Zoom Instructions for Natrona County Library Events

Event: *Democracy Under Construction* by Wyoming Humanities
Date & Time: February 22nd, 2022, 5:00 PM
Zoom Link: https://us02web.zoom.us/j/88424947596

JOIN A MEETING

Join a meeting by clicking on the **Zoom link provided in an email or entering the Zoom link found above in your web browser**. If this is your first Zoom meeting on your device, click download and run Zoom. The *Zoom.exe* file will download, and you will need to **open** the file. **Please note: this only needs to be done <u>once</u> for any device on which you use Zoom for the first time**. DO THIS WELL IN ADVANCE OF YOUR SCHEDULED MEETING.

Once Zoom is set up: click Join a Meeting -> enter the Meeting ID -> then click Join -> enter Password if needed -> then Join Meeting. Choose: Join with Video <u>or</u> Join without Video.

Note: You do <u>not</u> need a personal Zoom account to participate in Zoom meetings hosted by someone else. But if you want to host your own Zoom meetings, you do need a Zoom account. To get a *free* Zoom account, go to https://zoom.us/ => Click Sign Up.

When you join a Zoom meeting hosted by another person, you are considered an **Attendee**, and you'll have access to a range of controls, which will vary based on the Host's settings. Hover over the **bottom** of your active Zoom meeting window for the control bar.

MUTE/UNMUTE AND START/STOP VIDEO

You can **Mute/Unmute** your microphone by hovering and then clicking the microphone icon at the **bottom left of control bar**. If your device has a camera, you can turn it on/off by clicking the **Start/Stop** icon at the **bottom left**.
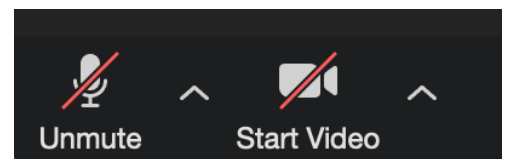
PARTICIPANTS

If you click on **Participants** (bottom tool bar), you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself.


- **Raise Hand** - notifies host and shows a prompt to simulate hand raise
- **Rename** - hover over your name to change it as it is seen in the participants list & video window

CHAT

Chat with individuals or everyone in the meeting. Click Chat to open up the chat window and chat with other participants or view chat messages. Select the drop down next to "To:" to change who you are chatting with.
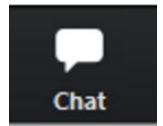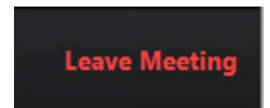
CHOOSE VIDEO LAYOUT

At the **upper right of your screen** you can switch between **Speaker View** and **Gallery View**. You can also **enter/exit** full screen by clicking the **Fullscreen** icon.
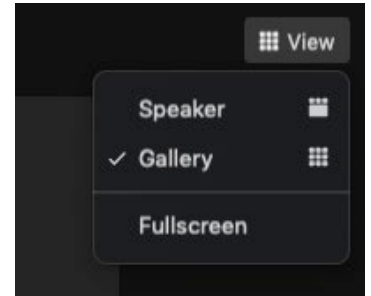
LEAVE MEETING

You can leave the meeting at any time by clicking on **Leave Meeting** at the lower right corner of the Zoom tool bar.

RESOURCES

Video: Getting Started with Zoom Meetings
https://tinyurl.com/y6ply6l8

Video: Zoom Meetings Training
https://tinyurl.com/yy2zujwz

Lynda.com/LinkedIn Learning videos free with your Natrona County Library card:
https://www.natronacountylibrary.org/lynda-linked-in-learning/