



## PARTICIPANTS GUIDE

This guide takes you through the connection process and what to expect once connected to a **ConferZoom** room as a participant. When you are invited to join a **ConferZoom** meeting, you will receive an email or calendar invitation with the required meeting connection details.

Click the direct link provided in the email or calendar invitation, or copy the link to paste in your browser.

Hi there,

Donna Gustafson is inviting you to a scheduled ConferZoom meeting.

Topic: Example of Invite to a Scheduled Meeting

Time: May 20, 2015 2:00 PM (GMT-7:00) Pacific Time (US and Canada)

Join from PC, Mac, iOS or Android: <https://cccconfernow.zoom.us/j/625409628>

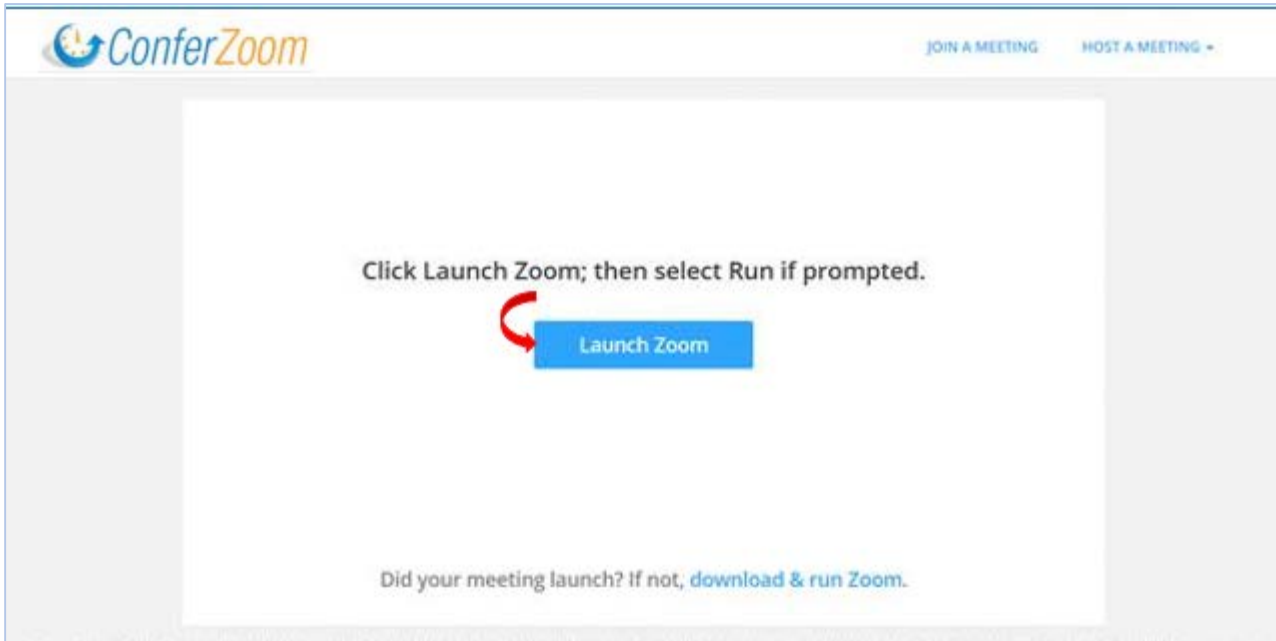
Or join by phone:

+1 (415) 762-9988 or +1 (646) 568-7788 US Toll

Meeting ID: 625 409 628

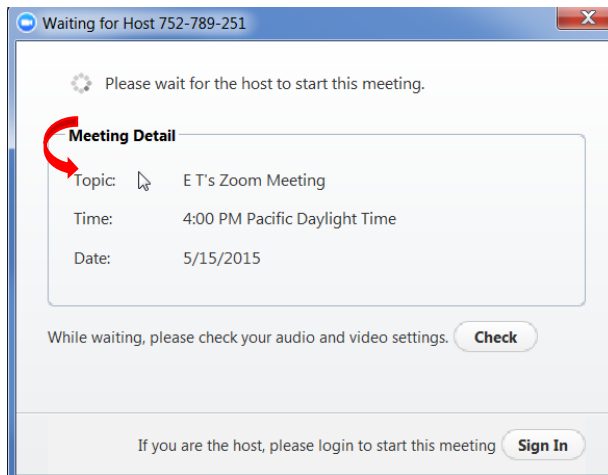
International numbers available: <https://cccconfernow.zoom.us/zoomconference>

If prompted, click the **Launch Zoom** button, then follow the on-screen prompts:



*Note: If you are a ConferZoom member, you can use your desktop app to join a session you are invited to.*

If you arrive before the host, a window opens to advise you *“Please wait for the host to start this meeting”*.



When the Host has joined before you, the screen activity in progress will appear. In this example, the host is screen sharing, and the participant is viewing text messages.

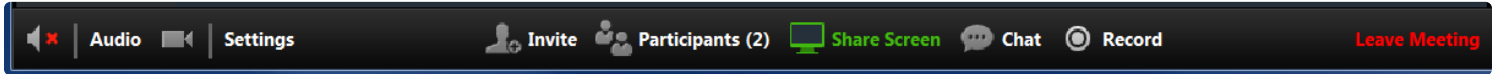
The image is a screenshot of a Zoom meeting window. At the top, it displays "Zoom Meeting ID: 625-409-628 Participant ID: 51". Below this, there are two video thumbnails: one for "Donna Gustafson" and one for "Monica". A yellow callout box with a red arrow pointing to the thumbnails contains the text: "LIVE VIDEO OF PARTICIPANTS WHO CLICKED THE VIDEO OPTION APPEAR". The main area of the window shows a desktop screen share of a "ConferNow Guide" website. A green rectangular frame highlights the desktop content. A yellow callout box with a red arrow pointing to the green frame contains the text: "THE HOST IS SHARING THEIR DESKTOP AS INDICATED BY THE GREEN FRAME AND CONTENT". In the bottom right corner, a "Zoom Group Chat" window is open, showing a list of participants (All, Donna Gustafson, ET) and a chat history with messages: "Sorry Im late...work, work, work :)", "from Donna Gustafson to All 01:57 PM", and "Hi ET...". A yellow callout box with a red arrow pointing to the chat window contains the text: "TEXT CHAT MESSAGES OPEN WHEN YOU CLICK ON THE CHAT OPTION TO INITIATE A TEXT CONVERSATION." The Windows taskbar is visible at the bottom, showing the time as 1:07 PM on 3/18/2020.

# WHAT TOOLS CAN YOU USE AS A PARTICIPANT IN ANY MEETING?

The session tool bar can appear in two different locations depending upon room activity.

## Default Toolbar Location

The default location for the tool bar is at the bottom of your screen.



- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

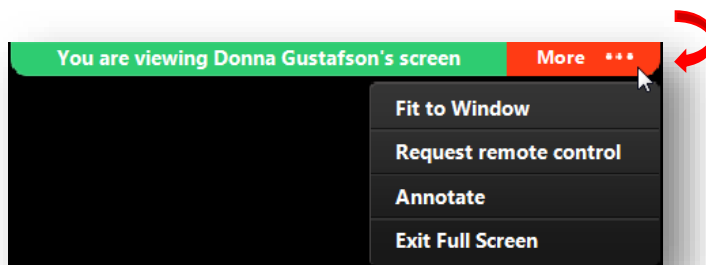
1. **X**: Indicates the status of audio, the Participant chose not to join audio.
2. **Audio**: Click to join by phone or computer mic.
3. **Video**: Start or stop video sending your picture.
4. **Settings**: Choose audio, video, and recording options when enabled.
5. **Invite**: Invite others to join the session in progress.
6. **Participants**: View the names of who has joined this session. Raise your hand for the Host to acknowledge you.
7. **Screen Share**: Allows you to share your screens with the Host and Participants.
8. **Chat**: Select **All** to send a chat for all to read, or select an individual name to send a private chat.
9. **Record**: Sends a request to the Host for permission to record this session.

*Note: The recorded file downloads to your own computer.*

10. **Leave Meeting**: When you are ready to leave to meeting, click the button!

## Screen Sharing Toolbar Location

When the host is sharing screens, the content is displayed in **Full Screen** mode. The tool bar remains at the bottom of your screen, and a new menu appears at the top of your screen. Click **More...** to select other options:



- **Fit to Window** or **Exit Full Screen** to return the tool bar view at the bottom of the screen, and continue to have the **More...** menu.

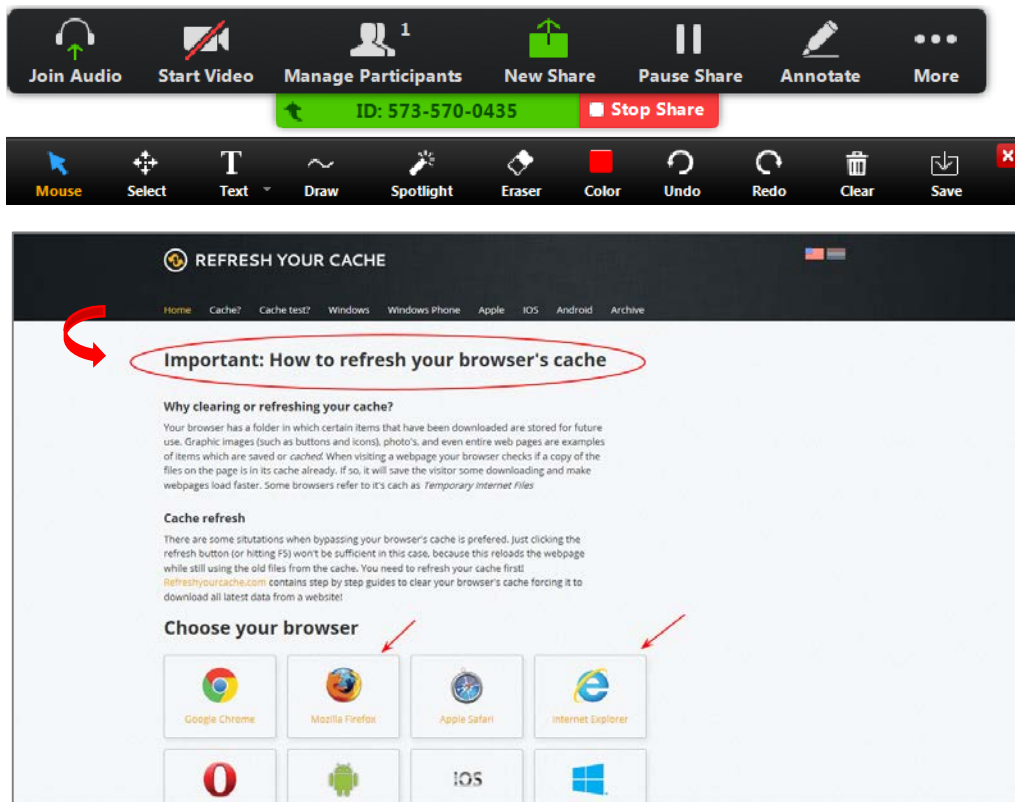
*Note: When in Full Screen mode, the tool bar does not appear at the bottom of the screen.*

- In **Fit to Screen** mode, the **More...** option changes to offer **Original Size**.



*Note: Annotate and Request remote control options are available only in Full Screen, Fit to Window and Original Size.*

- Click **Annotate** to mark-up on shared screens. The **Annotation** tool bar appears - select your tool and colors.



*Note: The Host enables the annotations feature for participants.*