

# ZOOM Meeting Participant Information

## Before the meeting:

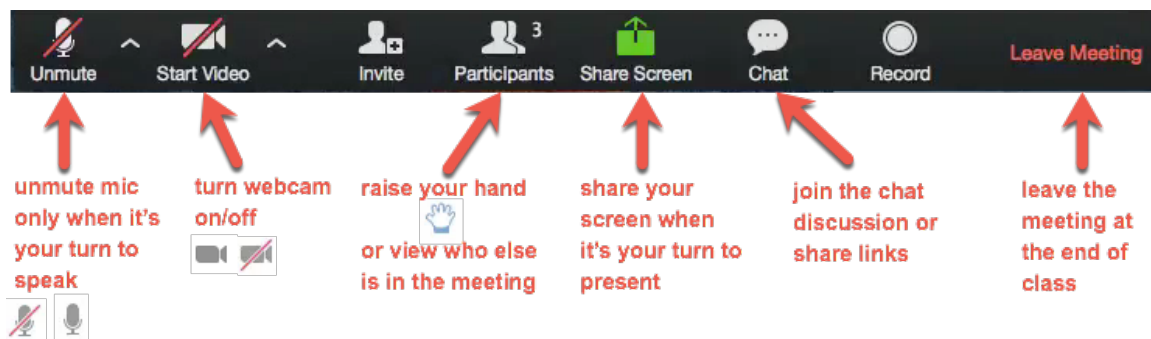
- ✓ Zoom can be used on a most computers, iPads, tablets and smartphones with an internet connection. If you have not used Zoom on your device, download the Zoom application (app) before the meeting.
- ✓ The IODE Canada will invite you to the Zoom meeting with an email invitation. The email invitation also provides a **Meeting ID** and **Passcode**.
- ✓ If you will be joining by telephone, there are telephone numbers with Canadian Area Codes on the email invitation to the Zoom Meeting. Long Distance fees will be charged based on the rates of your telephone service provider.

## Meeting Day – 5 - 10 mins. before the meeting

- ✓ If you are joining by internet, click into the Zoom link found in the IODE Canada email invitation.
- ✓ When you start, Zoom be sure to select **Join with Computer Video** and **Join with Computer Audio**.
- ✓ You will be admitted into the meeting from a **“Waiting Room”** by the host.
- ✓ If you are joining by telephone, use one of the Canadian Area Code numbers provided in the IODE Canada email invitation. Provide **Meeting ID** and **Passcode** when prompted. This information can be found in the IODE Canada Zoom invitation.

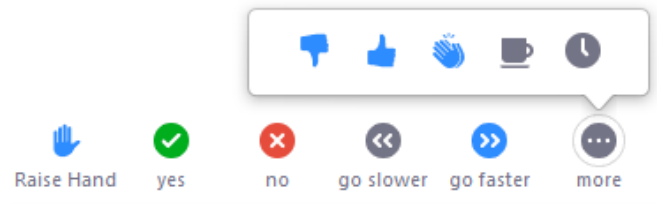
## Meeting Day – Start of Meeting

- ✓ We suggest you open your **Participants** and **Chat** windows from the Zoom toolbar. To **rename your video image** on the Zoom screen: hover your mouse and click or tap on the video icon, click or tap **More**, then select **Rename** and type in your name.

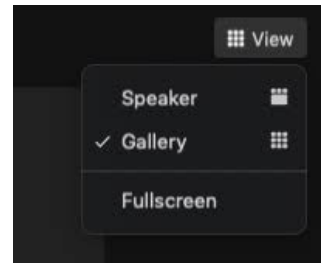


- To **Mute** and **Unmute** yourself:
  - from **Participant** window beside your name.
  - from Zoom tool bar

- **Participant** icons when selected will be displayed beside your name: thumbs up, thumbs down, raise your hand, applaud, vote yes, vote no, take a break, ask the presenter to go faster, ask the presenter to go slower. Click on icon and to eliminate the icon click again.



- **Chat** window allows participants to chat with each other privately or with the whole group.
- Select **Speaker** (active speaker is highlighted) or **Gallery** (smaller windows show participants) view. (*Helpful Hint:* scroll right or left arrow if you are unable to see all participants.)
- If you are participating by telephone, we recommend that you say your name and ask to be allowed to speak. (since there is no way the host will know if you wanted to speak.) **Mute** and **Unmute** using your phone features.



### Meeting Day – Ending the Meeting

- ✓ Leave the meeting by clicking into the Zoom Toolbar **End, Leave Meeting**.

