



## Zoom participant instructions and tips

Welcome to Zoom! Zoom is a platform for videoconferencing using your computer or smartphone device. You can also join by phone, though with limited features. This document covers: **1) How to join a meeting 2) Controls and features once you are in the meeting.**

**A note about Zoom security:** for your safety, we require registration for all meetings, and all participants, by registering, agree to [our waiver](#). To provide additional security, we employ the "Waiting Room" feature in Zoom, in which the leader must "admit" a participant, rather than them being able to join automatically.

### 1. HOW TO JOIN A MEETING

Once you have registered, you should receive a confirmation message from Zoom. (See below.) **Make sure to FLAG or SAVE this message in your inbox;** it will include the unique link you will need to access the event at the start time. You may also choose to add the event to your calendar if you use an online calendar (e.g. through Outlook, Google, or Yahoo).

A few minutes prior to the event start time, locate the confirmation email and click the link: "**Click Here to Join.**" This will prompt Zoom to download to your device and open up the meeting.

If you are joining by phone, the number and details are at the bottom of the email. Follow the prompts for entering the meeting ID and password.

Hi Emily Lemiska,

Thank you for registering for "Hometown, CT, Support Group".

Please submit any questions to: [info@painconnection.org](mailto:info@painconnection.org)

Date Time: Jul 8, 2020 02:00 PM Eastern Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: [Click Here to Join](#)

Password: 297071

Note: This link should not be shared with others; it is unique to you.

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap

US: +13126266799,,98053592285# or +19294362866,,98053592285#

Or Telephone:

Dial (for higher quality, dial a number based on your location)

US: +1 312 626 6799 or +1 929 436 2866 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782

Meeting ID: 980 5359 2285

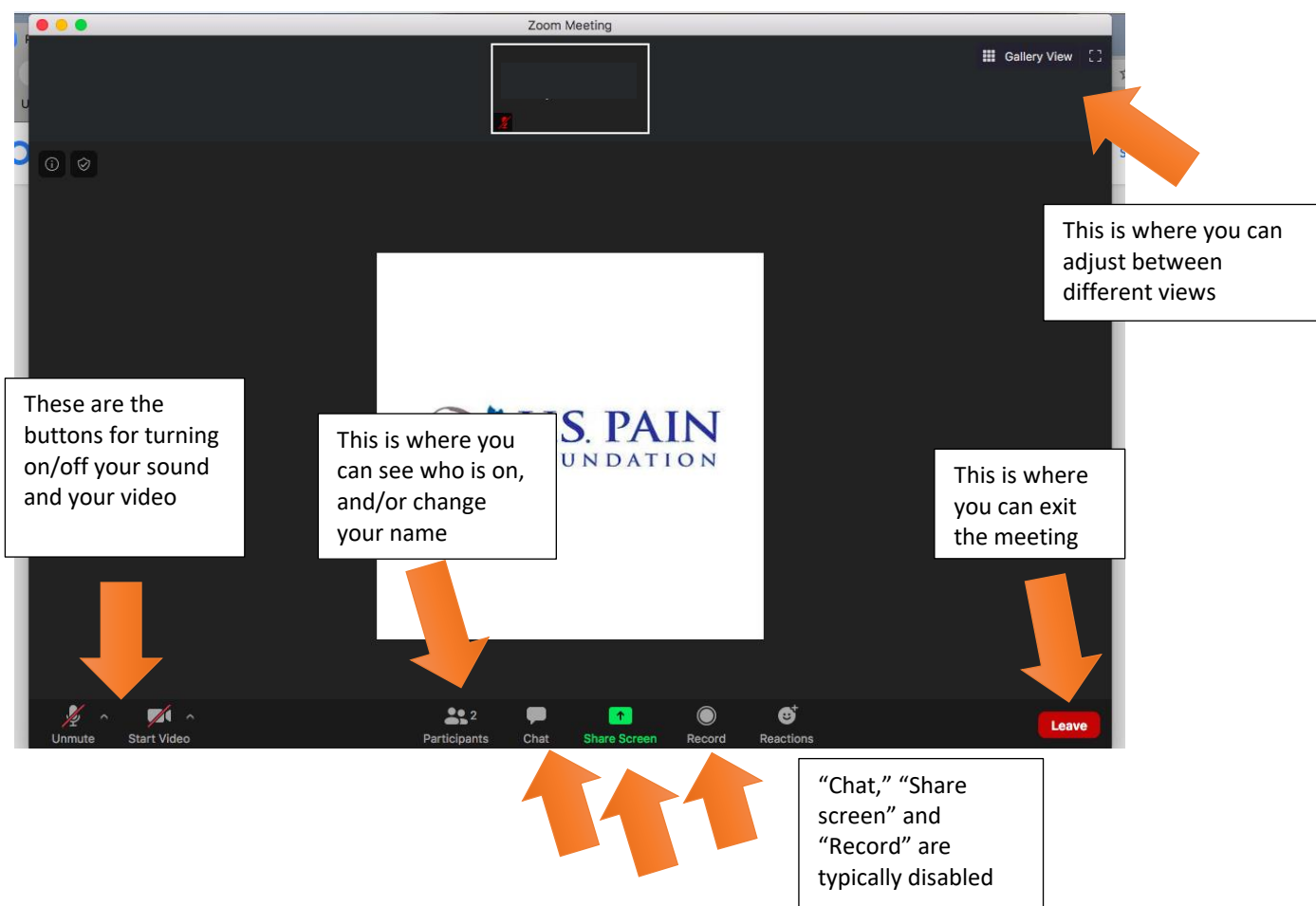
Password: 297071

International numbers available: <https://zoom.us/j/98053592285>

## 2. CONTROLS AND FEATURES ONCE YOU ARE IN THE MEETING

You will enter the waiting room, and then be “admitted” into the meeting. We encourage you to enter **your full name** when joining to be sure the leader recognizes you.

Once you are admitted, you can control the following in Zoom: whether or not you are seen on video; whether or not you are muted; your view and screen size. Here is a sample screen and where to find the controls:



**NOTE: If joining by phone, you will instead use \*6 to mute/unmute and \*9 to raise your hand.**

If you are interested in learning about Zoom etiquette, please review [this handout](#).

If you want to learn more about Zoom in general, try Googling “Zoom tutorial”—there is a lot of great instructional content on the web, including how-to videos!