



ZOOM ATTENDEE USER GUIDE & FAQ

1. Click on the meeting link to open Zoom and enter the meeting.
2. Enter your name and email address so others in the room will know who you are.
3. Click 'full screen' to make the meeting screen cover the entirety of your display.
4. Please be sure you stay muted during the session. If you are not muted, the session assistance will mute your microphone for you. Only presenters will have their microphones on.
5. To submit a question – point mouse to the bottom of the screen and a chat button will pop up.
6. Once the chat button has been clicked, a dialogue box pops up.
7. Enter your question. Questions will be addressed by the moderator/chair at the appropriate time.

GETTING STARTED WITH ZOOM

1. **Where do I download the latest version of Zoom?**
You can download the latest version of Zoom from our Download Center. [Learn more about downloading Zoom.](#)
2. **How do I use Zoom on my PC or Mac?**
[After downloading Zoom, learn how to use the Zoom Desktop Client.](#)
3. **How do I sign up for Zoom?**
You can sign up for a free Zoom account at zoom.us/signup.

JOINING A MEETING

1. **How do I join a Zoom meeting?**
You can join a meeting by clicking the meeting link or going to join.zoom.us and entering in the meeting ID. [Learn more about joining a meeting.](#)
2. **How do I use my computer/device's audio instead of using a phone?**
On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. [Learn more about connecting your audio.](#)
3. **Can I Use Bluetooth Headset?**
Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

4. **Do I have to have a webcam to join on Zoom?**

While you are not required to have a webcam to join a Zoom Meeting or Webinar, you will not be able to transmit video of yourself unless you do. Without a webcam, you will be able to listen and speak during the meeting, share your screen, and view the webcam video of other participants.

TIPS

1. You can enter and exit the meeting as often as you need. To exit the meeting, click the red “exit meeting” on the bottom right-hand of your screen.
2. You can leave a meeting and enter a concurrent meeting as often as you would like. Please refer to the [schedule/itinerary planner](#) for all the meeting links.

TROUBLESHOOTING LINKS

- **My video/camera isn't working.**

[Read tips on troubleshooting a camera that won't start or show video.](#)

- **There is echo in my meeting.**

Echo can be caused by many things, such as a participant connected to the meeting audio on multiple devices or two participants joined in from the same room. If a speaker has an open mic and is using speakers while talking the feedback loop between their speakers and microphone will cause echo and a high-pitched noise.

[Learn about common causes of audio echo.](#)

- **My audio isn't working on my mobile device.**

[Read tips on troubleshooting audio that isn't working on your iOS or Android device.](#)