

## Zoom Quick Reference Guide

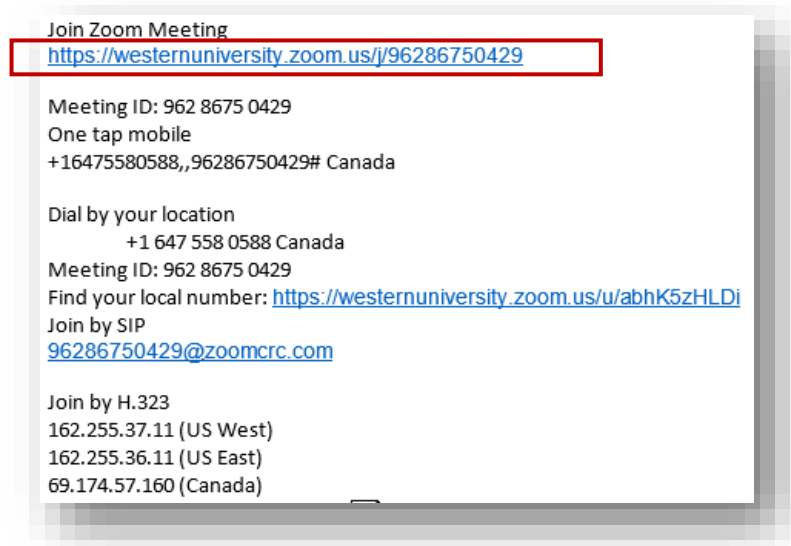
### Joining a Zoom Meeting

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from the [Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a join link.

NOTE:

1. Although Zoom supports a wide range of devices, we recommend that you join from a computer running either Windows or Mac for the best viewing experience.
2. It is recommended to join using a wired internet connection whenever possible.

Click the join link in your email or calendar invitation.



Depending on your default web browser, you may be prompted to open Zoom.

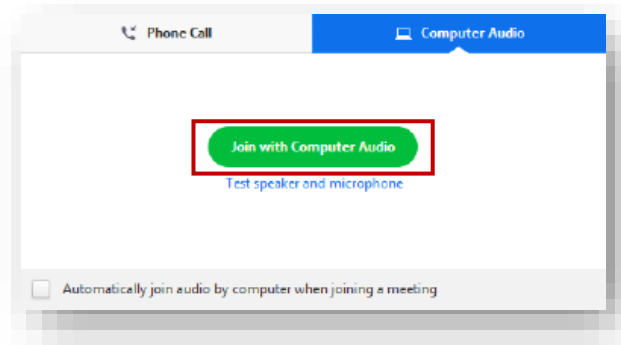


## Zoom Meeting Tips


### Computer Audio Settings

Ensuring that your audio settings are configured properly is key to a successful meeting.


When you enter a Zoom Meeting you will be prompted by default to choose **'Join with Computer Audio'**.



### Muting/Unmuting Your Microphone

To mute yourself during the meeting, click the  button found in the meeting controls tool bar. Click the button once more to unmute yourself. During the meeting you may be muted by the meeting host automatically. It is recommended to mute yourself during the call until you want to speak to prevent background noise.

### Starting/Stopping Your Video

To start your video camera, click the  button in the meeting controls tool bar. To hide your video, click the same button again.

### Changing the meeting Layout (Gallery vs. Active Speaker View)


There are 2 main layouts in the Zoom meeting that you can choose between to view the participants in the meeting. These are Gallery View and Active Speaker View. These two options are found in the upper right corner of your zoom window.


## Active Speaker View

When you are in a meeting, Active Speaker is the default video layout. Active Speaker will switch the large video window between who is speaking with 3 or more participants in the meeting. If it is just you and one other participant, your video will be smaller at the top and their video will appear below.

## Gallery View

You can also select to view your video layout in Gallery View. When using Gallery View, you will be able to see up to 49 participants at a time, and will have an arrow to scroll through the remaining participants.

Click the  Gallery View button in the upper right corner of your Zoom window to enter Gallery View.

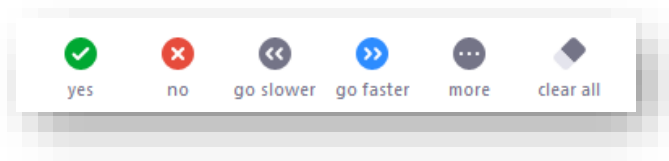
To return to Active Speaker view, click the  Speaker View button in the upper right corner of your Zoom window.

## How to Vote

During the meeting you may be asked to participate in a voting session. Follow the steps below to provide non-verbal feedback during the meeting. (NOTE: Requires Windows or Mac, mobile devices are not supported)

**Step 1:** Click the Participants button.

**Step 2:** Click the 'YES' or 'NO' button to submit your vote.



**Step 3:** Once the vote is complete, the meeting host will reset for the next vote.