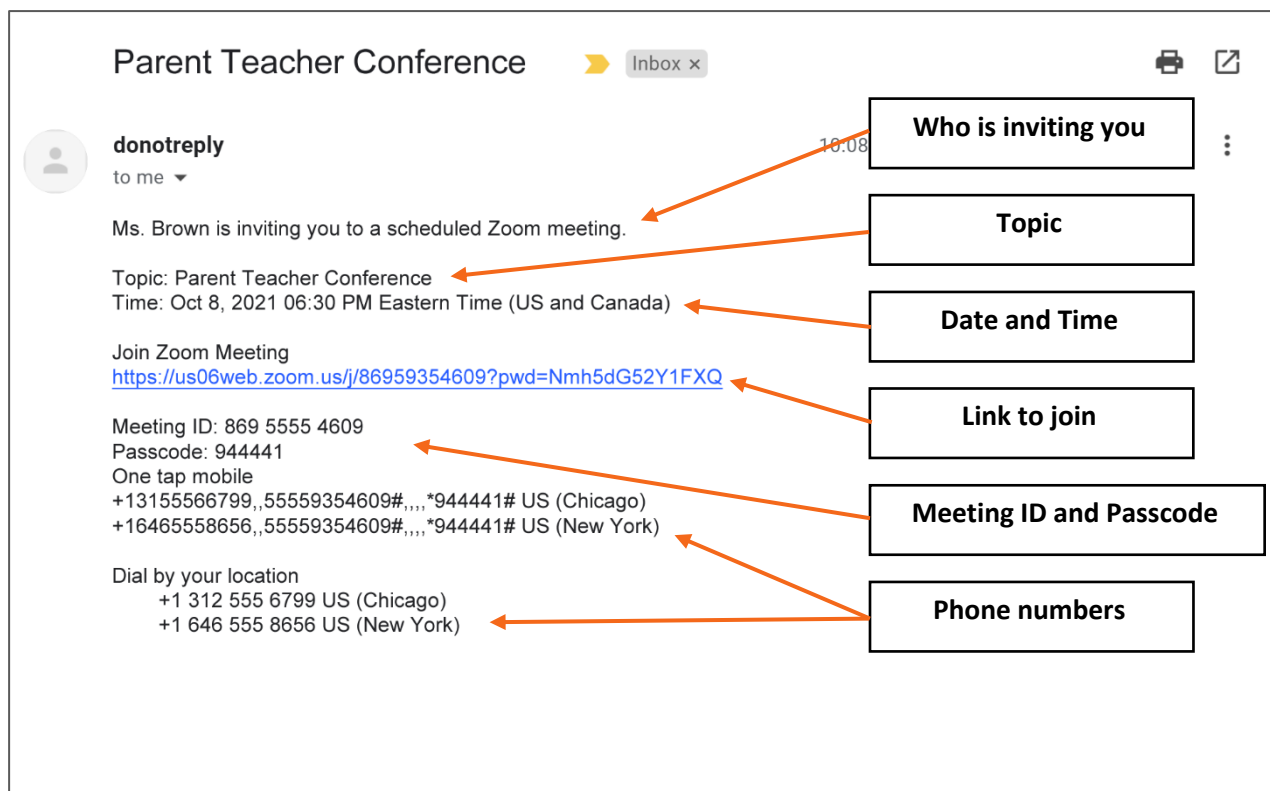


## Joining a Meeting

For many of us, the first time we use a video conferencing tool is when someone else invites us to a meeting. We typically receive an invitation through email.



The image shows an email invitation for a Zoom meeting. The email is from 'dontreply' to 'me'. The subject is 'Parent Teacher Conference'. The body of the email contains the following information:

- Ms. Brown is inviting you to a scheduled Zoom meeting.
- Topic: Parent Teacher Conference
- Time: Oct 8, 2021 06:30 PM Eastern Time (US and Canada)
- Join Zoom Meeting
- <https://us06web.zoom.us/j/86959354609?pwd=Nmh5dG52Y1FXQ>
- Meeting ID: 869 5555 4609
- Passcode: 944441
- One tap mobile
- +13155566799,,55559354609#,,,,\*944441# US (Chicago)
- +16465558656,,55559354609#,,,,\*944441# US (New York)
- Dial by your location
- +1 312 555 6799 US (Chicago)
- +1 646 555 8656 US (New York)

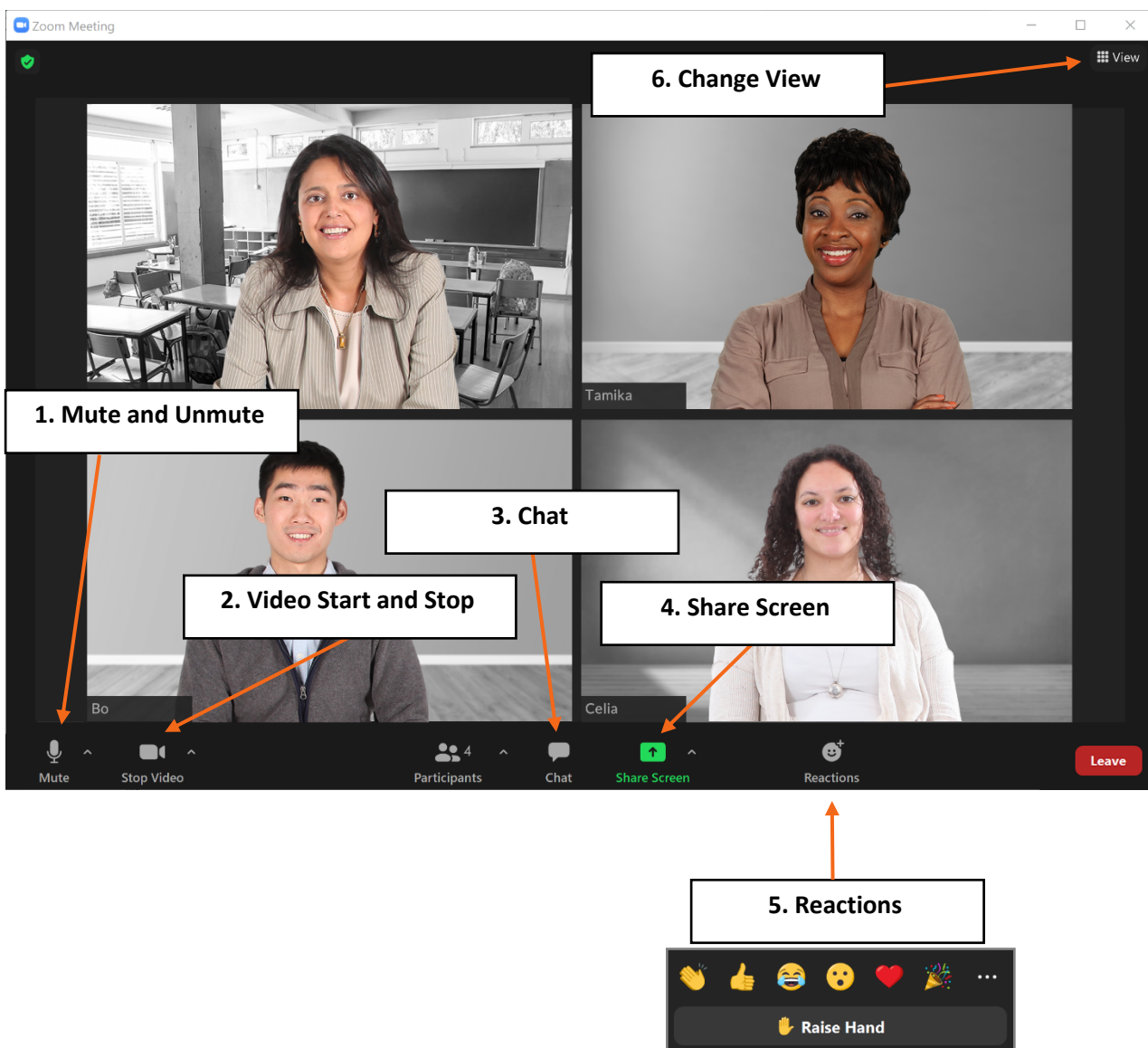
Callouts on the right side of the screenshot identify the following information:

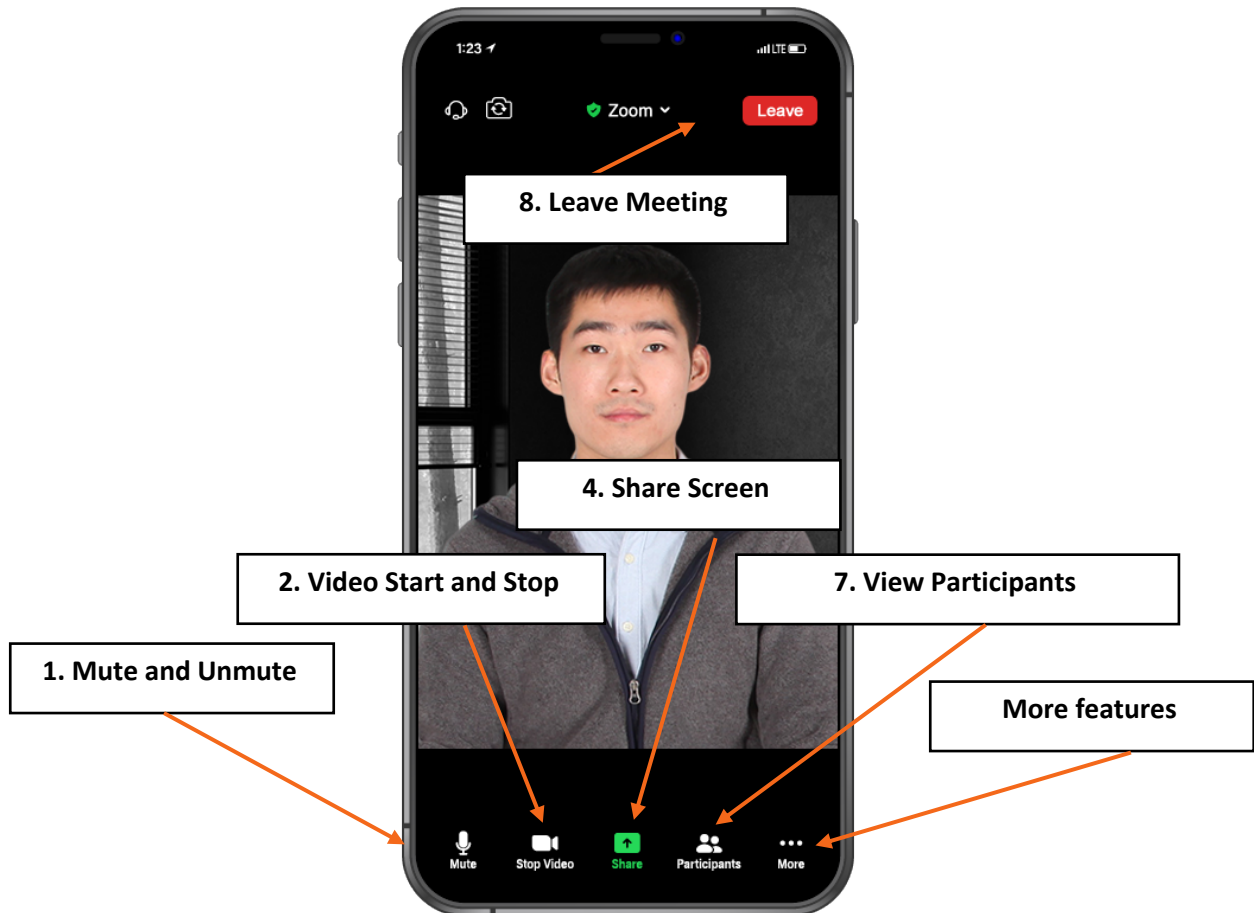
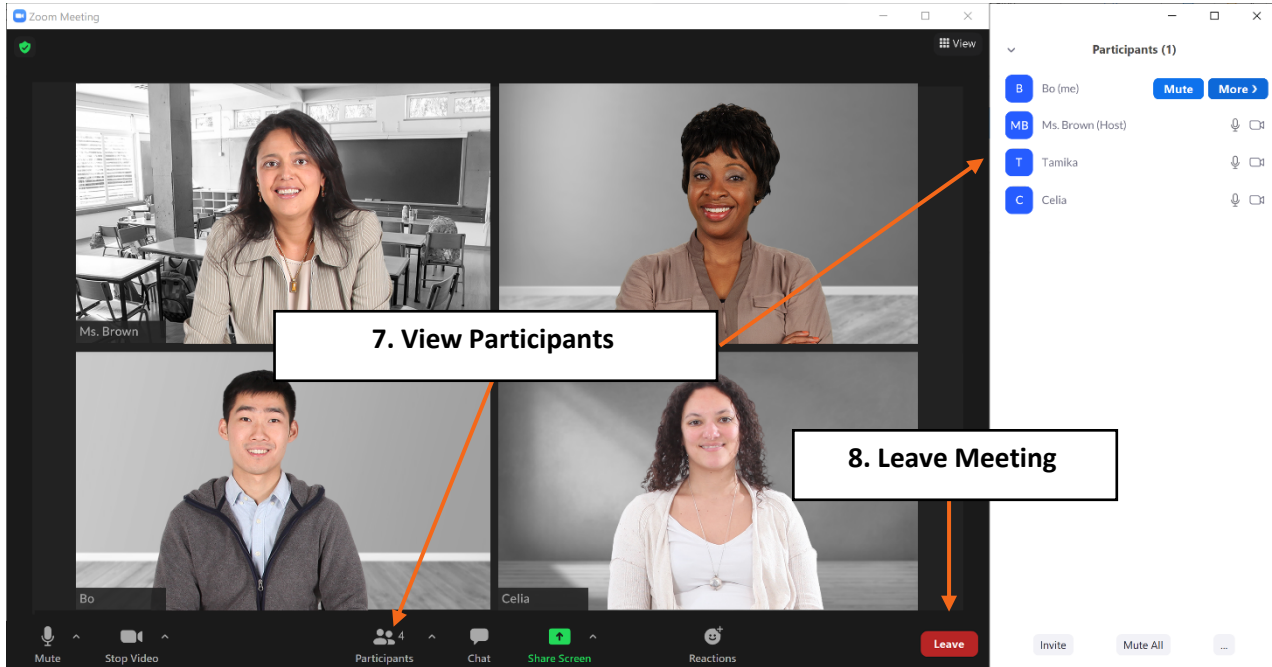
- Who is inviting you**: Ms. Brown
- Topic**: Parent Teacher Conference
- Date and Time**: Oct 8, 2021 06:30 PM Eastern Time (US and Canada)
- Link to join**: <https://us06web.zoom.us/j/86959354609?pwd=Nmh5dG52Y1FXQ>
- Meeting ID and Passcode**: Meeting ID: 869 5555 4609, Passcode: 944441
- Phone numbers**: +1 312 555 6799 US (Chicago), +1 646 555 8656 US (New York)

## Common Participant Features

Common features you'll use when you join a Zoom meeting include:

- 1) Muting and unmuting your microphone.
- 2) Turning your video camera on and off.
- 3) Chatting with others in the meeting.
- 4) Sharing your screen.
- 5) Using reactions and raising your hand.
- 6) Changing the view from gallery to speaker view.
- 7) Viewing a list of other participants.
- 8) Leaving the meeting.





## Tips for Hosting

### Security

- Lock a meeting after it starts to keep anyone unwanted from entering the meeting.
- Enable the waiting room so you can let in only the people you want to attend the meeting.
- Consider what features you want participants to be able to do, such as unmute themselves, share their screen, or chat. You can adjust these features before the meeting begins, or you can do this during the meeting.
- If someone unwanted enters your meeting, you can use the Remove Participant feature to remove them. That person cannot rejoin the meeting until you allow it.

### Participants Panel

- As the host, you also have more features available in the Participants panel. Here are a few more tips:
  - If someone will be making a presentation or speaking for a long time, you can mute everyone in a meeting using the Mute All button. This is helpful to keep background noise to a minimum.
  - If background sound is coming from a participant and they aren't able to mute themselves, you can mute that person by clicking the Mute button next to their name.

### Recording

If you want to keep a recording of the meeting, you can use the Record feature. This will save a recording of the video to your computer or online Zoom account.

- Always let people know when you plan to record a meeting. Zoom may also provide a pop-up message or audio alert to participants that the meeting is being recorded.

### Ending

- As the host, it's important for you to end the meeting when it's over. To end the meeting, click End, and then select End Meeting for All. You will immediately end the meeting for all participants.

## Learn More

Visit <https://www.digitallearn.org/> for more courses and to help build skills and confidence using technology.