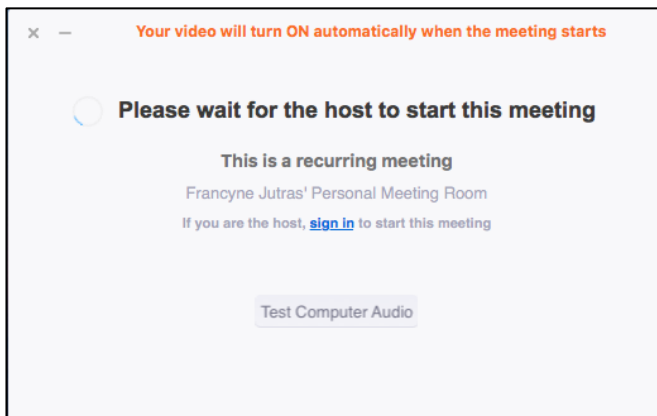
8. If you need to change the **language** of your application, find the application on your desktop, open it, then right-click the application; there should be an option to change the language in this drop-down menu.



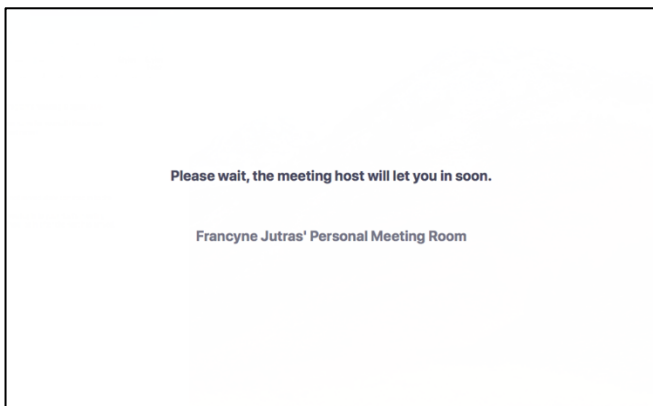
9. If you clicked the blue “Join” button, type in your instructor’s **Meeting ID** again.
10. Provide a screen name for yourself (Please use your first and last name so your instructor knows who you are).
11. If you do not want to join with audio or video, check those options before joining (you can add your video and audio again after you’ve joined the meeting).

12. Once you have been added to the meeting, you will be left in the “waiting room”.

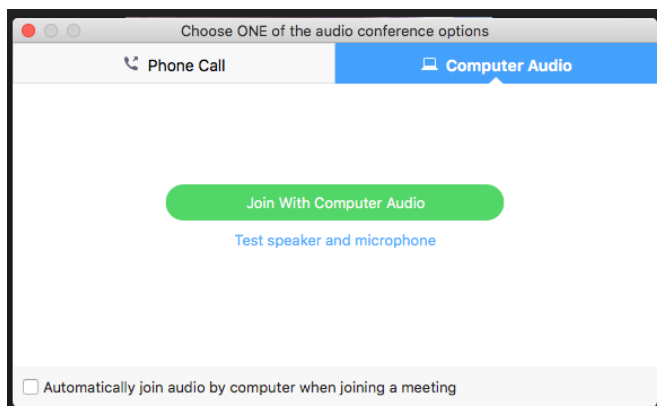
13. You will see either one of two messages:



a) The first one you will see if you log in to your Host's meeting with the Meeting ID before the Host has started;



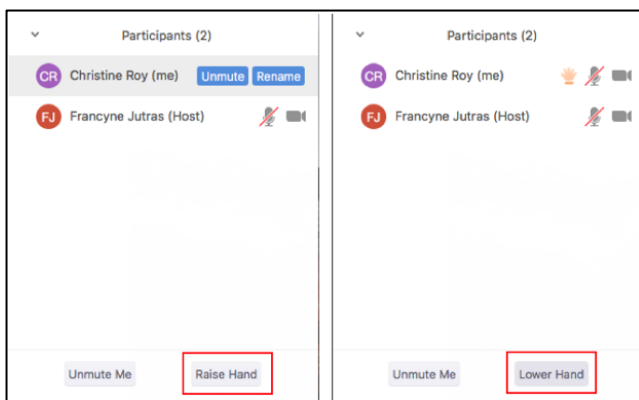
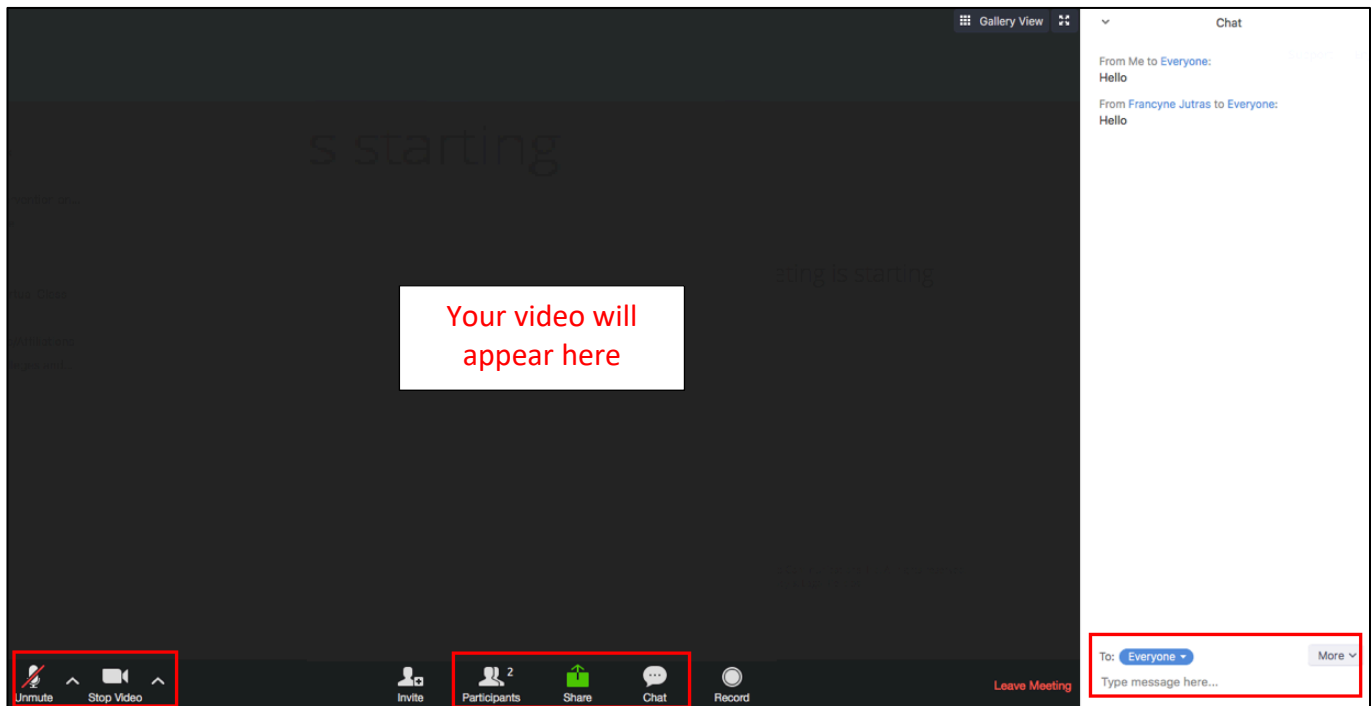
b) the second being the one you will see if you log in after the Host has arrived, but before they have provided you access.



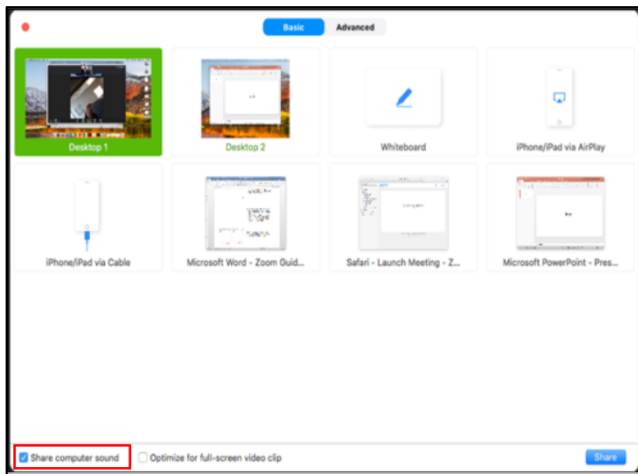
14. After being granted entry, make sure you **click the green “Join with Computer Audio”** to join the meeting with audio automatically (you can mute this once you're on the meeting).

Navigating ZOOM

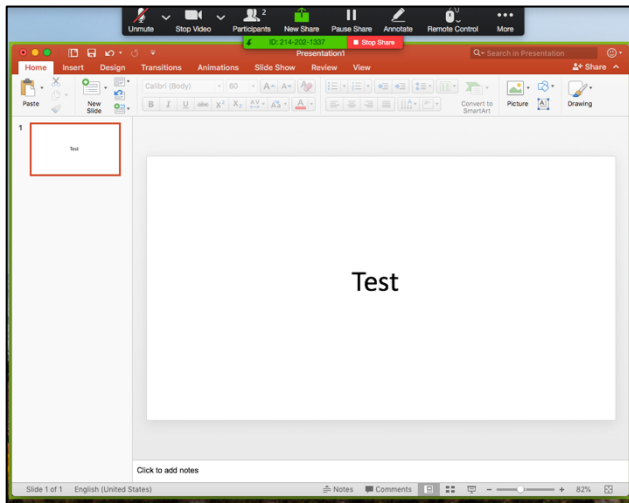
1. After joining a meeting, if you selected “Join with Computer Audio”, your speakers and microphone should now be working.
2. You can **mute or unmute your microphone** or **start your video connection** using the icons in the bottom left (highlighted in **RED** in the bottom left-hand corner).
3. To see a list of other people in your program, you can click the **Participants** icon, or engage in a text chat by clicking **CHAT**.
4. You can leave the meeting by clicking the red “Leave Meeting” link near the chat bar.



5. If you go to the participants icon, you can “raise your hand,” and the Host will see this indicated on their screen, and will answer your question.



6. Share anything (Word Documents, PowerPoints, YouTube videos, etc.) by clicking the **SHARE** button at the bottom of the screen, and choosing an *already opened* document/internet browser on your desktop.
7. You can choose to share your entire desktop screen, or individually opened applications/documents.
8. When sharing things with audio, be sure to check the checkbox for “Share Computer Sound” in the bottom left of the window that opens when you click **SHARE** (highlighted in **RED**).



9. Once selected, the document that is being shared will be highlighted in green on your desktop; your settings for the shared document are at the top.
10. Your audience will be able to see your cursor, and everything you do, within the highlighted green section (you can only work on the selected document – you cannot drag other documents into the selected document area).
11. If you wish to share a different document, exit, then click **SHARE**, and select a new document.

Please visit <https://www.unb.ca/cel/online/zoom-support.html> for more information about ZOOM.