

# Zoom Participant Tips and Troubleshooting

Your instructor will not be able to provide you with tech support during your session. Please see the information below to ensure that you are prepared to Zoom with us.

## Joining a Zoom Meeting

- ★ When joining a Zoom meeting, you may do so via the Zoom link or Meeting ID. If one doesn't work, the other will.
- ★ If using the Meeting ID, simply go to the Zoom website, select join a meeting, and enter the ID.
- ★ Make sure you allow video and audio.
- ★ When you first join a meeting, you will be put on mute automatically.
- ★ To control mute, hover your mouse over the bottom left hand corner of the Zoom screen and select the microphone button.

## Changing Your Name

- ★ We want to know who is in class, so please make sure the first name of the participant is what appears.
- ★ When you enter the meeting, you can click on the three dots in the upper right corner of your video box. You will be able to change your name there.

## Switching Views

- ★ There are different views to seeing other participants in the Zoom.
- ★ You can switch views via the icons in the upper right hand corner of your screen.
- ★ **Gallery View** – Shows every participant equal sized.
- ★ **Speaker View** – Features whoever is speaking larger.

