

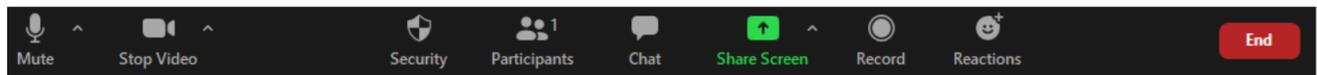


## Using Zoom: Participant & Presenter Guide

### JOIN THE MEETING

Click on the Zoom link provided (check your email). If this is your first Zoom meeting on your device, click download and run Zoom. The Zoom.exe file will download, and you will need to open the file. This only needs to be done once for any device on which you use Zoom for the first time.

### CONTROL BAR



### **Muting & Unmuting**

On the far-left side of the function bar is the audio control button. After you have joined the audio side of the meeting, this button will allow you to mute or unmute yourself.

**⚠️ Ground rules for the YRCL3: Please keep your microphone muted at all times if you are not speaking.**

### **Starting and Stopping your Video**

To the right of the Mute/Unmute button is the video control button. To start your video, click on the Start Video button. Zoom will use your default webcam and present the video from your camera to the participants in the Zoom meeting. After starting your video, the Start Video button will change to the Stop Video button. To stop your video, click on the Stop Video button.

### **Participants List**

Along the center of the function bar is the Participants button. Clicking on the Participants button will display all the participants in the Zoom meeting on the right side of the Zoom window.

The participants list also gives you the option to raise your hand or rename yourself:

 >> RENAME: hover over your name and click **More** then, **Rename** to change it as it is seen in the participants list & video window.

**⚠️ Ground rules for the YRCL3: When you join the meeting, please rename your tag as follows: Country/Organization, First Name, Last name/s**

 >> RAISE HAND: If you want to speak, click on the button “Raise your hand”. This will place a hand icon next to your name in the participant list and will move your name/video to the top. Lower your hand when you have finished.  Notifies host and shows a prompt to simulate hand raise.



⚠️ *Ground rules for the YRCL3: Use the 'raise hand' feature to ask questions during the Q&A*

To close the *Participants List* feature, simply click on the corresponding button.

### **Chat**

Clicking on the Chat button will display the meeting chat on the right side of the Zoom window. The Chat function allows participants to communicate with those who are participating in the meeting. Select the drop down next to **To:** to change who you are chatting with.

To close the Chat feature, simply click on the corresponding button.

⚠️ *Ground rules for the YRCL3: We encourage oral questions, but you can also write your questions for the Q&A in the chat*

### **Sharing Your Screen (Presenters only)**

To the right of the **Chat** button is the **Share Screen** button. This button allows presenters to share content from their computer with the rest of the participants in the Zoom meeting. To start sharing, click on the **Share Screen** button and a new window will appear. This window will provide you the option to share one of your screens, meeting whiteboard, iPhone/iPad, or a specific file/application that is currently open on your computer. If you don't see a specific file or application, you may have to scroll down in the window until you find it. Select the option that you would like to share and then click on the blue **Share** button on the bottom right of the Sharing window. When your computer has started sharing your selection, your Zoom meeting window will disappear, and a new function bar will appear at the top of your screen.

When you see the green "You are screen sharing" bar as shown above, you are actively sharing your content with the participants in the meeting.

To stop sharing your screen, simply click on the red "**Stop Share**" button. Clicking on the Stop Share button will cause the top function bar to disappear and your Zoom meeting window will appear.

### **Reactions**

React with an emoji to communicate without interrupting the meeting. Reactions will disappear after 5 seconds and they will show on your video/name space in the meeting.

### **LEAVE THE MEETING**

You can leave the meeting at any time by clicking on **Leave** on the lower right corner of the Zoom tool bar.