

# MAFA Zoom Meeting Instructions - For Participants

We will email a unique, password-protected link and call-in number for each meeting to members only. Please don't share or publish the link without permission from the meeting host.

Find detailed instructions on the Zoom website at:

[support.zoom.us/hc/en-us/articles/201362193](https://support.zoom.us/hc/en-us/articles/201362193)

## How do I join a Zoom meeting?

You can join a meeting by clicking the meeting link in your email, or going to [join.zoom.us](https://join.zoom.us) and entering the meeting ID and password.

When you click the link to join the meeting, you will be prompted to install the Zoom app if you don't already have it installed. We recommend using the app.

If you are on a laptop or computer, and don't want to install the app, click the link to "start from your browser". Phones and tablets require the app. You will have better video quality and less lag with the app than a browser.

All participants will enter in the waiting room until the host admits them to the meeting.

**NOTE:** If Zoom asks you to enter your name, please enter something recognizable, so we can tell who you are in the waiting room. If you enter something odd, we may err on the side of caution and not admit you.

## How do I use my computer/device audio?

On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. Your device may ask for permission to use audio and video, and note that we are NOT recording the meetings even if Zoom asks for permission to record.

## Do I have to have a webcam to join a Zoom meeting?

No. While you are not required to have a webcam to join a Zoom Meeting or Webinar, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during the meeting, share your screen (if enabled in study group meetings), and view the webcam video of other participants.

## Once in the meeting, how do I turn on my Audio/Video?

Everyone will have their video and audio muted by default until you choose to turn them on. In the bottom left corner of the app window, look for two icons that look like a microphone and video camera. Click each to turn your audio or video on or off. Note: you may have to touch your screen, or hover your cursor over the window to make the toolbar appear.



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## **Change how other participants display**

On a computer with the app installed, look in the top right corner and click **Speaker View** or **Gallery View** to change whether all participants are displayed, or the speaker. On a phone or tablet, **swipe your window** to the right or left to change the view. On the web-based interface, the default is speaker view. If someone is giving a presentation, you may click the three dots and “Pin” the presenter’s video.

## **Chat**

On the toolbar, click Chat to open or close the Chat window. You can chat with Everyone, or select an individual attendee from the list. NOTE: individual chats will be visible to the host after the meeting.

## **Other Features**

**Raise your Hand to get the Host’s attention** - If we are having a meeting where all participants are muted (eg the Annual Business Meeting), on a computer, click on Participants, and look for the button to Raise Hand. You can click it again to Lower Hand. On a device app, click on Participants, click on yourself and you should see the option to Raise Hand.

**Reactions** - On a computer, look in the toolbar for Reactions (or in the app it is More), and you can click on the clapping hands or thumbs up icon.

## **Why Zoom and not some other platform?**

Yes, we know there have been news stories about Zoom. However, we have a paid account which allows us to limit attendance, our settings have been updated as recommended to avoid potential issues, and Zoom is arguably the most widely used platform for groups and instruction these days, so is the one most people will already have installed and be familiar with. Also, with Zoom, if you have limited internet, or don’t care to use video, you can simply call in for audio-only.