

# Zoom Participant Guide

Zoom is a cloud-based meeting platform that we use at HOLLY HUNT to host our Virtual Presentations and Conference Calls. You can join a Zoom meeting by clicking the meeting URL from an email or meeting appointment.

## Join a Zoom Meeting

1. Click the **Meeting URL** provided by HOLLY HUNT (see *Figure 1*).

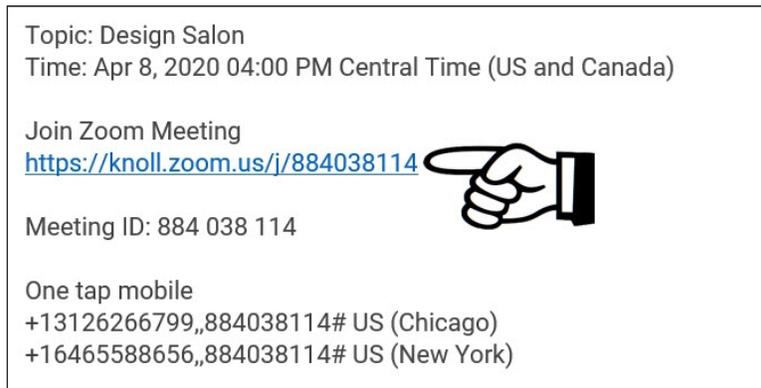


FIGURE 1: JOIN ZOOM MEETING LINK FROM EMAIL OR APPOINTMENT

2. If the following dialog box appears, click **Open link** (see *Figure 2*).

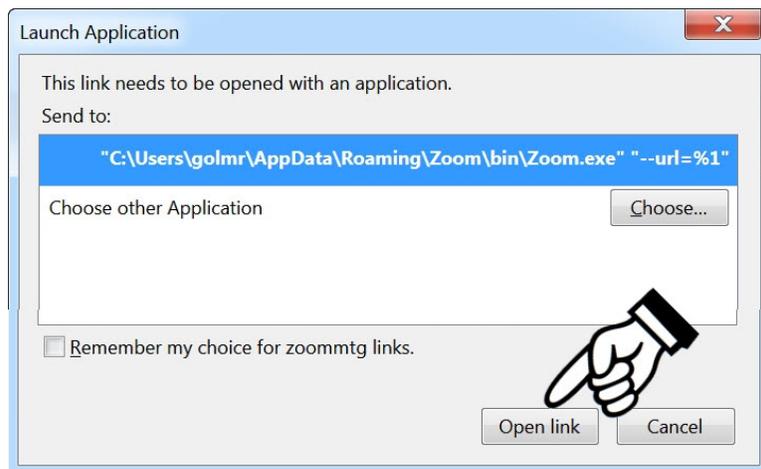


FIGURE 2: LAUNCH APPLICATION DIALOG BOX

# Zoom Meeting

## Participant Guide

UPDATED: 04/05/2020

# Join the Audio

Once you launch the Zoom Meeting, you will be prompted to select how you want to join the audio conference.

## Computer Audio Tab



FIGURE 3: COMPUTER AUDIO CONFERENCE OPTIONS

- 1** If you want to use your computer's speak and microphone to join the audio, select the **Computer Audio** tab (see *Figure 3*).
- 2** Click the **Join with Computer Audio** button.
- 3** If you want to test your computer's speak and microphone, click **Test Speaker and Microphone** before you click **Join with Computer Audio** (see *Test Speaker and Microphone* on Page 3 for additional information).

## Test Speaker and Microphone

### Testing Speaker

After clicking [Test Speaker and Microphone](#), a dialog box will appear asking if you hear a ringtone (see Figure 4). If you hear the ringtone, your computer's speaker is working properly and the volume is adequate. If you don't hear a ringtone, try adjusting the volume on your computer. If that doesn't work, you will have to join the audio using one of the telephone numbers provided (see *Phone Call Tab* on Page 4).

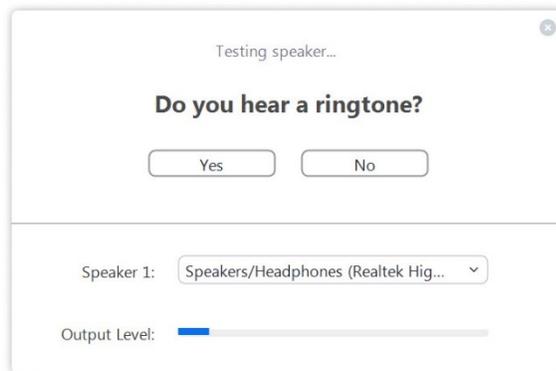


FIGURE 4: TESTING SPEAKER DIALOG BOX

### Testing Microphone

Next, you will be able to test your computer's microphone (see Figure 5). Speak a short, clear statement. You should here what you said immediately. Click **Yes** if you hear a replay. If you do not hear a replay, you will need to join the call using one of the telephone numbers provided on the *Phone Call* tab (see *Phone Call Tab* on Page 4).

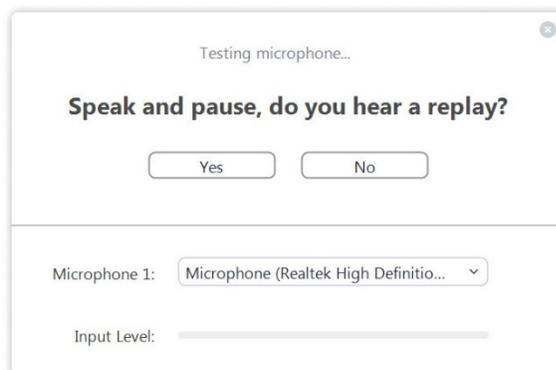


FIGURE 5: TESTING MICROPHONE DIALOG BOX

# Zoom Meeting

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UPDATED: 04/05/2020

## Phone Call Tab

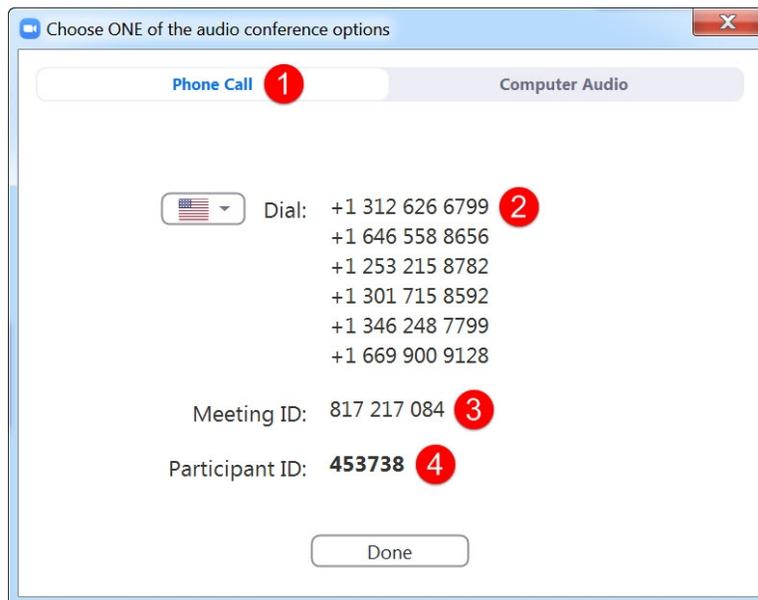


FIGURE 6: PHONE CALL AUDIO CONFERENCE OPTIONS

- 1** If you want to use your phone to join the audio, select the **Phone Call** tab (see *Figure 6*).
- 2** Dial into the audio using any of the numbers provided.
- 3** When prompted, enter the **Meeting ID** followed by the # key.
- 4** *If prompted*, enter the **Participant ID** followed by the # key.

# Attendee Menu Bar

The Attendee Menu Bar appears at the bottom of your screen (see *Figure 7*).



FIGURE 7: ATTENDEE MENU BAR WHEN THE HOST IS NOT SHARING THEIR SCREEN

1	<b>Mute/Unmute</b>	Click this button to mute/unmute your computer's audio. This function will not work if you joined the audio with your phone.
2	<b>Start/Stop Video</b>	Click this button to turn on/off your computer's webcam.
3	<b>Invite</b>	Click this button to invite someone to the meeting.
4	<b>Participants</b>	Click this button to view the participants logged into the meeting.
5	<b>Chat</b>	Click this button to send a chat message.
6	<b>Leave Meeting</b>	Click this link to leave the meeting.

## Note

You can find additional information on how to join a Zoom Meeting by clicking this link: [Joining a Zoom Meeting](#).