

# Zoom: Quick Start Guide for Attendees

## Join a Meeting

### [1-minute video on how to join a meeting](#)

You can also join a Zoom Meeting via phone. This is helpful if you do not have a microphone, speaker, or you cannot connect to the internet. Dial in by using the toll-free number in the invitation. When prompted enter the meeting ID#.

## In-Meeting Basic Features

- The control bar will differ depending on the device you are using. Generally, attendee controls are found at the bottom of your screen (if you're not screen sharing) and you will see most the following:



- **Mute/Unmute** your microphone. It is recommended to join with audio off and only turn on if you are speaking. Tap the up arrow next to the microphone for additional settings.
- **Start Video/Stop Video** turns your camera on and off. Tap the up arrow next to the video to access all video settings. There are additional In-Meeting settings that can be accessed here.
- **Invite** others to join the meeting.
- **Participants** allows you to see who is currently in the meeting. There are also some non-verbal feedback options available, i.e., raising your hand (if enabled by the host).
- **Screen Share** (if allowed by host) allows you to select your desktop or other application that you have open.
- **Chat** opens the chat window.
- **Record** (if allowed by host) allows a local recording of the meeting
- **Leave Meeting** tap to leave.

## Additional Features

- **Gallery View/Speaker View** (in the top right corner) toggle back and forth to desired view.
- **Side by Side Mode** will move participant video on the side of the shared screen instead of the top. When in a meeting and viewing a screen, tap view options > from drop down choose side by side.



## To Download the Desktop Client

- Go to <https://wcupa.zoom.us> > tap Download Client found at the bottom of the page before login > Tap download for the device you are using > Run.
- To login to the Zoom desktop client > tap the Zoom icon > choose Sign in with SSO > company domain is WCUPA > enter WCU email and password.