Have you registered your class for a virtual program? This is what you need to know.

You do *not* need a Zoom account to participate in Zoom meetings/webinars.
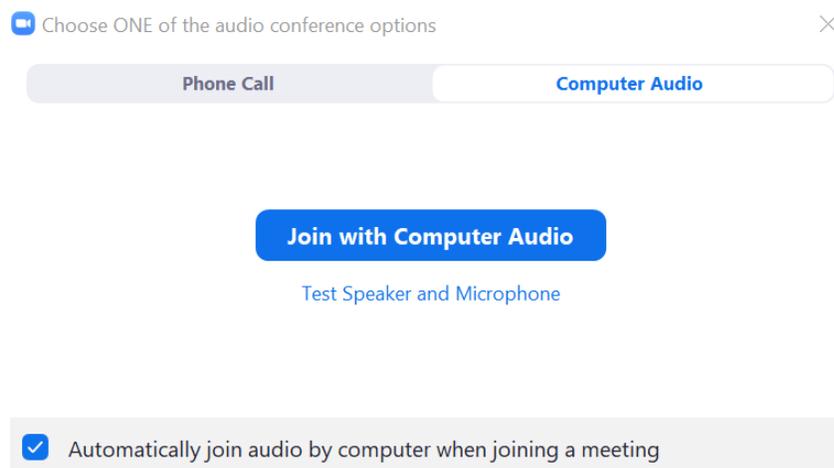
FOLLOW THE STEPS BELOW

1. First, you'll need a link to open the meeting on a computer, tablet or smartphone.

2. Open your email invitation and **click the link invitation.**

3. Once you click the link, it should open a tab in your browser. The screen should look like this:
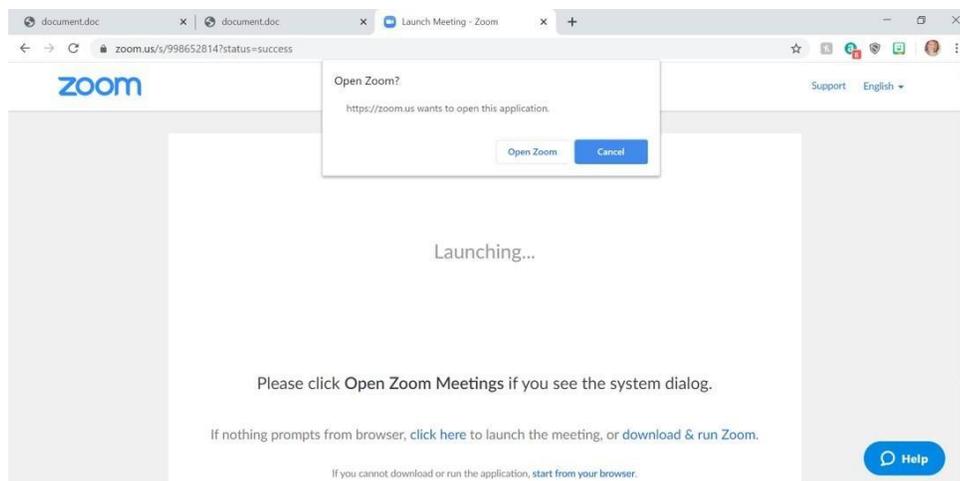
3.   Click "Open Zoom"

4. There will be a pop-up box that says "Join with Computer Audio."

5. Click "Join with Computer Audio" - this is so that you can hear the Zoo instructor!

YAY, YOU'RE IN THE MEETING! *What now?*

You should now be able to see yourself and other participants in the meeting. However, the Zoo meeting hosts will have audio capabilities disabled for those they invite. Double check to make sure your video is on and you are muted.

VIEWS

There are two views: **speaker view** and **gallery view**. You can switch between them during your call.

This is speaker view is where you can see all participants as small images at the top of the screen. The speaker is the only large image. This is most likely what you will want to use when participating in a program.
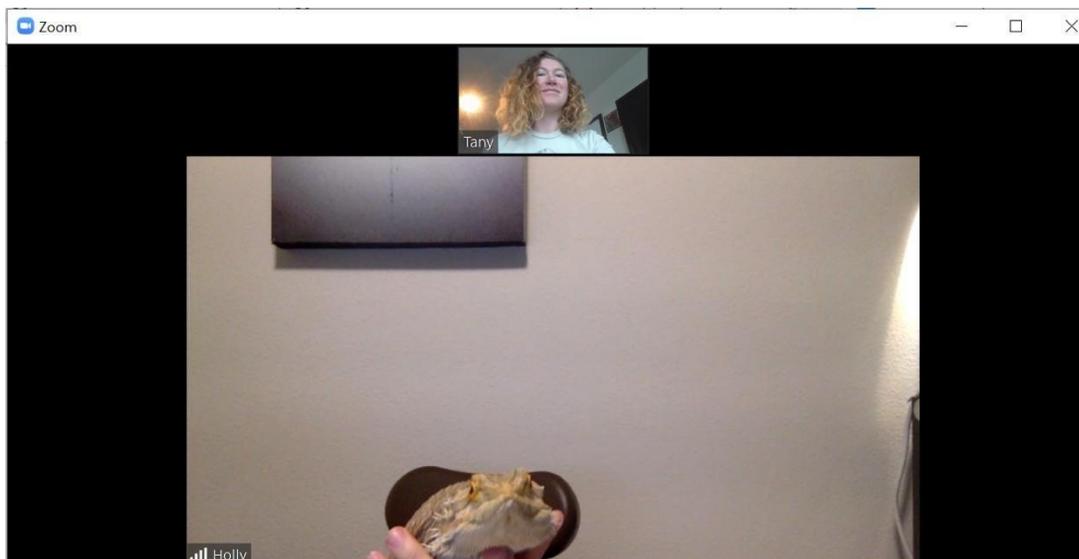
This is gallery view, where all participant images are the same size and laid out next to each other.
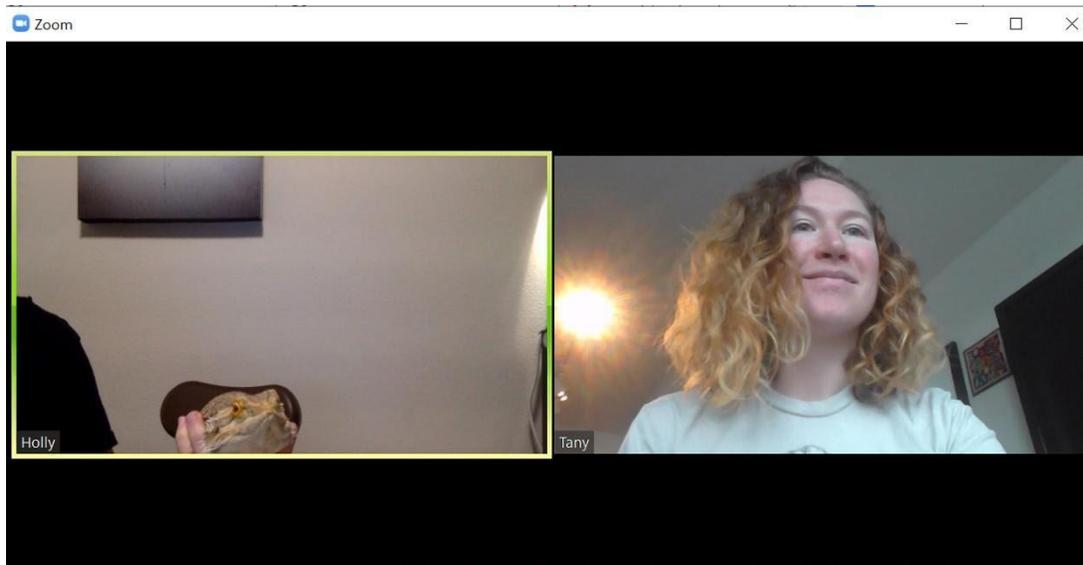
To switch between them by moving your cursor over the zoom meeting. At the top right of your screen a ribbon will appear, which will let you choose which view you would like.
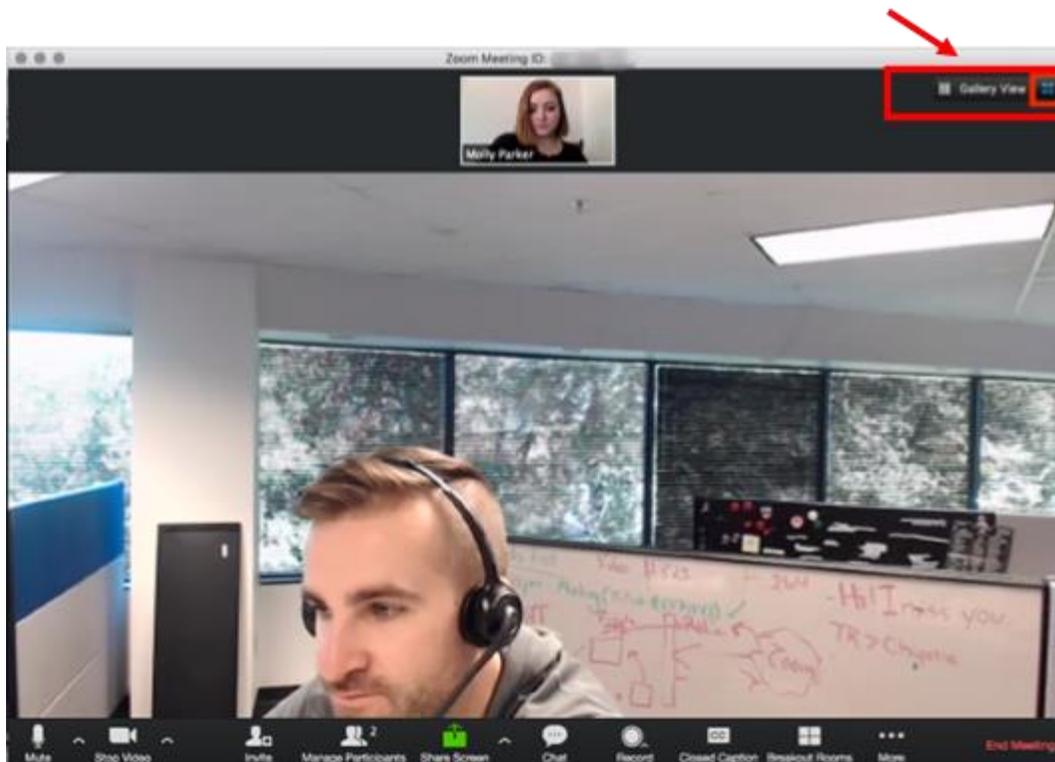
There are a number of other features you can utilize while enjoying your meeting. **When you run the cursor over the video, there is a ribbon with a lot of icons at the bottom.**
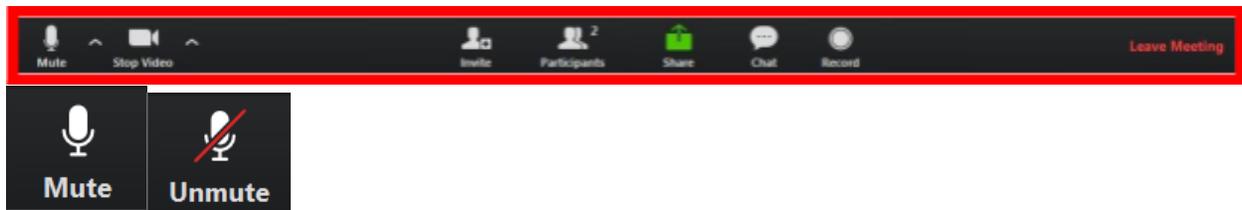
Mute / **Unmute:** Mute and unmute your microphone.
- The host will likely leave all participants on mute for the duration of the program, continue reading to learn about the chat function.
- **Tip**: Use the following keyboard shortcuts to mute or unmute yourself. You can also use push to talk if you want to unmute yourself by holding the spacebar.

Windows: **Alt + A**

Mac: **Shift + Command + A**

**Start Video** / **Stop Video**: Turns your camera on or off.
- The Zoo staff member teaching the program will be asking for visual cues from the students in order to ensure participation and understanding. You'll most likely want to keep this feature turned on.

Invite: Invite others to join your meeting.
Participants: See who's currently in the meeting. The Participants list also gives you access to options: such as Raise Hand
**Rename**: Hover over your name and click **Rename** to change your screen name displayed to other participants.
Leave Meeting: Leave the meeting.
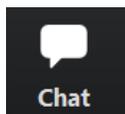
Chat: Access the chat window to chat with the participants.
- This function is useful for the students to ask questions, the chat will be monitored by a member of Zoo staff and will insure to get all appropriate questions answered by the teaching Zoo staff member.
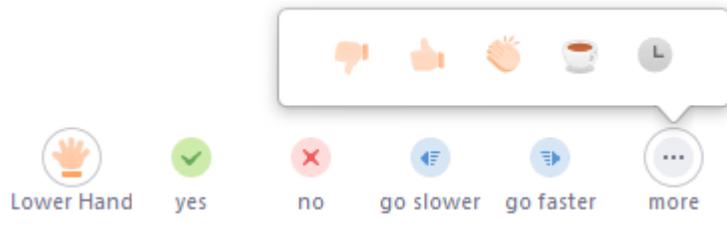
Raise Hand: The Zoo instructor will know that a student wants to speak, this function is different for different computers/tablets/phones

- Windows, Mac, or Linux Computer: click **Participants**, click **Raise Hand** to raise hand, click **Lower Hand** to lower hand
- iPhone, iPad, Android: tap **three dots**, tap **Raise Hand** to raise hand, tap **Lower Hand** to lower hand

For more support, please see Zoom support: https://support.zoom.us/hc/en-us

For more detailed information on the tools on the bottom ribbon,
follow this link: https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting?mobile_site=true