

# Volunteer Zoom Participant Guide



## Video Conferencing Basics Training Workshop

---

Please use the Zoom invitation sent to you by the workshop instructor to enter the Zoom meeting at the appropriate date and time.

The instructor will discuss the different Zoom features listed below for workshop participants. Information in black italics will give you a general idea of what the instructor will discuss. Please use the information in blue text to participate with the instructor.

---

*We have a volunteer who's joining my demo Zoom meeting today, to help me show you the features.*

Instructor will admit you if you're not already in the meeting. Please mute yourself.

### Microphone

*The first item in the toolbar is the **Mute button**. You can use this button turn your sound off and then back on again. Try muting and unmuting your microphone.*

*If the Unmute has a red slash going through it, your microphone is turned off. When the mute button is off, no one in the meeting can hear what you say.*

Instructor may ask you to turn on your microphone and say something, depending on whether or not their computer has speakers for workshop participants to hear you.

### Video

*The second item on the toolbar is the **Video icon**. You can use this button to turn your video camera on or off. When the video is off, a red slash displays and your image goes away.*

Turn off your camera.

*Just like with the mute button, the video button is a toggle switch, and you click it again to turn your video back on.*

Turn your camera back on.

### Chat

*You can use the Chat feature to send a message or share a link to all attendees or to a particular person.*

Instructor will send you a chat message. Chat back to them.

## Share Screen

*The Share Screen feature allows you to share what is displayed on your screen. For example, you can show other participants a document, a presentation, or a website.*

Please share the document “To Do List End of Year Party” that the instructor provided for you. After this section is completed, you will stop sharing.

## Reactions

*The Reactions feature allows you to use emojis to share how you feel with the group about something happening in the meeting. You can clap, give a thumbs-up, smile, and more just by clicking on a specific emoji.*

React with an emoji of your choice then remove after instructor points it out.

*The “raise hand” feature alerts the person who is conducting the meeting that you have a question or that you would like to speak.*

Raise your hand. Then lower it after the instructor points it out.

## Participants View

*If you click on the Participants icon, you can see who is in the meeting. You can also change your name and personal information that displays to the other participants by clicking More and then clicking Rename.*

Change your name in some way—for example, remove your last name, change to a nickname, add pronouns, and so on.

## Views

There’s nothing for you to do in this section.

## Leave a Meeting

*When you are ready to leave the meeting, click on the Leave button on the bottom right, and then click the Leave Meeting button. This logs you out of the meeting and the Zoom app. If you connected audio through your phone, you simply end the call to disconnect your audio.*

Please leave the meeting when the instructor prompts you. Thank you for participating!