

# How to Participate in a Zoom Meeting

## Using the “Attendee Controls”

<https://support.zoom.us/hc/en-us/articles/200941109-What-Are-the-Attendee-Controls->

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### About

When you join a Zoom meeting hosted by another user, you are considered an attendee.



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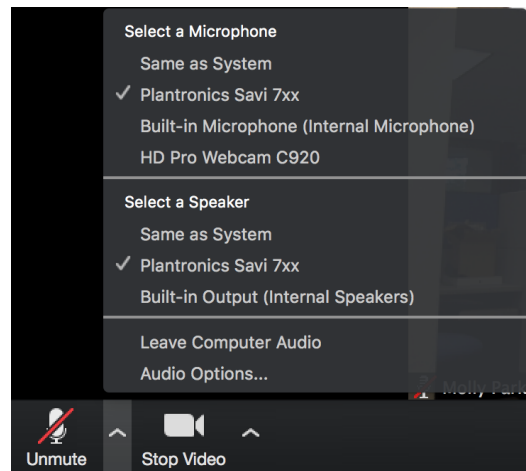
### Join a Meeting

Join a meeting by clicking on a Zoom link provided by the meeting host => follow the prompts to download and run Zoom => enter the meeting ID if prompted => click to join the audio conference. When you're in the meeting, you may click on the Start Video button to start your video.

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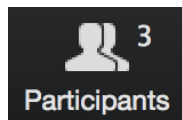
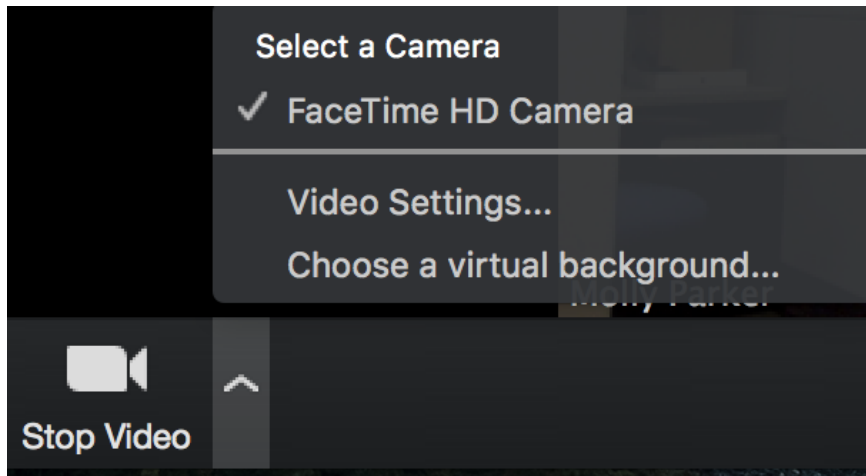
### Mute/Unmute & Audio Settings

You can mute and unmute your microphone. The host also has the ability to mute you. If you click on the arrow next to the mute button, you will have additional options for audio settings. You can change your microphone, leave the computer audio or access the audio options.



## Start/Stop Video & Video Settings

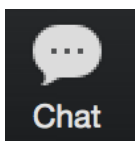
You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).



**Participants**

If you click on Participants, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself.

- **Raise Hand** - notifies host and shows a prompt to simulate hand raise
- **Rename** - hover over your name to change it as it is seen in the participants list and video window

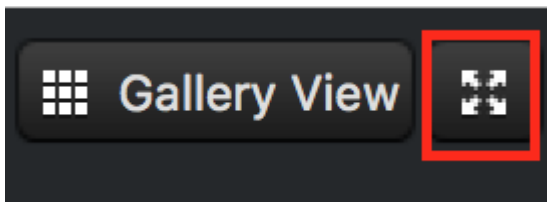
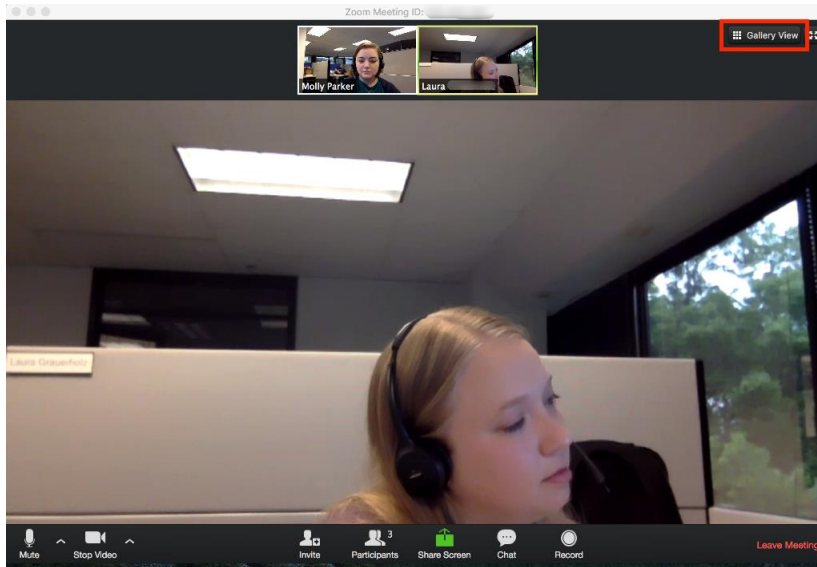


[Chat](#)

Chat with individuals or everyone in the meeting. Click **Chat** to open up the chat window and chat with other participants or view chat messages. Select the drop down next to **To:** to change who you are chatting with.

## Choose video layout

At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share.



## Enter/Exit Full Screen

At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking **Esc**.

## Leave Meeting

You can leave the meeting at any time by clicking on the **Leave Meeting** option at the lower right corner of the Zoom window.