

Making the Most of Zoom as a Participant



JOIN THE MEETING

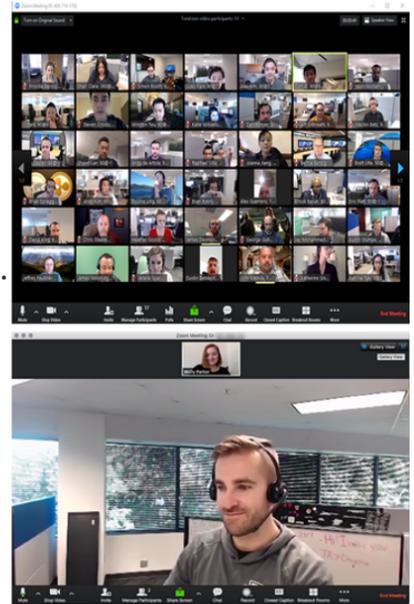
Join a Zoom meeting you have been invited to by clicking on the link first. Once you've joined the meeting, decide if you'd like to use your computer's microphone and speakers or your phone to dial in to hear and speak, but don't do both.

CUSTOMIZE YOUR VIEW

The top right corner of your Zoom window allows you to select the view that works best for you.

Gallery View shows many participants at the same size. Zoom will outline the box of the current speaker. If there are more participants that aren't shown in this view, there will be arrows at the bottom for you to scroll through and see others.

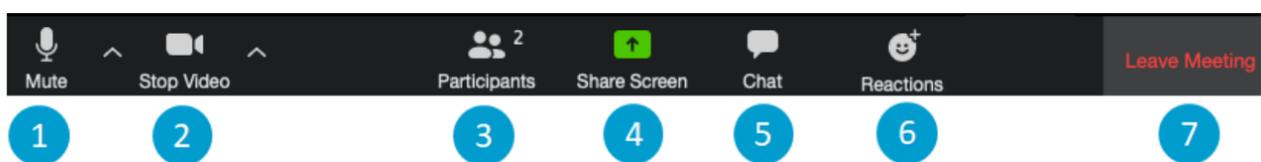
Speaker View will show the current speaker as the largest box and make other participants smaller.



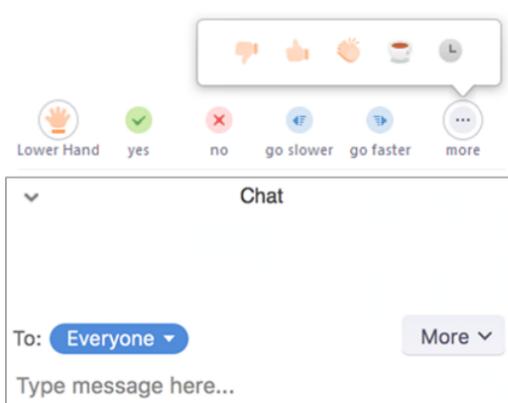
Images from zoom.us

USE THE FLOATING TOOL BAR

Use the options in your floating tool bar to engage in the meeting. Depending on the version of Zoom you are using and what the presenter has allowed in the meeting or webinar, these tools may show up differently on your screen.



1. Mute/Unmute your microphone or switch to phone
2. Turn your video on or off
3. Open the participants menu to change your name, raise your hand, and/or see who else is in the meeting
4. If requested by the presenter, you can share your screen
5. Open the chat box to talk to everyone or specific participants
6. Send emoji reactions (e.g., thumbs up) to the presenter as they are speaking



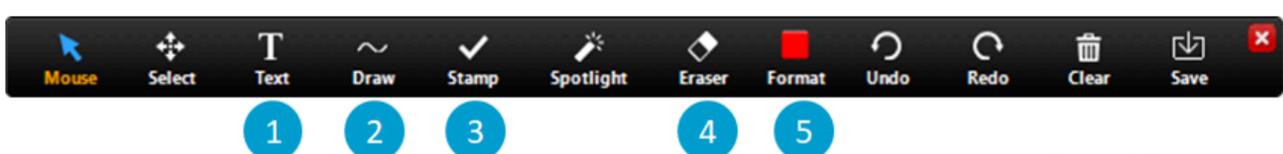
LEVERAGE OTHER TOOLS TO "SPEAK" & ENGAGE

Use the Participants menu tool to raise your hand if you have a question and use reactions to provide brief feedback to the presenter.

Use Chat to send a message to the group or specific participants.

USE ANNOTATION TOOLS TO COLLABORATE

Presenters may invite participants to collaborate on Zoom's whiteboard tool or another interactive exercise. To do so, participants click "view options" to turn on annotation, which launches the following tool bar and capabilities.



1. Type into a text box
2. Insert shapes or draw freeform
3. Select pre-existing shapes to stamp onto the page
4. Erase images or words on the screen
5. Allows you to change font size and colors of text and shapes

NOTE: All participants can add to the whiteboard, but only the person sharing their screen can move items around & use the spotlight.

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