

Participating in Public Zoom Meetings

BDS uses two types of Zoom Video Conferencing Meetings, Zoom Meetings and Zoom Webinars. Zoom Meetings allow everyone to talk and share video at the same time. Zoom Webinars divide the meeting into two groups; Panelists and Attendees. The Webinar style meeting is often used for public meetings to help the host manage participation and to provide an extra layer of security. In a Zoom Webinar, attendees do not have access to share audio or video unless allowed by the host of the meeting.

This Quick Step Guide covers topics related to participating in a Public Zoom video conference meeting or webinar as an attendee, including:

- Audio Options
- Video Options
- Using the Feedback Options
- Raising Your Hand
- Using the Chat Feature
- Sharing Your Screen
- Viewing Closed Captioning
- Using the Reaction Options
- Leaving the Meeting

NOTE: This guide describes features that *may not* be available in every meeting you attend.

For example, if the meeting has a large gathering of attendees or the host needs to share information without interaction from the audience, you may not be able to control your audio or video settings. Video and Screen Sharing may be disabled to conserve bandwidth. Chat and other feedback and Reaction options may be limited so the facilitator can manage comments and feedback more efficiently.

For information on how to join a Zoom meeting, please see the [Getting Started with Zoom](#) Quick Step Guide.

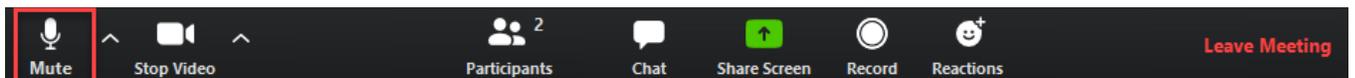
Zoom also offers many helpful resources at <https://Zoom.us/Support>

AUDIO OPTIONS

When in a meeting, you may have audio options available to you, including muting and audio device selection. This feature will not be available as an attendee in a Zoom webinar unless the host temporarily allows it.

To mute yourself:

1. Click the **Mute** icon in the lower left corner of the screen.



2. When you are muted, you see the microphone with a line through it and *Unmute* written below the icon.



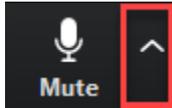
3. To unmute, click the **Unmute** icon.

QUICK STEPS

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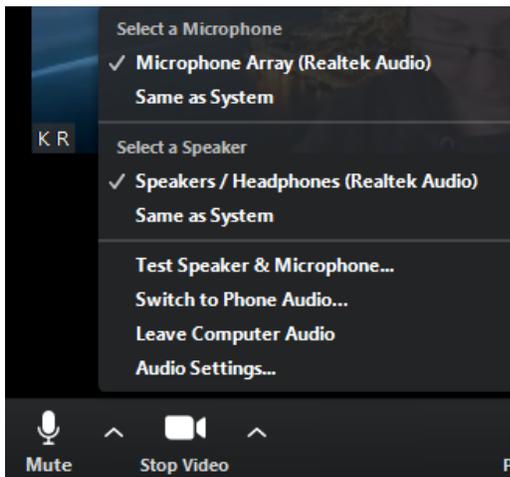
To select your microphone and speakers:

1. Click the **up arrow** next to the Mute icon.



2. Your audio options now appear. Select the Microphone and Speaker you wish to use.

NOTE: The more microphones and speakers you have connected to your computer, the more options you have.



3. You may test your speaker and microphone if you wish.

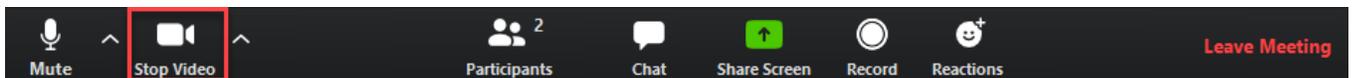
VIDEO OPTIONS

When in a meeting, you may have video options available to you, including turning on and off your video camera. This feature will not be available if participating as an attendee in a Zoom webinar.

NOTE: Using video means you are turning your camera on so the other people in the meeting can see you. You do not need to turn on video here to see others on your screen.

To turn your video off:

1. Click the **Stop Video** icon in the lower left corner of the screen.



2. When your video is off, you see the video icon with a line through it and *Start Video* written below the icon.



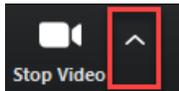
3. To turn on your camera, click the **Start Video** icon.

QUICK STEPS

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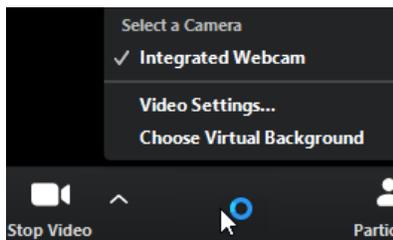
To select the camera you wish to use:

1. Click the **up arrow** next to the Video icon.



2. Your camera options appear. Select the camera you wish to use.

NOTE: the more cameras you have connected to your computer, the more options you will see.



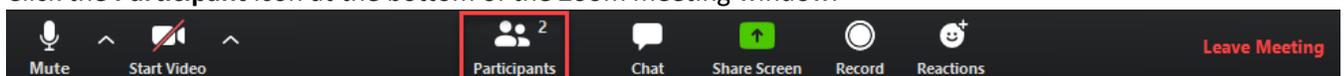
3. This menu may also give you the option to select a virtual background if your camera and physical surroundings support its use.

FEEDBACK OPTIONS

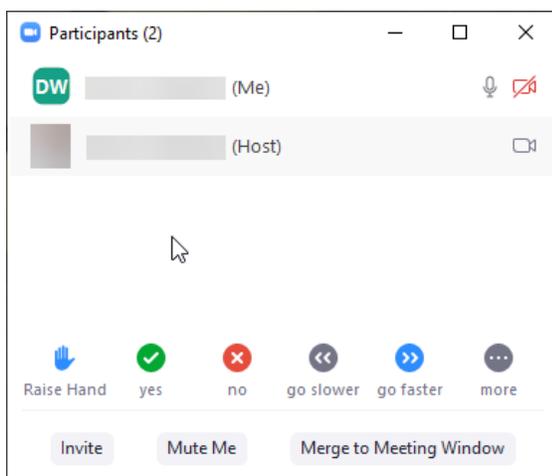
The meeting Host may choose to turn on feedback icons that allow participants to answer questions or indicate they have stepped away without using their audio. When you select an icon it appears next to your name so the host can see how you have responded to a question they ask or if you need them to adjust their pace.

To use feedback options:

1. Click the **Participant** icon at the bottom of the Zoom meeting window.



2. This brings up the Participant window along the right of the screen.



← There is a Participants list at the top of the window.

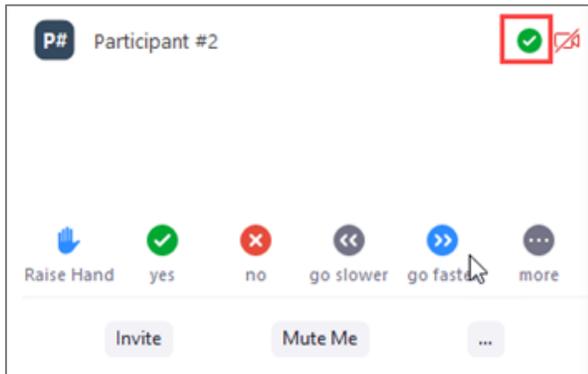
← Your available feedback options appear at the bottom.

QUICK STEPS

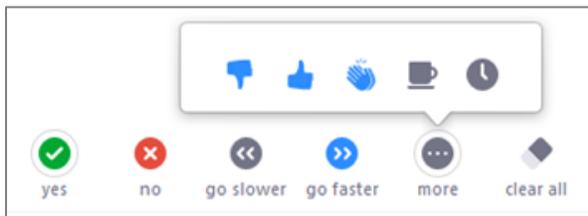
VIRTUAL MEETINGS

3. Choose any option along the bottom to add that icon next to your name. For example, the host may ask, “Does anyone need a break?” You can choose ‘yes’ or ‘no’ to communicate your response.

NOTE: Your Feedback choices are visible to everyone.



4. Click the **more** icon to bring up additional feedback options. You can use the coffee cup or clock to indicate you have momentarily stepped away.



5. Click the any feedback icon next to your name if you want to remove it. The Host may also remove your feedback icons.

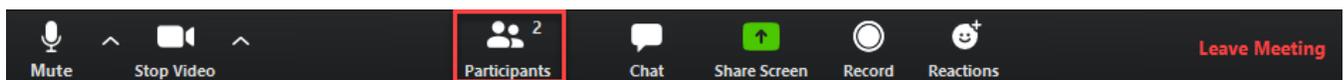
Raise Your Hand

Raising your hand in a meeting can be used to indicate to the Host that you have a question or would like to speak.

NOTE: Depending on the type of Zoom event you are in and the features the host has enabled, the ‘Raise Hand’ feature may appear as a feedback icon as described above, or as a button as described here. When either option is chosen, a hand icon appears next to your name.

To raise your hand in a meeting:

1. Click the **Participants** icon at the bottom of the window.



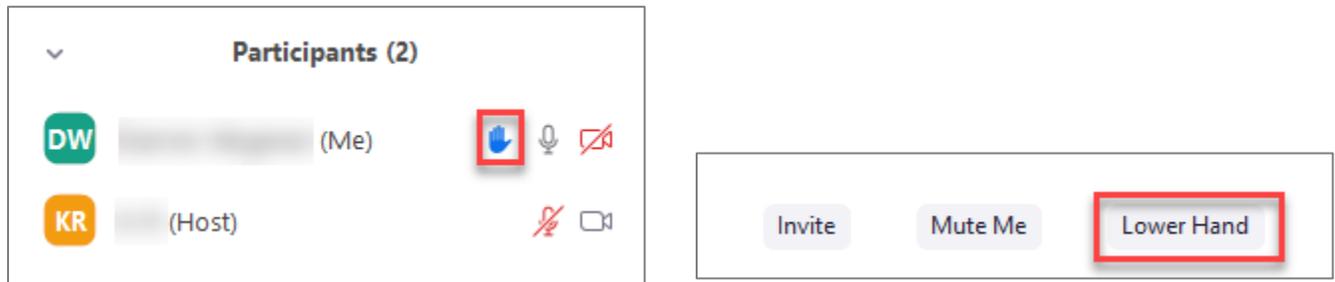
2. Click **Raise Hand** at the bottom of the Participant window under the feedback option icons.



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3. A hand appears next to your name in the Participants list above. Both you and the host can lower your raised hand. If you wish to lower your hand, click **Lower Hand** and the hand icon will disappear.



USING THE CHAT FEATURE

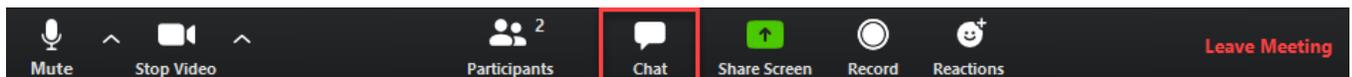
Chat in a video conference meeting or webinar can be used to make a comment, ask questions, or share with others in the meeting. The Chat feature is used in different ways by different presenters. You may or may not have access to chat.



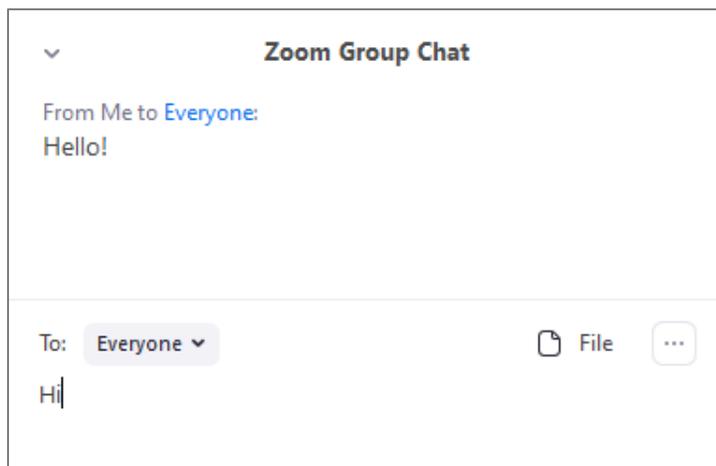
NOTE: If your Chat icon is orange and has a small number in the top corner, it means there are unread Chat messages in the meeting.

To use the Chat feature:

1. Click the **Chat** icon along the bottom of the meeting screen to open the Chat window.



2. The Chat window appears along the right side of the screen. All posted messages from others appear in chronological order at the top of the window.



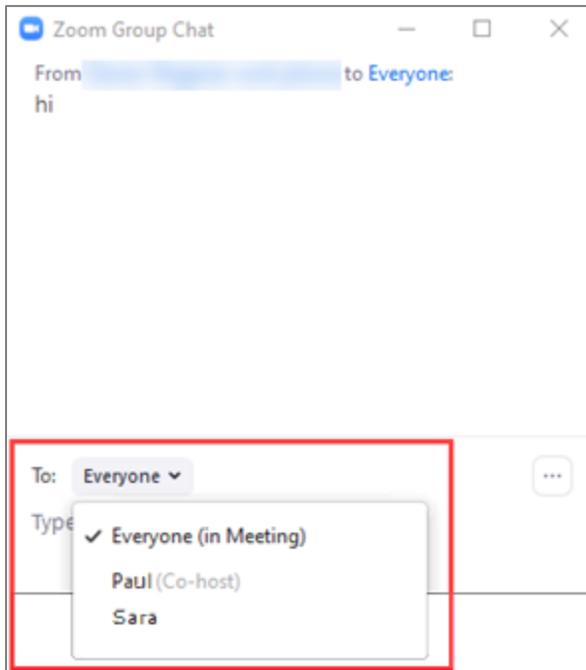
Use the bottom section of the window to add a message.



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3. Your message is visible according to the **To:** option you choose. The options you have available are based on how the Host has set up Chat for the meeting. Options that may be available include:
 - a. Everyone – used in a meeting, shows all attendees the messages you type
 - b. Select from the list of individuals to send a message to them directly. This option may be used in webinars or meetings.



4. Type your message directly under the **To:** selection and press **Enter** to post it in the Chat section above.



5. To close the Chat window, click the **Chat** icon along the bottom of the screen.

NOTE: The icon will turn orange when new unread messages are added.



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QUICK STEPS

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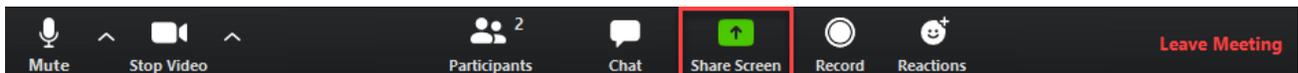
SHARING YOUR SCREEN

When in a Zoom meeting, if the host has enabled it, participants can share their screen with the rest of the group.

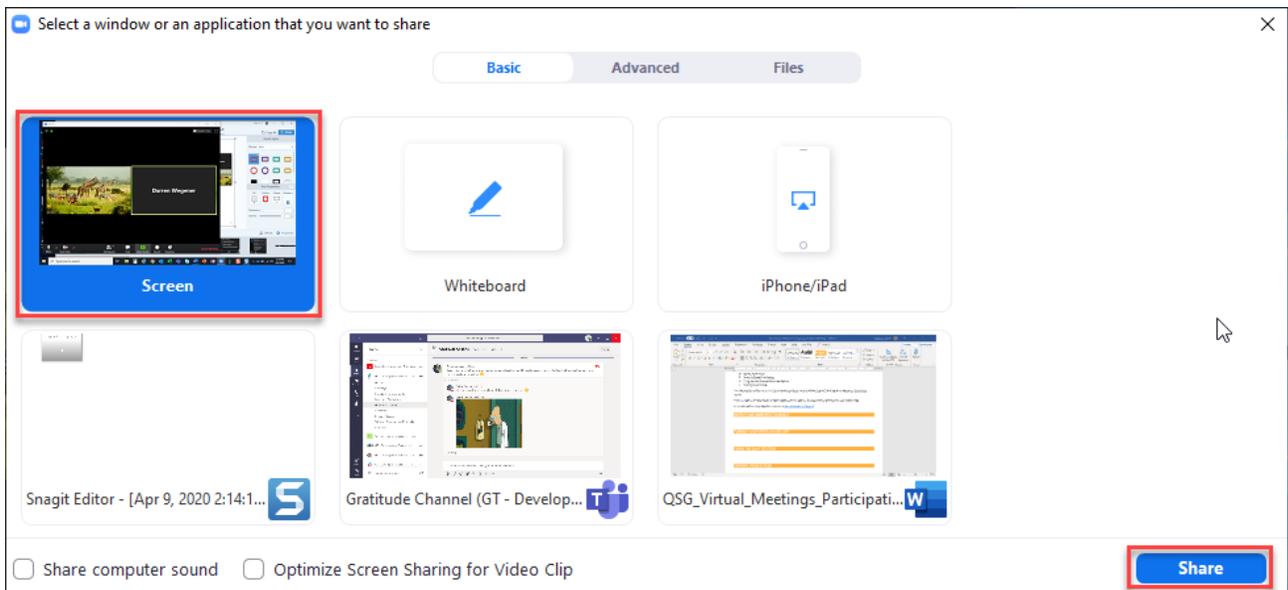
NOTE: This feature is not available if you are an attendee in a webinar.

To share your screen:

1. Click the **Share Screen** icon at the bottom of the Zoom meeting window.



2. A window pops up asking you to choose a window or application to share.
 - a. If you are using multiple monitors, each monitor shows as an option.
 - b. Depending on the applications you have open, Zoom will also ask if you want to share a single application instead of your entire desktop.



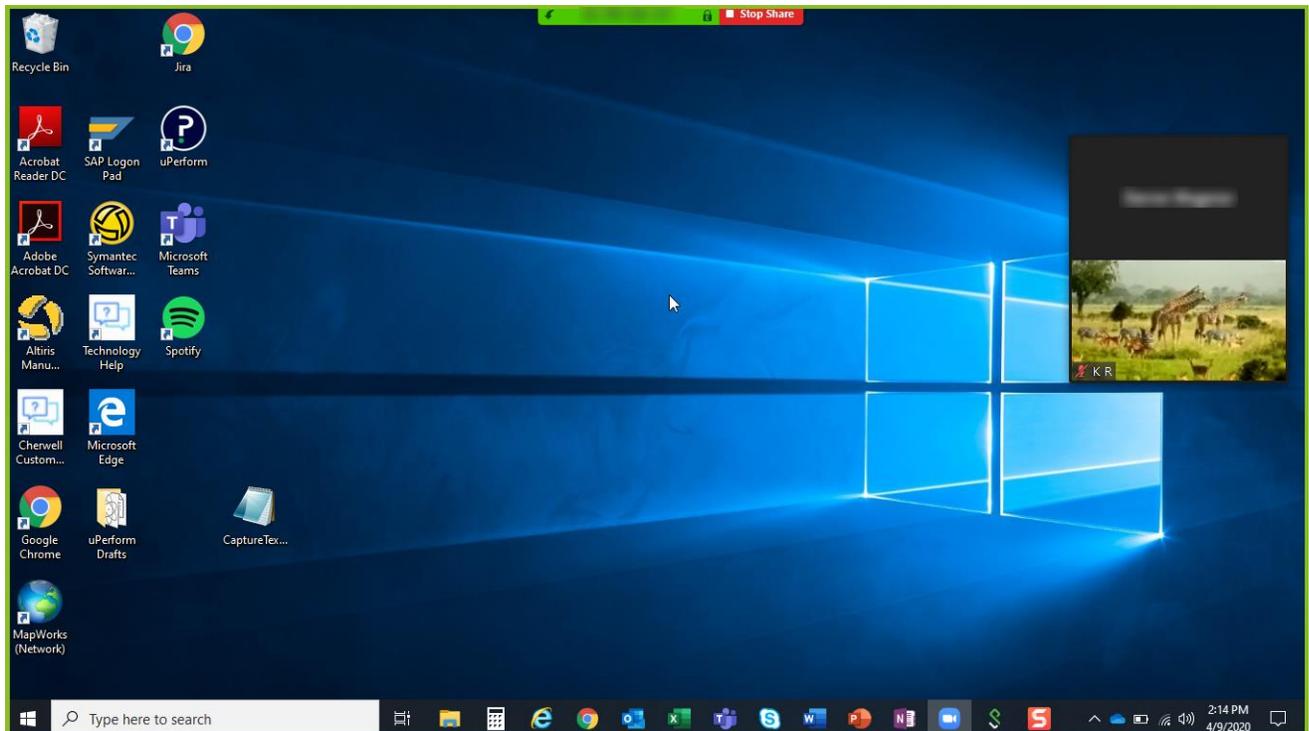
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QUICK STEPS

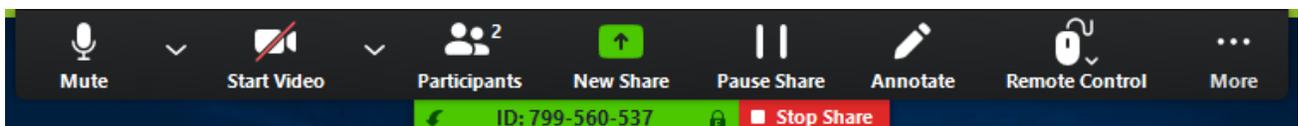
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3. Click the option you want and click **Share**. A green box appears around the outside of what you are sharing.

NOTE: As you can see below, when you share a screen, everything on that screen is visible. Make sure you are not sharing any sensitive or personal information. You may also want to turn off pop-up notifications while you are sharing your screen.



4. Hovering your mouse along the upper middle edge of the screen exposes the sharing toolbar. Here you can pause the share, annotate (draw) on the screen, or allow others to take control of your screen. To stop sharing your screen, click **Stop Share**.

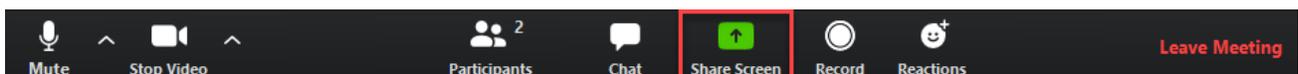


To share a virtual whiteboard

If the host has enabled the Whiteboard feature in a meeting, attendees can use it to draw and write collaboratively on a white surface that is visible to everyone. Depending on the meeting settings, the host may open and share a whiteboard or give you access to open one from your screen. These instructions show you how to open and share a whiteboard.

NOTE: This feature is not available if you are an attendee in a webinar.

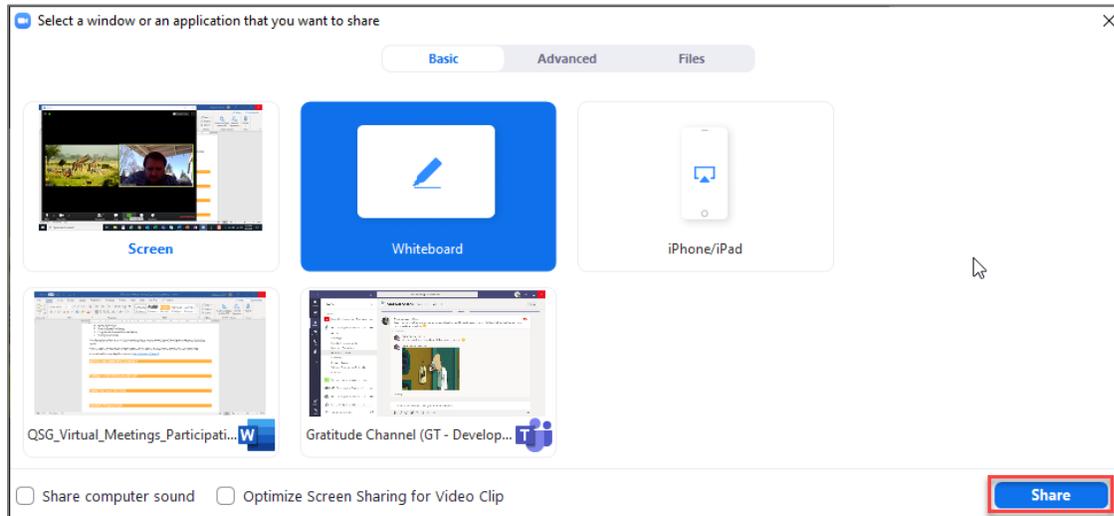
1. Click the **Share Screen** icon at the bottom of the Zoom meeting window.



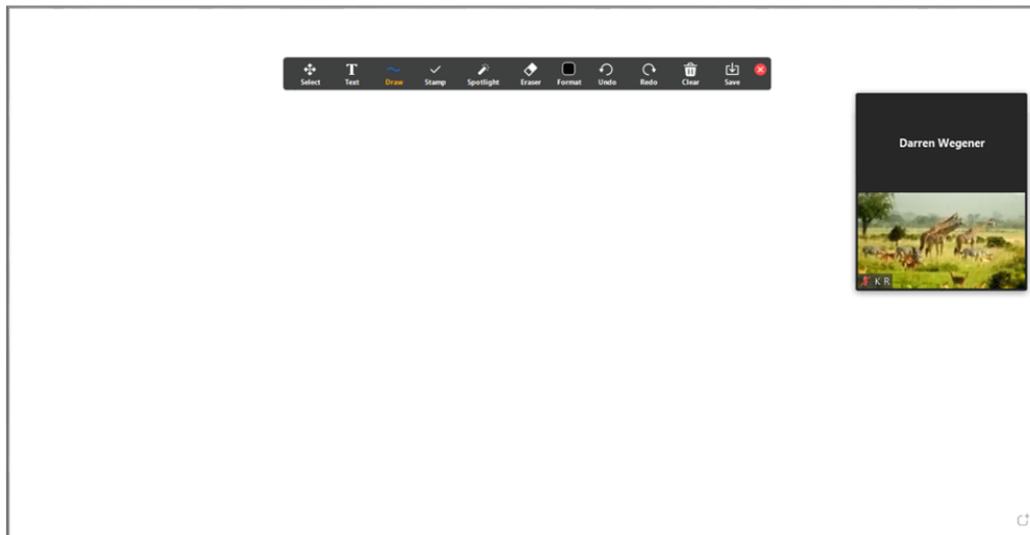
QUICK STEPS

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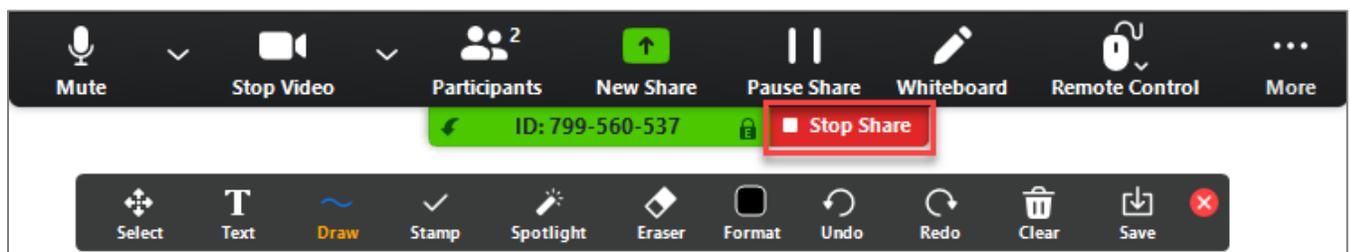
2. Click **Whiteboard** and click **Share**.



3. The Whiteboard appears, with drawing and text options.



5. Hovering your mouse along the upper middle edge of the screen exposes the sharing toolbar. To turn off the Whiteboard and stop sharing your screen, click **Stop Share**.



QUICK STEPS

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VIEWING CLOSED CAPTIONING

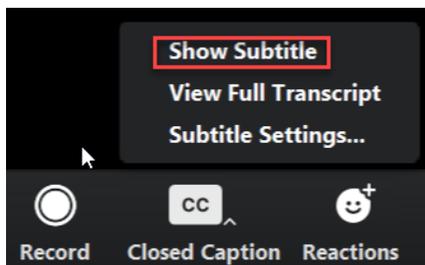
Meeting hosts can assign someone add Closed Captioning to a meeting. If someone is assigned to caption a meeting, participants can view those captions.

To view Closed Captioning:

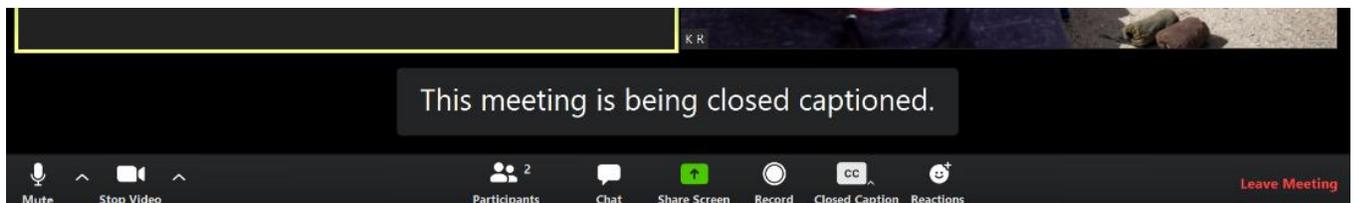
1. Click the **Closed Caption** icon at the bottom of the window.



2. An options submenu appears. Click **Show Subtitle**.



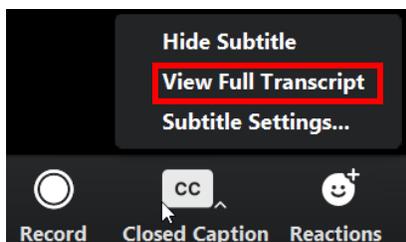
3. Closed Captioning is now visible along the bottom of the screen.



4. To turn off closed captioning, click the same **Closed Caption** icon, then click **Hide Subtitle** from the options list.

To View Full Transcript:

1. Click the **Closed Caption** option menu.
2. Click **View Full Transcript**. The full transcript appears along the right side of the screen.



You can scroll through the transcript to review anything you may have missed up to the present moment. Dialogue continues to be added to this panel in real time as the meeting progresses.

QUICK STEPS

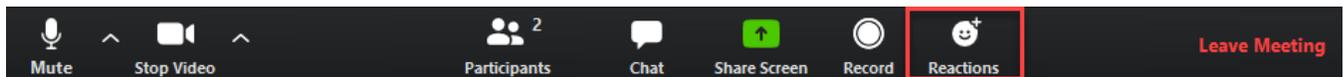
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USING THE REACTION OPTIONS

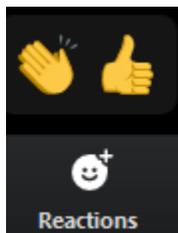
Depending on the settings selected by the host and their account type, reactions may be available. These can be helpful if the feedback options do not appear in the Participants window.

To use reactions:

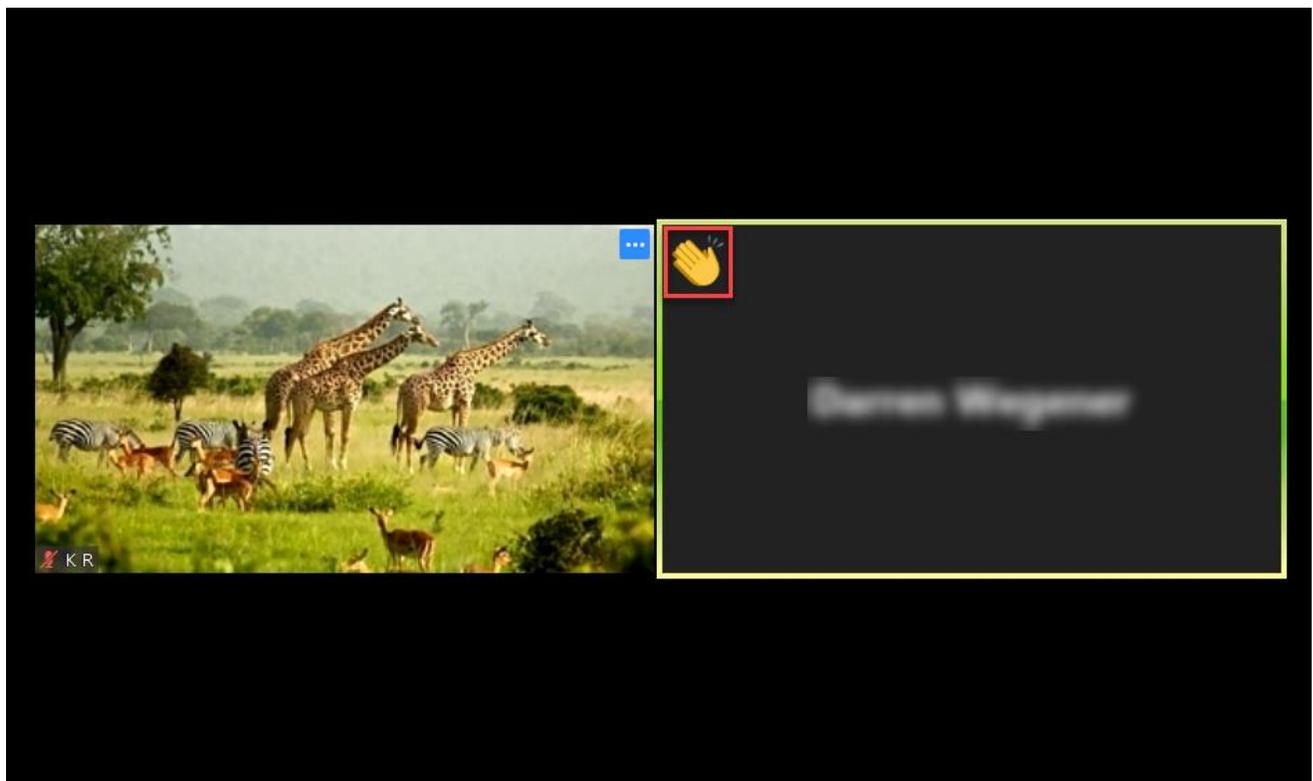
1. Select the **Reactions** icon at the bottom of the Zoom meeting window.



2. You are presented with two options: Clap Hands or Thumbs up.



3. When you click one of these icons, it appears in the upper left corner of your video or name display. It goes away on its own.



QUICK STEPS

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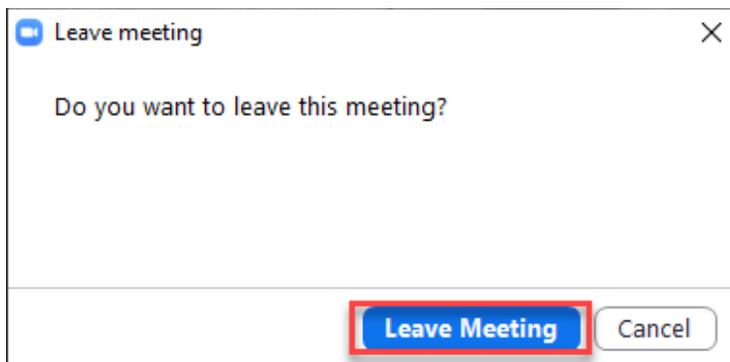
LEAVING THE MEETING

To leave a meeting:

1. Click **Leave Meeting** at the bottom right corner of the Zoom meeting window.



2. A window appears asking if you want to leave the meeting. Click **Leave Meeting**.



3. You have now left the meeting.