

ConferZoom

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>

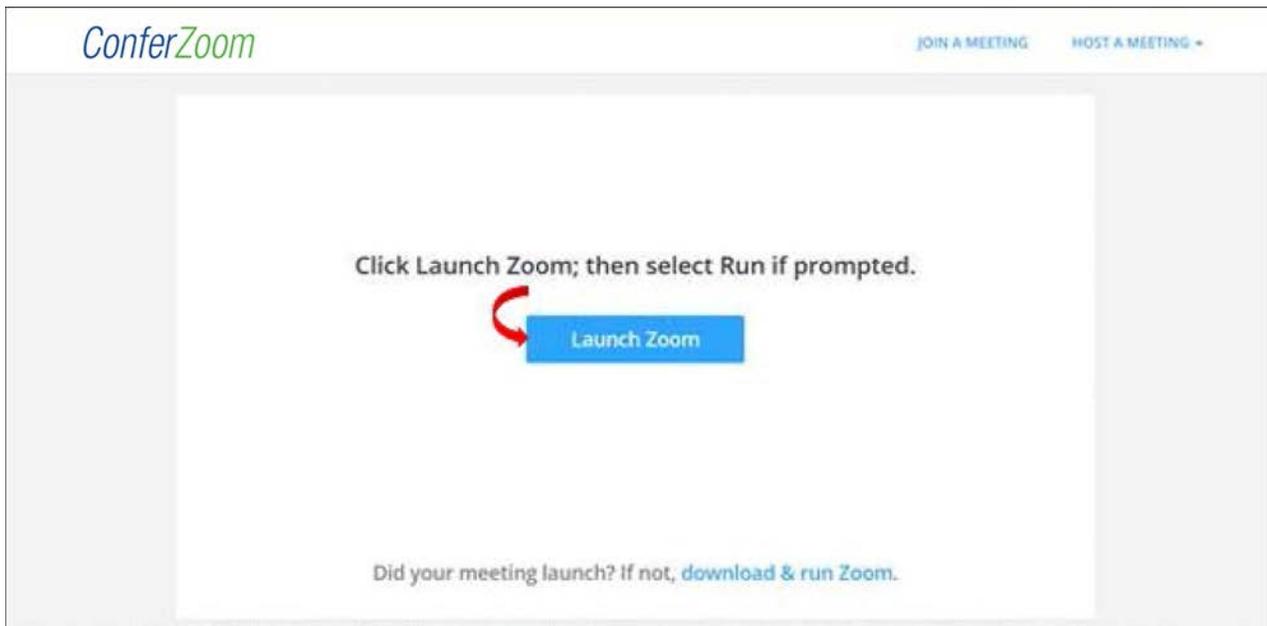
Or join by phone:

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

Meeting ID: 625 409 628

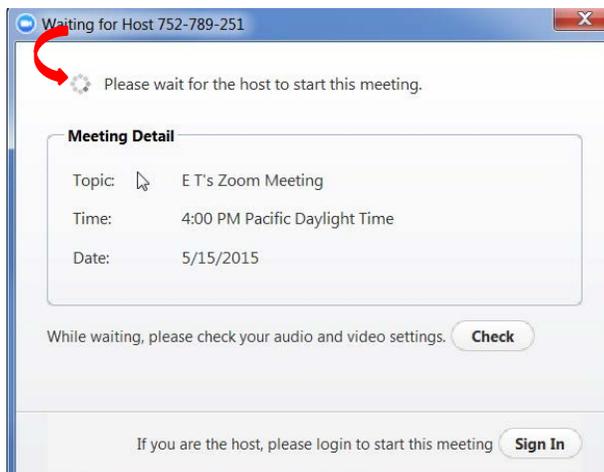
International numbers available: <https://cccconfernow.zoom.us/zoomconference>

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

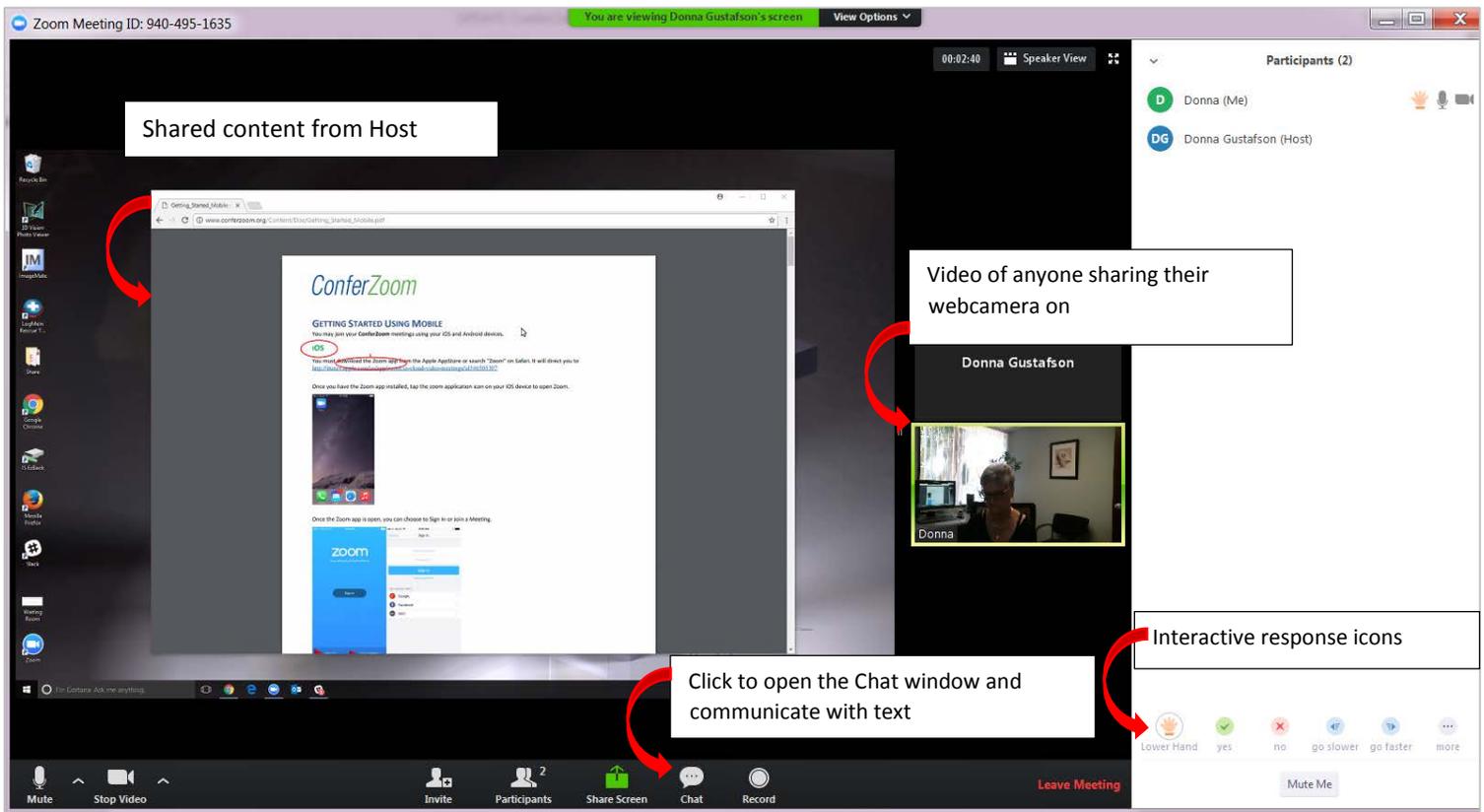


Note: If you are a ConferZoom member, you can use your desktop app to join any session you are invited to.

When you connect, a window may open to advise you "Please wait for the host to start this meeting". It is a host option to have participants wait until the host is ready to start the meeting.



If the Host has started thed before you connect, the screen activity in progress will appear. In this example, the host is screen sharing, the video gallery appears, and the participant is raising her hand.

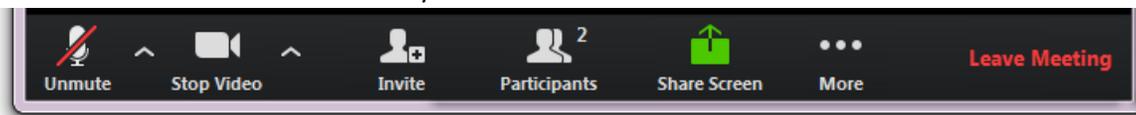


TOOLS YOU CAN USE AS A PARTICIPANT

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

TOOLBAR

The tool bar is located at the bottom of your screen. Each icon is described below.



/: Indicates the status of **Audio** or **Video**, in the example the Participant chose not to join audio.
 The opens menu options for both **Audio** and **Video**.

Invite: Generate an email or calendar invitation for others to join the meeting.

Participants: View the names of who has joined this session. Raise your hand for the Host to acknowledge you.

Share Screen: Allows you to share your screens with the Host and Participants.

...More: Opens options for Chat and Record

Chat: Select **All** to send a chat for all to read, or select an individual name to send a private chat.

Record: Sends a request to the Host for permission to record this session.

Note: The host has the option to allow or disable participants to be recorded. If recording is allowed, the file download to your own computer.

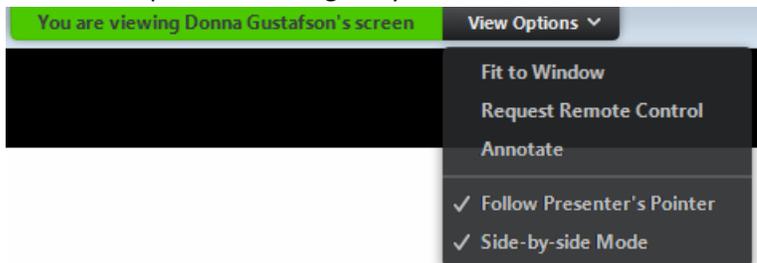
Leave Meeting: When you are ready to leave the meeting, click the button!

SCREEN SHARING TOOLBAR LOCATION

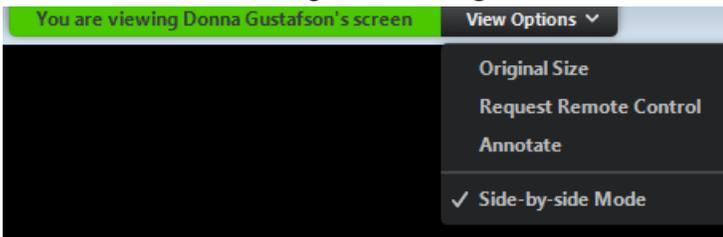
When the host is sharing screens, the content is displayed in **Full Screen** mode. The tool bar moves to the top of your screen, and a **View Options** menu appears. Click to choose from several, self-explanatory options:

- **Fit to Window** resizes the screen.

Side-by-side Mode splits the video gallery and content on screen, resize by grabbing the vertical split line.



- While in **Fit to Screen** mode, change back to **Original Size** from the **View Options** menu.



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 has the option to disable participant annotations.

