

# FAQs About Zoom

While we are working from home, programs like Zoom allow for virtual face-to-face meetings. Here's what you need to know to have a great meeting.



## Q: How do I join a meeting?

- Your host will send you an email link to join a Zoom meeting. It may include a password. Click on the link about 5 minutes before the start time.
- To keep uninvited guests away, do not share meeting links on social media.
- You can choose to start video or use your audio only. You can also call in with a cell or landline. Look for instructions and phone numbers in the invitation link.



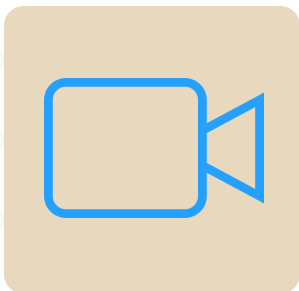
## Q: How do I say something in a meeting?

- Wave or raise your hand, when the host calls on you, click the "un-mute" button, or press the space bar to temporarily un-mute yourself. Don't forget to mute after.
- Click the "Participants" tab on the bottom of the screen. Find your name on the side bar and click "raise hand". An icon will appear in the main window and the host can call on you.
- Be kind and respectful of others. Let everyone have the opportunity to share.



## Q: How does the "Chat" function work?

- Click on the "Chat" button at the bottom of the screen, a sidebar window shows up on the right side.
- You can chat with "everyone" or choose a participant to have a private chat with. The host cannot see private chats and they cannot be saved.
- You can add files or website links, just follow the prompts in the chat screen.



## Q: Do I have to use video in Zoom?

- No. You can access Zoom video by clicking "start video" or "stop video".
- If your video is glitchy, try turning off the video and use audio only. This can provide a smoother connection, especially during peak meeting hours.
- Use the "stop video" button if you are eating, need to get up and move around, use the restroom, have a sidebar conversation, or if you are not wearing pants. 😊
- You can toggle the "Speaker View" or "Gallery View" to change what you see.



## Q: How do I use a Breakout Room?

- A large Zoom meeting might break into smaller groups for work on a project or to be a part of a focused discussion.
- Your host will assign you a room before or during your scheduled meeting.
- A pop-up window will appear asking you to join a breakout room, click to join. When your host closes a breakout room, a pop-up window will ask you to rejoin the main meeting room. Click on the link to join the main meeting room again.