

# 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).

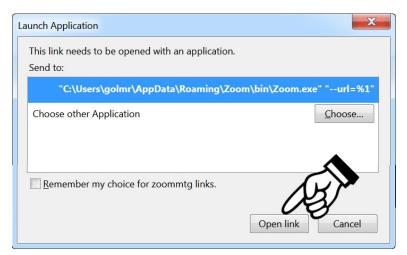


FIGURE 2: LAUNCH APPLICATION DIALOG BOX

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 <b>Computer Audio</b> 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

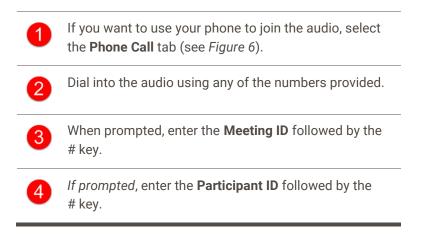


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## Phone Call Tab

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



### Zoom Meeting Participant Guide UPDATED: 04/05/2020

# Attendee Menu Bar

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

1	2	3	4		5		6
Ų	~ 🖊	~ <b>4</b> +	2	1		$\bigcirc$	Leave Meeting
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.