

## Zoom Instructions for NA Meeting Participants

### Instructions for those Participating in Zoom Meetings via Mobile Device:

1. Download the "Zoom Cloud Meetings" app on iPhone or Android
2. Create a free account on Zoom.com with your email
3. Log In
4. Click the join "Join" icon
5. Enter the **nine-digit Meeting ID** for the meeting you wish to join and click join
6. When prompted to choose an audio option, select "Call using Internet Audio"
7. You will initially see video of just you until others join the meeting. If others are already in the meeting, the person who is speaking will appear and you will be able to see yourself in a smaller window in the top right hand corner.
  - a. Your screen will default to "Active Speaker" view, showing the person who is currently talking in the main part of your screen, with your video in the top right corner.
  - b. If you would like to see the other meeting attendees, swipe your screen to the left. If there are lots of attendees, you may need to swipe several times to see everyone.
  - c. To return to active speaker view, swipe back to the right.
8. To access the controls, tap anywhere on the screen. The controls will appear on the bottom of your screen:
  - a. The microphone icon allows you to mute/unmute yourself (depending on host settings you may not be able to unmute yourself)
  - b. You can stop/restart your video if needed using the video camera icon
  - c. You can share content from your phone (screen, photos, etc.) using the share icon – depending on host settings, likely not needed for most meetings
  - d. See a list of who else is in the meeting with the "Participants" icon
9. You can access the "Raise Hand" feature by clicking on the "Participants" icon, this will alert the meeting host that you would like to speak
10. To leave the meeting, tap anywhere on the screen and click "end" in the top right corner.

## Instructions for those Participating in Zoom Meetings via Computer:

1. Download the Zoom App to computer by going to: <https://zoom.us/download> and click the "Zoom client for meetings" button.
2. Create a free account on Zoom.com with your email
3. Log In
4. Click on link sent or click "Join a Meeting" from the menu at the top of the page
5. Enter the nine-digit Meeting ID for the meeting you wish to join and click join
6. You will see a pop up box that asks if you want to "Open Zoom Meetings?"
  - a. Select "Open Zoom Meetings" to open up the Zoom app on your computer **(recommended)**
  - b. Select "Cancel" if you want to view the meeting through a web browser (**NOT recommended**)
    - i. If you select cancel, you will see a screen that says "Launching..."
    - ii. Towards the bottom of the screen in a smaller font you will see "If you cannot download or run the application, start from your browser." Click on "start from your browser" to begin the meeting.
  - c. As your meeting is booting up, you will see a pop up box that prompts you to choose your audio options
    - i. Selecting the default option of "Join with Computer Audio" **(recommended)**, which will utilize your laptop's speakers and microphone
      1. There is also an option to "test speaker and microphone" if you are unsure whether your speakers and microphone are working. Follow the prompts to test. If everything is in working order, select "Join with Computer Audio" when returning to the original audio pop up box.
    - ii. If your computer speakers or microphone do not work, you can click "Phone Call" at the top of the pop up box
      1. You will then see a list of phone numbers you can use to dial into the meeting audio by phone (**not recommended**). You will need the meeting ID and participant ID also indicated on this screen. Once you have called in and accessed the meeting audio, you can close this pop up.
7. Your screen will default to "Gallery view," showing all meeting attendees.
  - a. If you would like the individual speaking to take up the majority of your screen, click "Speaker View" at the top right of your screen.
8. The controls will appear on the bottom of your screen:

- a. The microphone icon allows you to mute/unmute yourself (depending on host settings you may not be able to unmute yourself)
  - b. You can stop/restart your video if needed using the video camera icon
  - c. You can share content from your phone (screen, photos, etc.) using the share icon – depending on host settings, likely not needed for most meetings
  - d. See a list of who else is in the meeting with the “Participants” icon
9. You can access the “Raise Hand” feature by clicking on the “Participants” icon, this will alert the meeting host that you would like to speak
10. To leave the meeting, click “End Meeting” in the bottom right corner of the Zoom window.

**Suggested guidelines:**

- Remain on “Mute” unless you are speaking during the meeting.
- The mute function is controlled by the microphone icon at bottom left of the Zoom window.
- Turn your video on for the duration of the meeting.
- There is a chat function which can be used to send messages to all participants, or individual attendees. You can also use the chat function to send files to one another or the group, post web links, etc.