Zoom Instructions for Participants

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. You will receive notice for a videoconference or conference call from your committee analyst. The notification will include a link to **"Join via computer"**. It will also include the 9-digit (usually) Meeting ID.

To join the videoconference:

1. At the start time of your meeting, click on the link in your invitation to **join via computer**. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on **"Join audio by computer."** You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the **Meeting ID** provided by your committee analyst.

Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")
- Invite other participants
- View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand in the upper right corner. **Please do this!**
- Change your screen name that is seen in the participant list and video window
- Share your screen

We suggest that you use "gallery" view for our conferences. Somewhere on your Zoom screen (in the upper right corner if you are using a computer) you will also see a choice to toggle between "speaker" and "gallery" view. "Gallery view" tiles all of the meeting participants.

To get a jump on the process it is advisable to download the Zoom Application.
To download the Zoom application for your computer or other device click here:

Zoom Download Page

And choose the appropriate link.