

zoom attendee cheat sheet

install and download *(optional but recommended)*

get started

Before you can use Zoom, install the **Zoom Client** for your device. Go to:

<https://zoom.us/support/download> and click **Download** in the footer. Download the Zoom Client for Meetings.

join a meeting

prerequisites

Each meeting has a unique 9, 10, 11 digit number called a meeting ID (required)

If you are joining via telephone, you will need the teleconferencing number provided.

zoom client (recommended)

1. Once the Zoom Client for Meetings is installed, click "Join a Meeting"
2. Enter your meeting number and select Join.

web portal (<https://zoom.us/join>)

1. Enter your meeting ID number and select Join.

meeting controls

audio

After joining a meeting, you can join audio **by phone** or **by computer**.

- Choose **Join Audio by Computer** to connect your computer's speaker and microphone to the Zoom meeting.
- Choose **Join Audio by Phone** to see dial in number. Connect video and audio using the participant ID.

video

1. Before or during a meeting, click **Settings** in the Zoom app menu.
2. Click on the **Video** tab to preview your camera or click the drop-down arrow to choose a different camera.
3. During a meeting, click **Video** in the meeting toolbar to start or stop your video.

view participants

Attendees can only view other participants. If you're a meeting host, you can manage participants (mute/unmute, control meeting)

share screen

1. After selecting **Share Screen** located in your meeting toolbar, you can choose to [share your desktop, an individual application/window, or start a whiteboard](#).
2. During your screen share, select **Annotate** to use screen share tools for drawing, pointing, etc.
3. Any attendee in your meeting can start annotating on a shared screen. The attendee can access **Annotate** in the upper meeting toolbar.

chat

1. Click **Chat** to instant message with other participants while in the meeting.
2. In the **Chat** panel, click the dropdown to select if you want the message to go to everyone in the meeting or a single participant.

record meeting

Only hosts can record meetings

tip

If you don't see your meeting controls, hover over the bottom or top of your screen

Each meeting has an assigned facilitator host to answer basic questions. They have a number for IT support. If you are not currently in a meeting, contact AFT Help Desk at Techsupport@alliancefoundationtrials.org