Introduction for Attendees

Zoom Task Cards
Key Terms To Know

- **Host**: The meeting host is the person who has scheduled the meeting. The host has control over all functions and features in the meeting.

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

Key Icons

- **Join Audio**: Click on this icon to mute and unmute yourself during discussion.
- **Start Video**: Click on this icon to turn on and off your camera.
- **Invite**: This is how the host can invite other attendees to join.
- **Participants**: Options for engaging and participating with the discussion.
- **Share**: Options for sharing your work or your screen.
- **Chat**: Other options for engagement may be in this area including chat, breakout rooms, or recording a lesson. Hosts can turn on/off these tools.
- **Record**: Ends the meeting for you. Your host will be notified that you have left.
How can I join a meeting?

Task Card #1

Goal: Identify the easiest way for you to join a meeting.

- You do not need a Zoom account to join a Zoom meeting.
- There are four options for joining a meeting.
- Look at the graphic below. Which option will be the best way for you to join a meeting?

1. **Zoom App**
   - What do you need? A device that has the ability to download applications.
   - To join the meeting? Type in the 9 digit number provided by the host.

2. **Direct Link**
   - What do you need? A device connected to the internet.
   - To join the meeting? Copy the link provided by the host into a browser window.

3. **Zoom Website**
   - What do you need? A device that is connected to the internet.
   - To join the meeting? Navigate to Zoom.us. Click "Join a Meeting." Type in the 9 digit number provided by the host.

4. **Telephone Dial-In**
   - What do you need? A phone.
   - To join the meeting? In the invitation, dial the phone number provided by the host.
Anatomy of a Zoom Invitation

Task Card #2

Goal: Understand what parts of a Zoom Invitation you need to join a meeting.

- When you are invited to a meeting your “host” or teacher will provide you with an invitation. (Typically this is in an email or a calendar invitation.)
- This is the standard invitation that Zoom automatically creates for hosts (see right). Some hosts may customize their message.
- Based on your method of joining the meeting, you will need to pay attention to different information.

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___(name of host)___ is inviting you to a scheduled Zoom meeting.

**Topic:** Example Meeting
**Time:** Mar 19, 2020 01:00 PM Central Time (US and Canada)

Join Zoom Meeting
https://zoom.us/j/258132383

**Meeting ID:** 258 132 383

**Direct link to the meeting**

- One tap mobile
  +16699006833,,258132383# US (San Jose)
  +13462487799,,258132383# US (Houston)

- Dial by your location
  +1 669 900 6833 US (San Jose)
  +1 346 248 7799 US (Houston)
  +1 301 715 8592 US
  +1 312 626 6799 US (Chicago)
  +1 646 558 8656 US (New York)
  +1 253 215 8782 US

- Meeting ID: 258 132 383

**For attendees using a phone to dial in**

- Join by Skype for Business
  https://zoom.us/skype/258132383
  **Meeting ID:** 258 132 383
Anatomy of a Zoom Invitation
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Time & date of the meeting
Direct link to the meeting
Used for joining via an app or Zoom’s website (Zoom.us.)
For attendees using a phone to dial in
Your First Meeting: Checklist
Task Card #3

Goal: Understand your camera and microphone settings.

- Now that you’re in your meeting you want to make sure it is successful.
- Test your microphone by clicking on the up arrow next to the microphone and selecting “Test Speaker & Microphone” (if joining via laptop)
- Click on the video icon to start your webcam.
- Pro-Tip: Mute your microphone so any sounds on your side don’t interrupt the meeting.
Hosting: Built in Tools

Task Card #4

Goal: Identify tools that you may be asked to use during a meeting

- During a live meeting your “host” may use the following tools.
- Scavenger Hunt: In your meeting find out how to...

<table>
<thead>
<tr>
<th>Tool</th>
<th>Allows you to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Participants</td>
<td>● Give your host non-verbal feedback like: yes, no, go slower, go faster, thumbs up, thumbs down, etc.</td>
</tr>
<tr>
<td>Share</td>
<td>● Share your desktop or browser</td>
</tr>
<tr>
<td></td>
<td>● Select whiteboard</td>
</tr>
<tr>
<td></td>
<td>● Files: Share docs from OneDrive</td>
</tr>
</tbody>
</table>

- Your teacher may also use: polls, a chat window, breakout rooms, or several other tools that help make the Zoom meeting a great environment for all.
Troubleshooting Zoom
Task Card #5

Goal: Not to get flustered when something doesn’t go as planned.

What if...

- my video/camera isn’t working? (bit.ly/zoomtsvideo)
- my phone audio isn’t working? (bit.ly/zoomtsaudio)

If you are unsure of what to do, try leaving and rejoining the meeting or use one of the three other methods for connecting to the meeting.