

Student Guide to Participating in Zoom Meetings



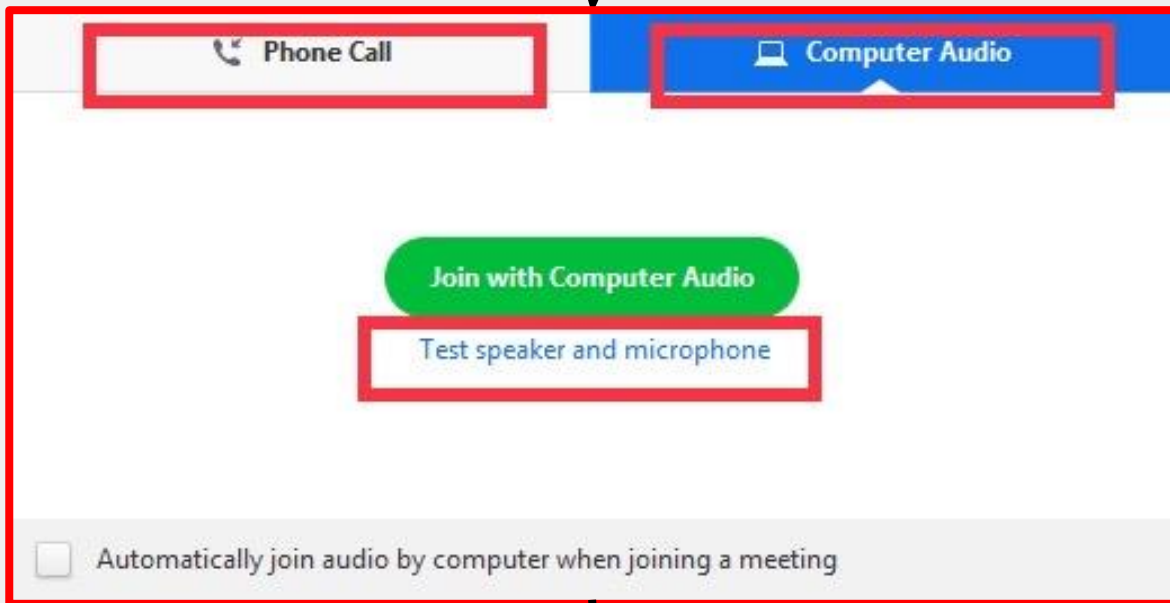
[Check out Zoom's Tips for Using In-Meeting Controls](#)

First Step:

TEST your SPEAKERS and MICROPHONE!
If you cannot connect using your computer audio, you can connect by dialing in using your phone.



[First time using Zoom? Join a Zoom Test Meeting!](#)



MUTE!

Always MUTE yourself unless you are purposefully speaking to the group.

PARTICIPANTS

Click on Participants to see who is in the meeting.
Tip: You can also rename yourself if needed by clicking on your name

CHAT

Chat is a great way to communicate to the group in writing.

VIDEO

If you have a webcam, click on Start/Stop Video to test your video settings. Did you know you can add a [virtual background](#)?

SCREENSHARE

You might be asked to share your screen to show a document or presentation.