

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).

Topic: Design Salon Time: Apr 8, 2020 04:00 PM Central Time (US and Canada)
Join Zoom Meeting https://knoll.zoom.us/j/884038114
Meeting ID: 884 038 114
One tap mobile +13126266799,,884038114# US (Chicago) +16465588656,,884038114# US (New York)

FIGURE 1: JOIN ZOOM MEETING LINK FROM EMAIL OR APPOINTMENT

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

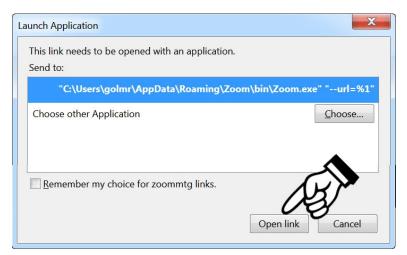


FIGURE 2: LAUNCH APPLICATION DIALOG BOX

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

Choose ONE of the audio conference options	X
Phone Call	1 Computer Audio
Join with Cor	nputer Audio
3 Test Speaker a	
_	
Automatically join audio by computer	when joining a meeting

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 <i>Figure 3</i>).
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 speak 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).

	Testing speaker
D	o you hear a ringtone?
	Yes No
Speaker 1:	Speakers/Headphones (Realtek Hig >

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).

	Testing microphone
Speak an	d pause, do you hear a replay?
	Yes No
	Microphone (Realtek High Definitio *
Microphone 1:	Microphone (Realter High Definitio *

FIGURE 5: TESTING MICROPHONE DIALOG BOX

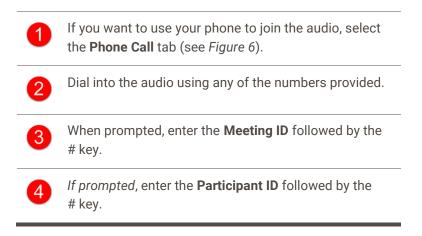


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Phone Call Tab

Choose ONE of the audio conference	re options
Phone Call	Computer Audio
Dial:	+1 312 626 6799 2 +1 646 558 8656 +1 253 215 8782 +1 301 715 8592 +1 346 248 7799 +1 669 900 9128
Meeting ID:	817 217 084 3
Participant ID:	453738 4
(Done

FIGURE 6: PHONE CALL AUDIO CONFERENCE OPTIONS



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Attendee Menu Bar

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

1	2	3	4		5		6
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Mute	Start Video	Invite	Participants	Share Screen	Chat	Record	

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

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