How to Participate in Zoom Meeting

You can join the live program with the Zoom web client without downloading any plug-ins or software, and you can test the web client [here](https://zoom.us). To take full advantage of Zoom and have more control over how you will appear, consider creating an account and downloading the desktop application. You can use your free, personal Zoom account to communicate with others by inviting them to a meeting, for example, when the textual Q&A chat requires more interaction. If you have downloaded the Zoom desktop app, makes sure you have upgraded to the newest version.

**To Join a meeting**

1) Click the “View” button that will appear next to the meeting in the live program 20 minutes before the start time.

2) You will be asked to select an audio option. Click “Join With Computer Audio”:

![Join With Computer Audio](image)

3) Adjust your name in Zoom - first name then last – you can do it by hovering over your screen and clicking the three buttons that appear.

4) Identify yourself as the Co-host and the confex host will assign you as such. As a co-host you will also have the ability to mute/unmute participants.

In the middle of the controls bar at the bottom of your screen you will see the “participants” icon. When you click this icon a panel will open to the right of your screen listing everyone who is in the meeting with you.

![Participants Panel](image)

Hover over your name and you should see a “more” then “Rename”.

![Rename Option](image)
Controls Within Your Class Session
Hover at the bottom of screen and they will pop up

Mute/Unmute
At the bottom left corner of your Zoom screen you will see a microphone icon. Click this icon to mute or unmute your microphone (to control whether people can hear you). This will not affect other student’s audio settings.

Camera Settings
Next to the microphone icon there is a camera icon. This controls whether the other class participants and instructor can see you. We encourage students to have their cameras on (it’s nice for your instructor to be able to see your lovely faces while they teach!) but if you do not want to that is absolutely OK.

This is what the icons will look like when your camera and microphone are turned off:

Screen Sharing
Please share your screen (an application or full screen) and to share content.

Video Sharing
If sharing video, click the two boxes at the bottom to share sound and optimize for video.
View Options
In the top right corner of your screen you will notice some viewing options:

- **Gallery View**: this option allows you to see everyone at once in smaller windows within your main screen.
- **Speaker View**: whoever is speaking will appear as the main screen in the meeting. This will change as different people speak.
- **Recommended**: In Speaker View you can “Pin” the moderator to be the main screen you see by double clicking on that person’s window at the top of the screen.

Participants can switch between viewing a shared screen and a video feed screen (a person talking) by double clicking on the speaker.

Participants can also view the speaker and the shared screen by selecting “side-by-side mode” on the pull-down menu.
There is also an option to use “Full Screen Mode” by clicking this icon in the top right corner. To exit Full Screen Mode just click “esc” on your keyboard.

Chatting
Next to the participants icon there is a chat icon.

If you click it, a “chat” screen will open to the bottom of the side bar on the right. Please type session titles here at the beginning of sessions.

Participants can use reactions to clap and show hands. Confex will be recording the session.

CC Live Transcripts
Live transcripts will be available in the zoom meetings. Click the arrow within the CC Live Transcript button to display the following options:

- Hide/Show Subtitle – hides/displays the live subtitles.
- View Full Transcript – displays the full meeting conversation in a side window with live updates, timestamps, and each speaker’s name.
- Subtitle Settings – opens the Accessibility settings where you can change the subtitle font size.