Virtual Meetings
Tips for Attendees
GETTING STARTED
Tips for Meeting Attendees

Join the Meeting
• Click the meeting link provided
  OR
• Go to join.zoom.us and enter the meeting id

Connect Audio
• Click to Join with Computer Audio
  OR
• Dial in using the number provided
• Consider using headphones. You can use a Bluetooth device that is compatible with your computer or phone

Turn on Video
• Must have a webcam available

www.eboardsolutions.com
MEETING ETIQUETTE
Tips for Meeting Attendees

APPEARANCE
- Dress and grooming should be work appropriate
- Adjust your camera to eye level and center yourself in the frame
- Have good lighting on your face so you can be seen clearly
- Sit up straight

SURROUNDINGS
- Maintain a professional, distraction-free workspace
- Be mindful of what’s behind you on camera (no messy rooms or open closets)
- Consider sitting with your back to a wall or using a virtual background
- Adjust lighting to best effect

BACKGROUND NOISE
- Join the meeting on mute
- Mute your microphone when you are not speaking
- Use a headset to be heard clearly and help eliminate background noise
- When unmuted, avoid activities that create additional noise, such as typing or shuffling papers

FOCUS
- Give the virtual meeting your full attention – avoid multitasking
- Use attentive body language (don’t fidget or let your eyes wander too much)
- Stay seated and stay present
- No eating

www.eboardsolutions.com
IN-MEETING COMMUNICATION
Tips for Meeting Attendees

AUDIO
Be sure you know how to mute/unmute yourself. To reduce background noise, stay muted unless you need to speak.

CHAT
Use the in-app Chat function to ask questions of the meeting host. Some apps allow you to chat with other participants, or direct comments to the whole group.

RAISE HAND
Raise your hand to alert the host that you have a question or comment. This eliminates the need to interrupt someone else.

www.eboardsolutions.com
THE ZOOM TOOLBAR

Tips for Meeting Attendees
Click the microphone icon to Mute or Unmute your audio.

Click the ‘up’ arrow next to the microphone icon to see additional options:

- Select microphone and/or speakers to use
- Test microphone and/or speakers
- Switch from computer audio to phone audio
ZOOM: Video
Using the Zoom Toolbar

- Click the camera icon to Start or Stop Video
- Click the ‘up’ arrow next to the camera icon to see additional options
  - If you have multiple cameras, select the one to use
  - Click Video Settings for additional settings (these may be limited depending on whether you have a Zoom account or are a guest)
Click the Participants icon to open the Participants panel.

The list of Participants will show you if a participant is muted or is sharing their video.

From this window, you can also use the Chat feature or Raise your Hand.

To close the panel, click the Participants icon again.
Click the Chat icon to open the Chat window
Type your message at the bottom of the window and select who to send it to
The Chat function allows you to message the host
If allowed, you can also message other meeting participants privately, or enter a message to all participants
ZOOM: Raising your Hand
Using the Zoom Toolbar

- From the Participants panel, click Raise Hand to let the host know you have a question or something to say
- The host will be able to see that your hand is raised, and can call on you to speak
- This alleviates interrupting the host or other speakers.
- When finished, click Lower Hand
Meeting Participants can react during a meeting by sending a thumbs up or clapping to communicate without interrupting the meeting.

Click the Reactions icon and select your reaction.

The reaction will appear in your panel and all participants can see it.

Reactions will disappear after 5 seconds.
ZOOM: Speaker View

• Switch how you are viewing the participants by choosing Speaker View or Gallery View in the upper right corner of the Zoom window.
• Speaker View will only show the panel of the current speaker (shown here along with screen share).
• When you are in Speaker View, the upper right corner shows the option to switch to Gallery View.
Switch how you are viewing the participants by choosing Speaker View or Gallery View in the upper right corner of the Zoom window.

Gallery View will show all participant panels.

When you are in Gallery View, the upper right corner shows the option to switch to Speaker View.
When a screen is being shared, you can adjust size of the panels within the Zoom window.
Click on the vertical drag bar and move the bar left or right to resize the panels.
This can be done in Speaker View or Gallery View.
If you click on another application and lose the Zoom window, click on the Zoom icon in your Task Bar to bring it back to the forefront.
ZOOM from a Tablet or Phone
Participant Views
ZOOM from a Tablet or Phone

Participant Views

ZOOM APPLICATION

• In order to join a Zoom meeting from a tablet or phone, you must download the Zoom application.
• On your device, visit the App Store or Play Store and search for Zoom
• Download the “Zoom Cloud Meetings” application and open it
ZOOM: Tablet Experience

Participants View

AUDIO
• Audio is either Muted or Unmuted
• If allowed by the host, you can mute and unmute yourself

VIDEO
• Video is either on or off
• Tab the icon to Start Video or Stop Video
ZOOM: Tablet Experience

Participants View

SHARE CONTENT

• If allowed, you can share content from your tablet device using the Share Content button.

• If only the host can share content, you will see this message:
  
  Only the host can share in this meeting
  
  OK
ZOOM: Tablet Experience

Participants View

PARTICIPANTS

- Tap Participants to open the Participants tab
- Tap yourself to see options such as Raise Hand and Lower Hand
ZOOM: Tablet Experience

Participants View

MORE Options

- Tap More to see additional options:
  - Reactions
  - Chat
  - Meeting Settings
  - Virtual Background
  - Raise hand
• At the bottom of the intro screen, you can
  • Join a Meeting (you will need the meeting id)
  • Sign Up for a free Zoom account
  • Sign In if you already have a Zoom login
• When you click Join a Meeting, the next screen allows you to:
  • Input the Meeting ID
  • Select if and how to Connect to Audio
  • Turn your Video on or off
ZOOM: Phone Experience

Participants View

- Input the Meeting ID and click Join to join a meeting
- Once in the meeting, you will see the host's video, and any screens that have been shared
- To enlarge the shared screen, use two fingers to enlarge the image
- If you do not see the Meeting Controls at the bottom of the phone screen, tap the screen
ZOOM: Phone Experience

Participants View

- The shared screen has been enlarged to make it more readable
- When you tap the screen, the Toolbar appears at the bottom, and some indicators appear at the top
ZOOM: Phone Experience

Participants View

AUDIO OPTIONS

• Click Join Audio to see the Audio Options

• Once you have joined audio, the icon will change to show you as Muted or Unmuted

• If allowed by the host, you can mute and unmute yourself
ZOOM: Phone Experience

Participants View

**VIDEO OPTIONS**
- Click on the Start Video to turn on your camera
- Video is either on or off
- When audio and or video are on, you will see indicators at the top of the screen
ZOOM: Phone Experience

SHARE CONTENT

- If allowed, you can share content from your phone using the Share Content button
- If only the host can share content, you will see this message
PARTICIPANTS

- Tap Participants to open the Participants tab.
- Tap yourself to see options such as Raise Hand and Lower Hand
MORE Options

• Tap More to see additional options:
  • Reactions
  • Chat
  • Meeting Settings
  • Virtual Background
  • Raise hand
ZOOM: Phone Experience
Participants View

CHAT
• Tap Chat to open the Chat window
• You may only be able to chat directly with the Host
MEETING SETTINGS
• Tap Meeting Settings to open the window
• The options available may depend on whether or not you have a login with Zoom
• “Always Show Meeting Controls” will keep the toolbar visible on your phone screen
ZOOM: Phone Experience

Participants View

SCREEN SWAP
Tap the smaller thumbnail to swap between the shared screen and Host view

GALLERY VIEW
Swipe right to change from Speaker View to Gallery View