

## Zoom Instructions for Participants Before a videoconference:

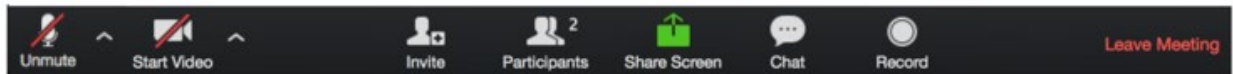
1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. You will receive notice for a videoconference or conference call from via email from the Rotary Club of Toledo office. The notification will include a link to “Join via computer” as well as the 9-digit (usually) Meeting ID.

### To join the videoconference:

1. A few minutes before the start time of your meeting, click on the link in your invitation to join via computer. You may be instructed to download the Zoom application. You are also able to join inside your browser by selecting the link at the very bottom of the page.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.” You may also join a meeting without clicking on the invitation link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided by your committee analyst.

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### Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants (*this may not be available for our Rotary meetings*)
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen (*this will likely not be necessary unless you are scheduled to present to the club*)
- Chat with the group, or privately with a single participant

Somewhere on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

Need help? Call Rotarian Kevin Mullan @ 419-290-2622 or email [kevinm@threadgroup.com](mailto:kevinm@threadgroup.com)