Zoom Video Conference User Guide

Example of attendee screen view and controls

Overview

When you join a Zoom meeting hosted by another user, you are considered an "Attendee" and have attendee controls. The user who scheduled the meeting is considered the "Host" will have additional host controls.

Prerequisites

- Zoom desktop client for Mac, PC, or Linux
- Zoom mobile app for iOS or Android

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here:

https://zoom.us/DOWNLOADS and download the "Zoom Client for Meetings"

During the Meeting

The attendee controls appear at the bottom of your screen.

Using Controls**:**

Mute / **Unmute:** Mute and unmute your microphone.

Audio Controls (click the ^ arrow next to **Mute** / **Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

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 down the spacebar**.

- Windows: **Alt** + **A**
- Mac: **Shift** + **Command** + **A**

Start Video / **Stop Video**: Turns your camera on or off.

Video Controls (click the ^ arrow next to **Start Video** / **Stop Video**): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.

Invite: Invite others to join your meeting.

Participants: See who's currently in the meeting. The Participants list also gives you access to these options:

- **Rename**: Hover over your name and click **Rename** to change your screen name displayed to other participants.

- Non-verbal feedback icons (if enabled by the host): Places an icon beside your name to quickly notify the host. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.
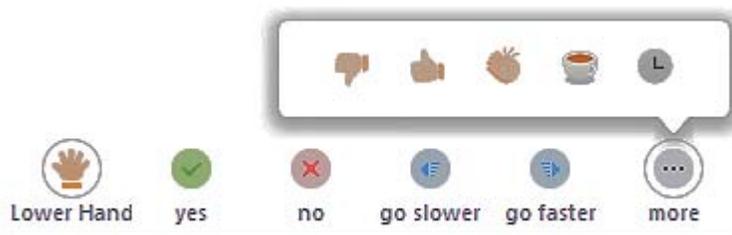
Share Screen: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.

Chat: Access the chat window to chat with the participants.

Record: Start or stop a local recording. Attendees do not have access to start a cloud recording.

Note: The host will need to allow local recordings in their account settings, then give you permission to record. If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.

Gallery View: Select "Gallery View" on the top right of the screen while in a meeting to change how the attendees are viewed on your screen. The screen will split to show all attendees or focus on the host. A "green" highlight box will automatically activate to indicate the attendee speaking at the time.

Leave Meeting: Leave the meeting while it continues for the other participants. <u>Only the host can end the meeting.</u>