



Zoom

Zoom is a audio/video conferencing tool to use to connect with your fellow group members.

Getting Started:

- First, you will need the appropriate technology, which can include:
 - a laptop or desktop computer with a built-in camera or an accessory webcam
 - a smartphone with a built-in camera
 - a tablet with a built-in camera
- If you do not have any of those tools, you can simply call in to the meeting using a phone number, although it is strongly preferred that you join via video.

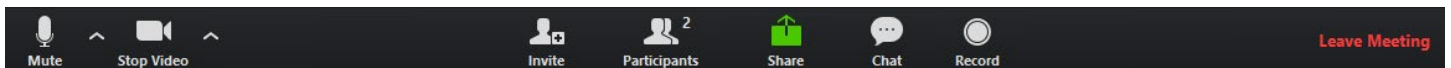
Before Joining the Meeting:

- Sit in front of a neutral background (if possible)
- Test your camera and position it at an appropriate level/angle
- Make sure that light from windows or lamps does not interfere with your video
- Be sure your devices are fully charged or plugged in before the meeting

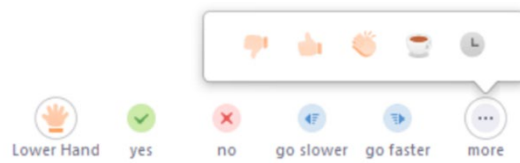
Logging in to the Meeting:

1. Access the meeting by clicking the link in your email/invitation
2. You may be placed in a virtual waiting room and then admitted into the meeting by one of the webinar hosts
3. If prompted, select “Join with Computer Audio”
4. Select “Start Video”
5. Take time to familiarize yourself with the toolbar on the bottom of the screen. The toolbar will disappear when it is not in use. Hover your mouse near the bottom of the screen to make it reappear.

Attendee Meeting Tools:



- **Mute/Unmute:** Mute and unmute your microphone.
 - Audio Controls (click the ^ arrow next to Mute / Unmute): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.
 - Please make sure to unmute yourself to ask a question or make a comment and mute yourself again when you have finished speaking.
- **Start Video / Stop Video:** Turns your camera on or off.
 - Video Controls (click the ^ arrow next to Start Video / Stop Video): Change cameras if you have multiple cameras and access your full video settings.
- **Participants:** See who is currently in the meeting. The Participants list also gives you access to these options:
 - **Rename:** Hover over your name and click Rename to change your screen name displayed to other participants.
 - **Non-verbal feedback icons:** Places an icon beside your name to notify the meeting host. For example, Raise Hand places the raise hand icon beside your name and simulates a hand raise.

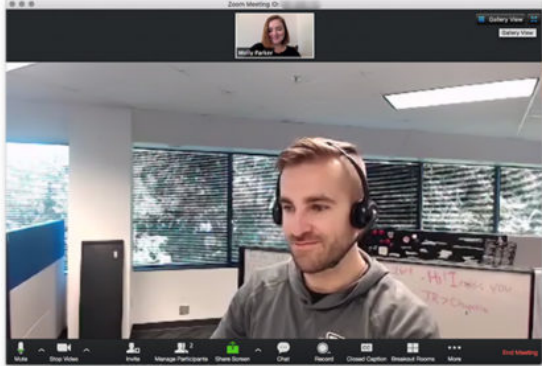




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- **Chat:** Access the chat window to chat with the meeting participants, make comments or ask questions.
- **Leave Meeting:** Leave the meeting while it continues for the other participants. Only the host can end the meeting.
- **Changing Your Screen View:** You can change your screen view by selecting “Speaker View” or “Gallery View” in the top right-hand corner of your screen.
 - **Speaker View:** This view allows you to see the person speaking in the main frame. This view will automatically switch when a new speaker begins.
 - **Gallery View:** This view allows you to see all participants, including the speakers, in the main frame.

Speaker View



Gallery View



General Information:

- The meeting may be recorded.
- The chat box text may be recorded.
- A transcript may be generated at the conclusion of the webinar.
- Results from any polls conducted during the meeting may not be anonymous.