

## Participating in a Zoom meeting:

You do not have to have a Zoom account to attend a Zoom meeting. You can join via a web browser, but there will be limited functionality. Download the desktop or phone app for a better experience.

Join a Zoom meeting:

- Click on the link provided in the email and join the meeting.

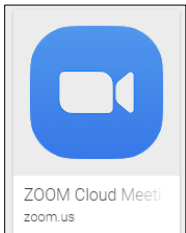
## Desktop client download (recommended)

- Download the Zoom Desktop Client. <https://zoom.us/download>
- Follow the prompts to download and install the correct Zoom desktop client for your computer and operating system.
- Once the Desktop client is installed, you can join the meeting.

**Note:** You may have to click on the link again in the email to connect to the meeting, once you have installed the client.

## Android or iPhone Zoom room download

The Zoom app is also available for download. Search your App store and install.



Google app store



Apple store

Once installed, you will be able to join your meeting by keying in the Zoom Room ID.

## Join a Zoom room by phone only

1. Dial (if required): +1 669 900 6833 (US Toll) or +1 646 876 9923 (US Toll)
2. Key in the zoom room ID
3. Press # when prompted for a participant ID.

The followings are the phone prompts while dialed into a zoom room.

- \*6 - Toggle mute/unmute
- \*9 - Raise hand

## Suggestions for a Toastmasters Zoom meeting

Having a video cam is recommended.

## Upon entering the Zoom room

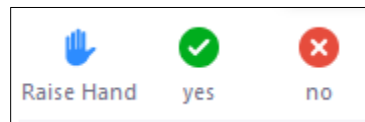
Once you log into the Zoom room, click **Manage Participants** and **Chat** to open the pods. The pods will appear to the right of the Zoom room screen.

You should be able to see who is in the room and if there are comments being made in the chat pod.



## Timers

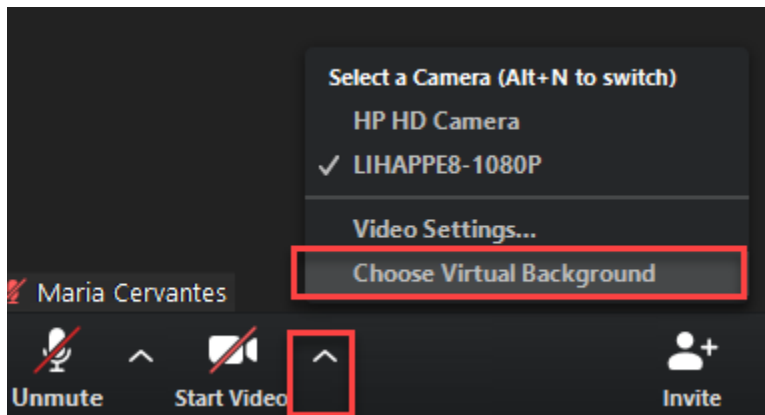
Timers can use everyday objects to show green, yellow, and red colors via their web cam. Timers can also use the available Zoom meeting icons. These icons will display next to the timer's name in the participant pod.



- Yes = Green
- Raise hand = Yellow
- No = Red

Timers can also use green, yellow, and red images as their background.

Once in the Zoom Room click the ^ next to *Start video* and click **Choose Virtual Background**.



Click the + icon and then click **Add Image**. Import the timer backgrounds.

You can now change your background as needed using the color JPG files.



## Voting

Votes can be collected by privately sending your vote to the person collecting the votes. In the Chat pod you will see **To: Everyone**, this can be clicked to privately send a chat.



- Click **Everyone**
- Click the person's name that is collecting votes
- Type your vote information and press enter.

## File sharing

Every Zoom room has file sharing enabled. The Toastmaster can share the agenda for the meeting through the File icon in the Chat pod.

**Note:** If someone chats or shares a file and others enter the room after the share, they will not be able to see the share or previous chat. Share the agenda once most of your members have joined.

For more information about Zoom Rooms, visit <https://support.zoom.us/hc/en-us>