

Zoom Meetings – Participants' User guide

Download Zoom

- All participants must log into the platform using the **latest version of desktop application** which can be downloaded in Zoom download center [here](#). Some of the features may not be available with older versions.

Zoom Client for Meetings

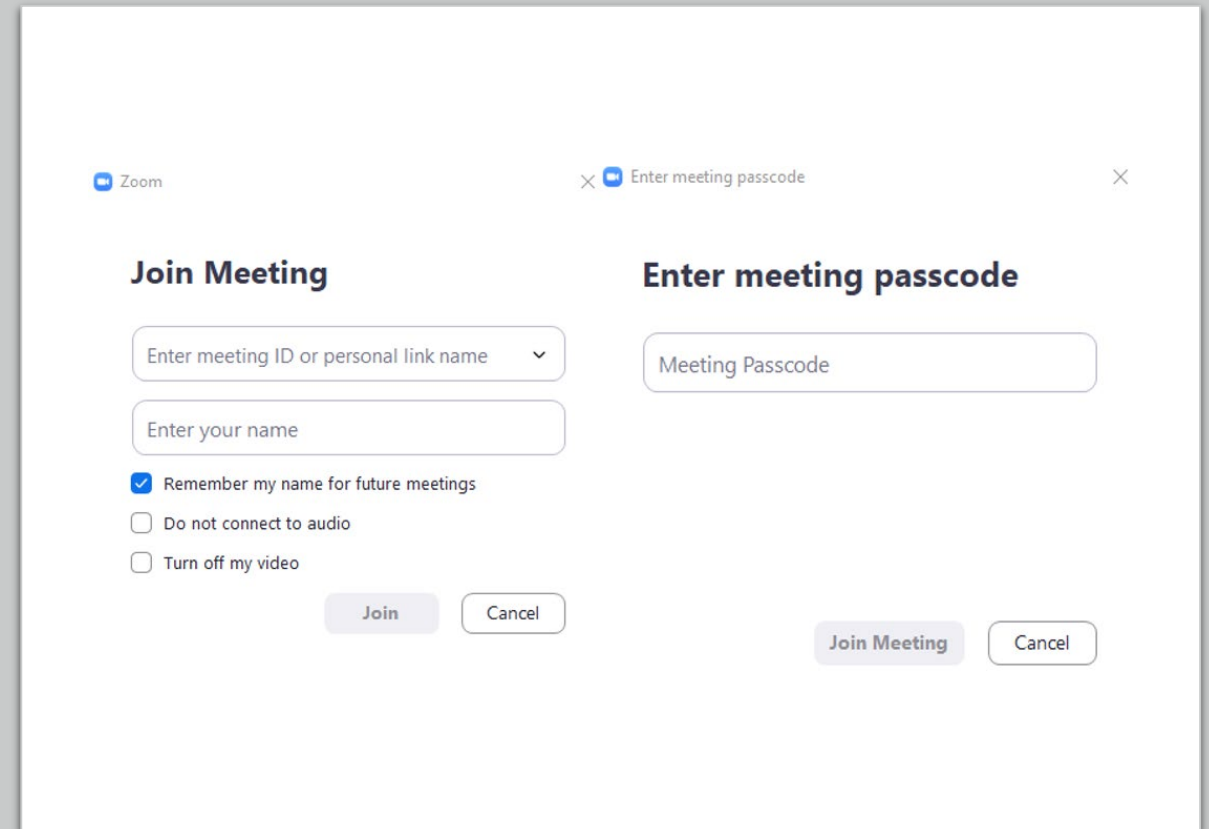
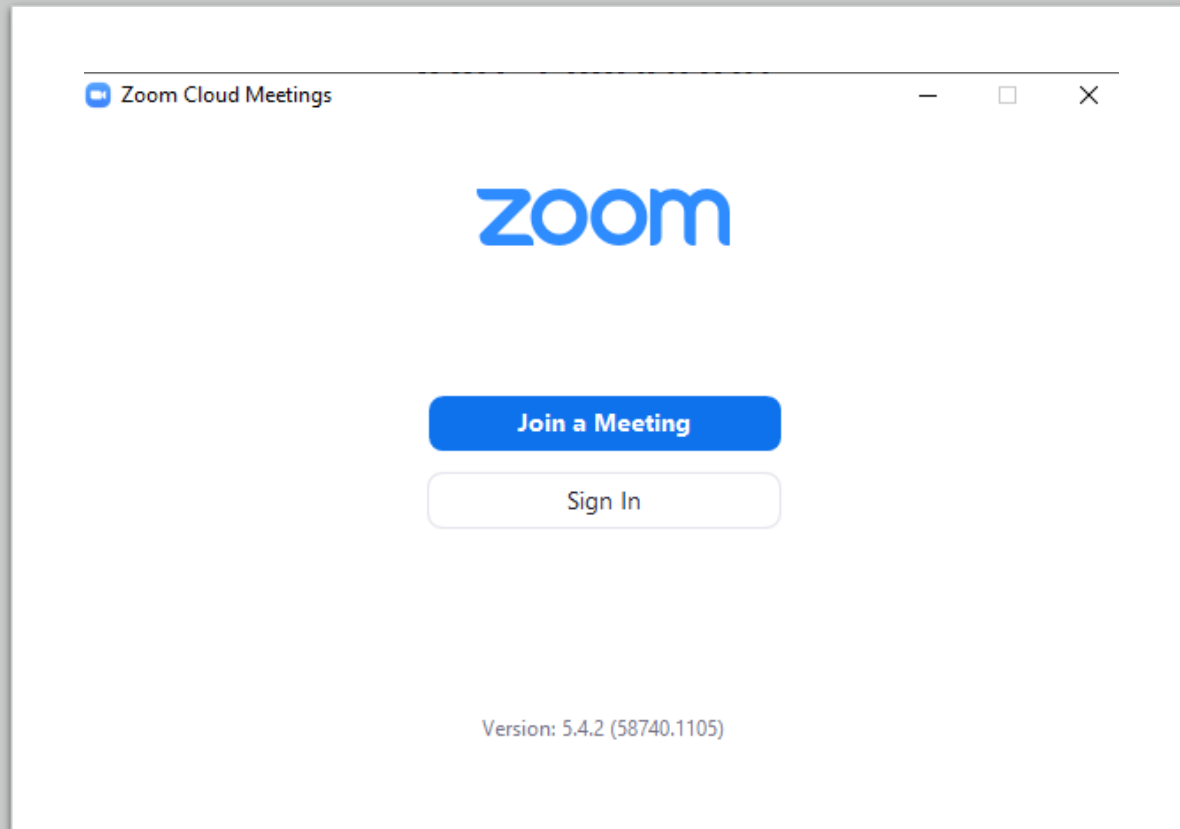
The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download [here](#).

[Download](#)

Version 5.4.9 (59931.0110)

Join Meeting

- Join the meeting by opening the Zoom link that was sent to you. Or, open the Zoom desktop application and join meeting by entering meeting ID (and passcode, if required)
- Join the meeting **30 minutes** before to test your connection



Audio and video settings

Please wait for the host to start this meeting.

This is a recurring meeting

Test Computer Audio

If you are the host, please [login](#) to start this meeting.

Speaker **Test Speaker** Speakers / Headphones (Realtek ... ▾)

Output Level:

Volume:

Microphone **Test Mic** Microphone Array (Realtek Audio) ▾

Input Level:

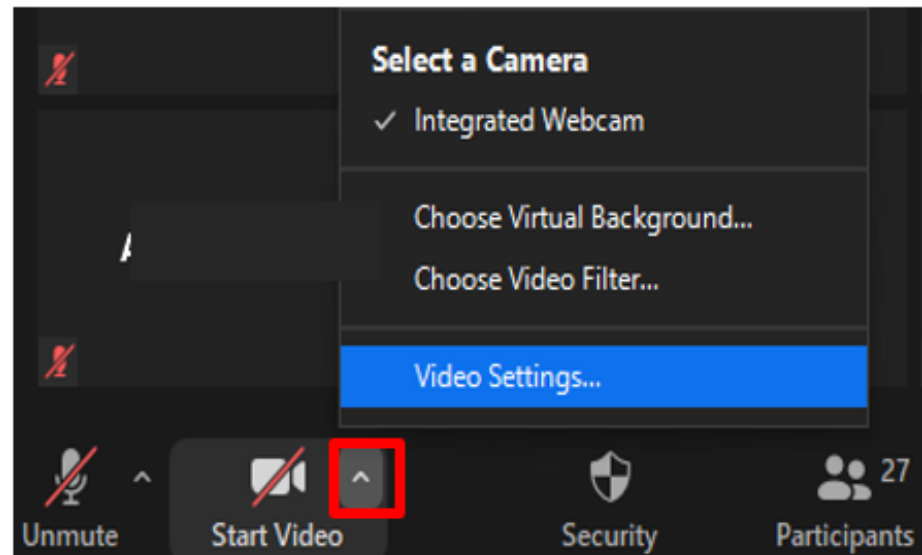
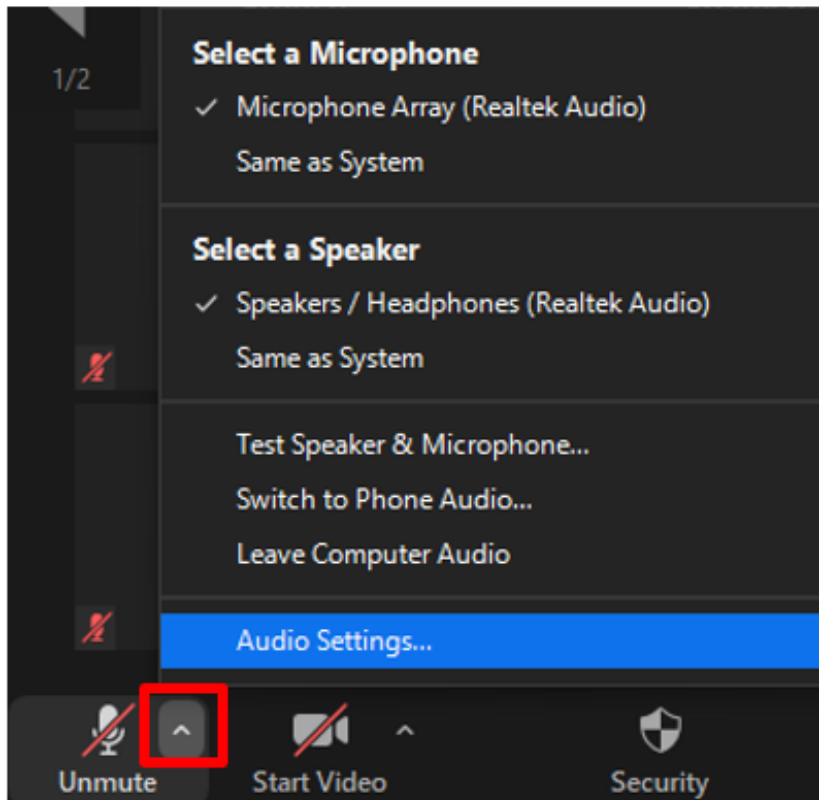
Volume:

Automatically adjust volume

When you connect to the platform before the host has started the session, you will see this pop-up that will allow you to test the Computer Audio. Click on “Test Computer Audio”

Audio and video settings

Additional settings can be found under the “Audio Settings” and “Video Settings”. Here, you can make sure that the correct loudspeakers and microphone are being used.



Audio and video settings

The image shows two side-by-side screenshots of the Zoom settings application. The left screenshot displays the 'Audio' settings, and the right screenshot displays the 'Video' settings.

Left Screenshot (Audio Settings):

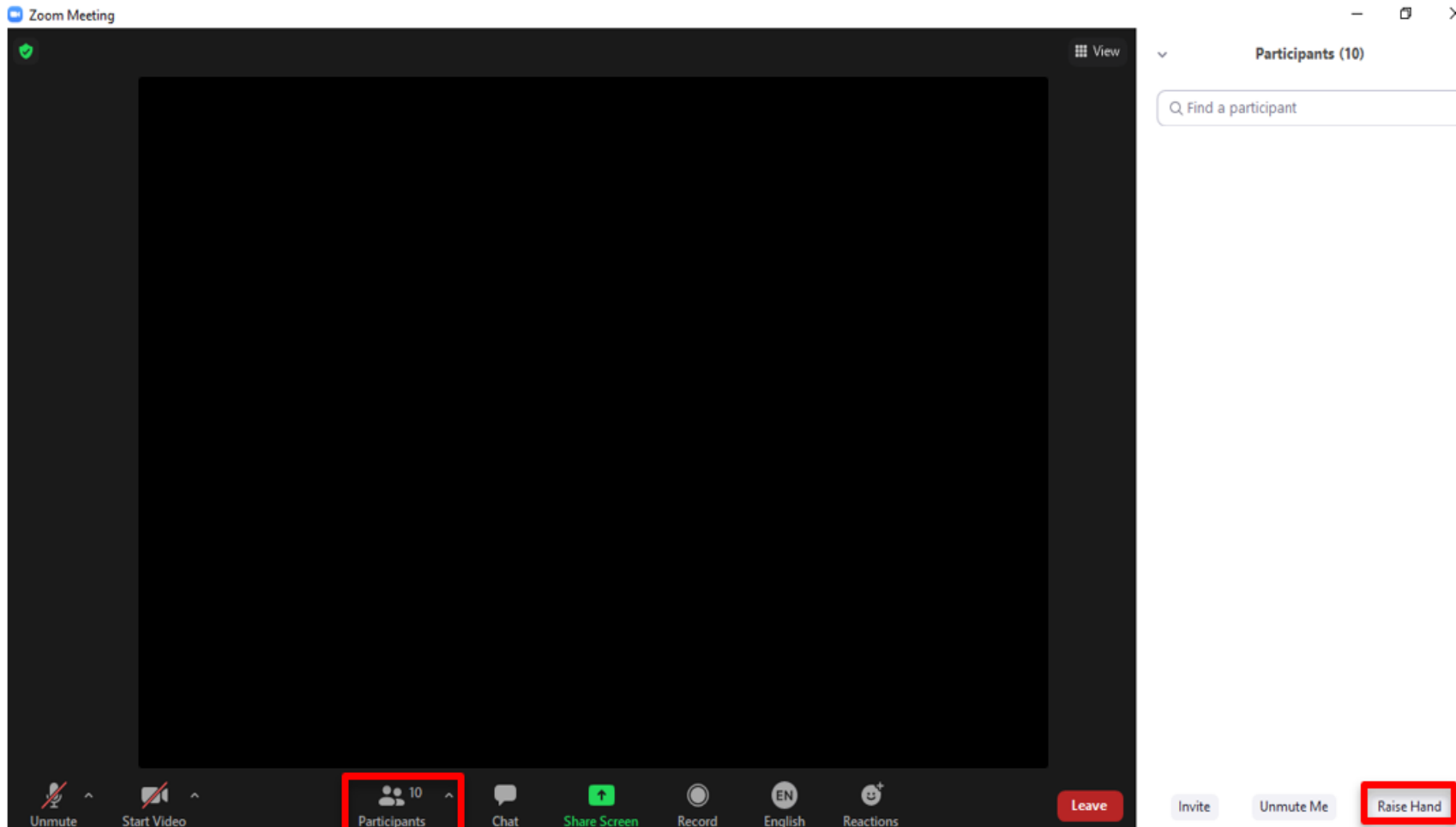
- Speaker:** Test Speaker, Speakers / Headphones (Realtek Audio). Output Level: [Slider]. Volume: [Slider]. Use separate audio device to play ringtone simultaneously.
- Microphone:** Test Mic, Microphone Array (Realtek Audio). Input Level: [Slider]. Volume: [Slider]. Automatically adjust microphone volume. Suppress background noise: Auto [Info]. Select the default noise suppression level (low) to optimize for music.
- Ringtones:** Default [Dropdown]. Automatically join audio by computer when joining a meeting. Mute my microphone when joining a meeting. Press and hold SPACE key to temporarily unmute yourself. Sync buttons on headset.
- Advanced:** [Button]

Right Screenshot (Video Settings):

- Camera:** Integrated Webcam [Dropdown]. Original ratio HD.
- My Video:** Mirror my video. Touch up my appearance. Adjust for low light.
- Always display participant names on their video:** [Info].
- Advanced:** [Button]

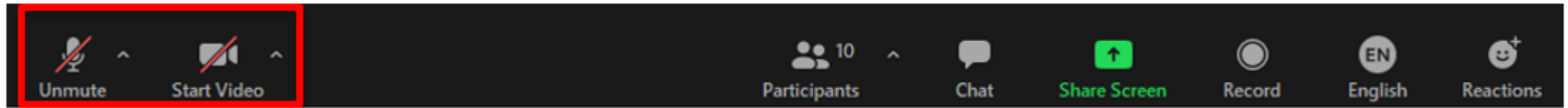
Requesting and taking the floor for participants

- first open the participants panel by clicking on the “Participants” button and then “Raise hand” button at the bottom right-hand corner of the screen.



Requesting and taking the floor for participants

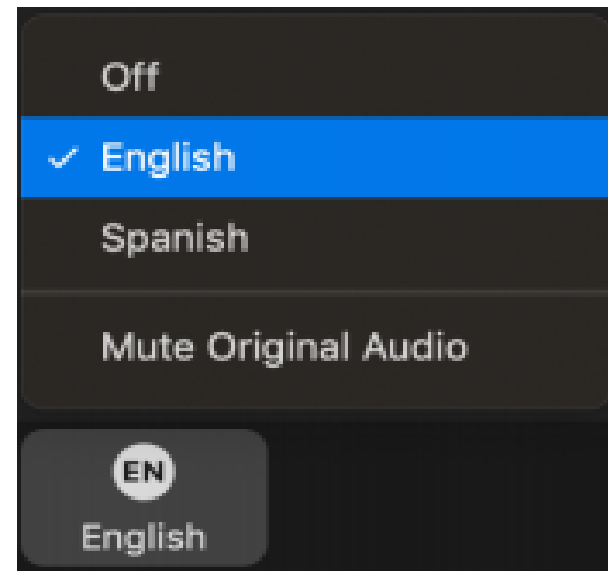
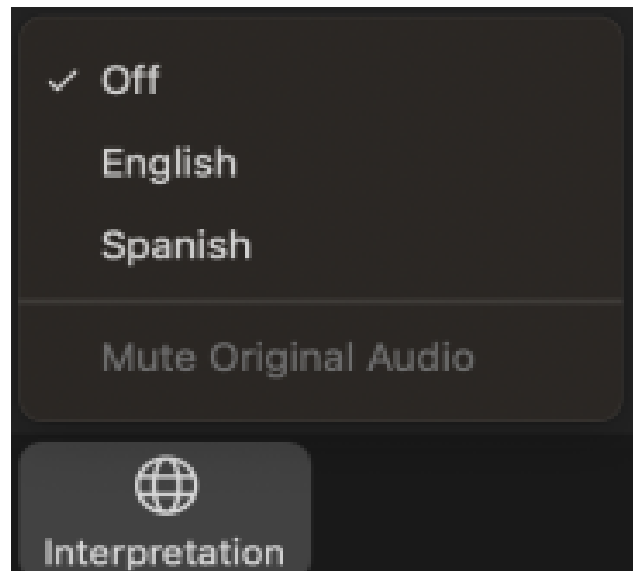
- The chair will announce who the floor is given to. When you have the floor, click the “Unmute” button to activate your microphone.



- Once your intervention has finished, click the “Mute” button to leave the floor. Please turn off your microphone when you are not speaking. For most of the time, video sharing will not be used unless you are invited to do so.

Interpretation

- Select the language you wish to listen to from the dropdown list at the bottom right-hand of the screen, where floor (“Off”) is selected by default. Only the available languages for that meeting will be shown.



Chat

- A chat function is available (under the “Chat” icon), for participants to write publicly or sending private messages to other participants.

