zoom

FOR THE

Maritime Law Association
(Participant/Attendee Guide)

Instructions for Participating in Zoom Meetings

Step 1: Make sure your equipment is adequate for the task

1. Decide which computer you will use for your meeting.

2. Check to ensure your computer's camera, microphone, and speaker all work. *We strongly recommend not using the built-in mic and speaker on your computer. It is the main cause of feedback and noise. If possible, use earbuds – even a basic set, such as those that come with your phone, will improve the experience for you and everyone else on in the meeting.*

3. You may want to go to Zoom.us ahead of time and create a free personal account. You will not have to provide any credit card information for a free account. This will download the program and give you an opportunity to check out your computer ahead of time.

   If you intend to join the meeting with an IPhone or IPad, you need to go to the App Store and download the Zoom App, Zoom Cloud Meetings.

Step 2: Click the link provided (or simply call in using one of the phone numbers in the invitation)

If you already have a Zoom account, the program will detect it when you open the link just prior to your meeting, and ask you if you want to open the link in the Zoom application. You will select "Open Zoom." If you do not have a Zoom account, you must still download and run Zoom in order to attend the meeting online (see note above).
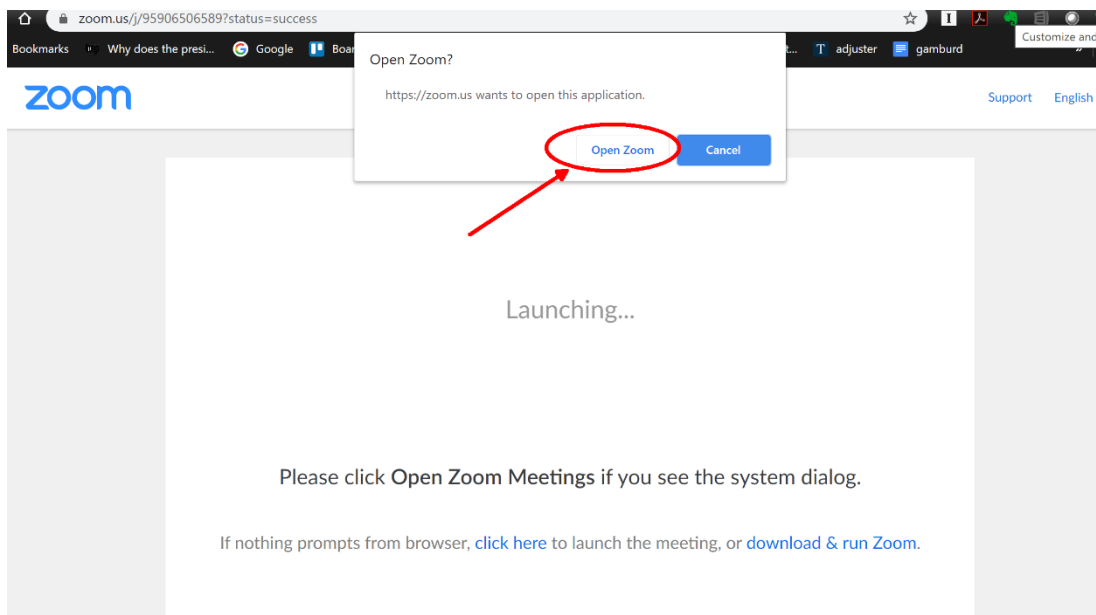
If you do not wish to participate online, you can simply use the dial in number provided – we do not recommend participating online and also by phone.

(Optional) Step 3: Registration

Your meeting may be set up to require "Registration" just before you join the meeting. This is basically an attendance sheet for your host and will be downloaded after the meeting. Fill in your name and email and you will then join the meeting.

(Optional) Step 4: Changing the appearance of your screen name.

Once you are in a meeting, you may want to change the way your name appears. This is helpful to other meeting participants who are looking for you in the meeting, or if you would like to speak and your screen name is not otherwise identifiable to the host or other participants.

This change only applies to the current meeting.

To change the way your name appears, hover over your name in the participants list and click Rename. You can permanently change your name in your Zoom profile if you have a Zoom account.

Step 5: Be aware of Zoom "etiquette"

When you first arrive in the meeting, your host likely will have set the controls to "mute upon entry." This means participants joining a meeting will not disrupt the meeting with noise or feedback while joining. To unmute yourself, simply click the microphone icon at the lower left-hand corner of your screen. Similarly, if you do not want to be seen on video, you can click the "Stop Video" icon in the same area. While others are speaking, we ask that you keep your microphone muted.

Step 6: Select your screen layout (Full Screen, Active Speaker, and Gallery Views)

Zoom online guide: https://support.zoom.us/hc/en-us/articles/201362323-How-Do-I-Change-The-Video-Layout-

All of the screen layout icons are visible in the upper right hand of your Zoom screen.

Initially, you can decide whether to have the entire application take up your screen ("Full Screen" mode), so that none of your background applications are visible.

You can then choose either **"Active Speaker"** or **"Gallery View."**
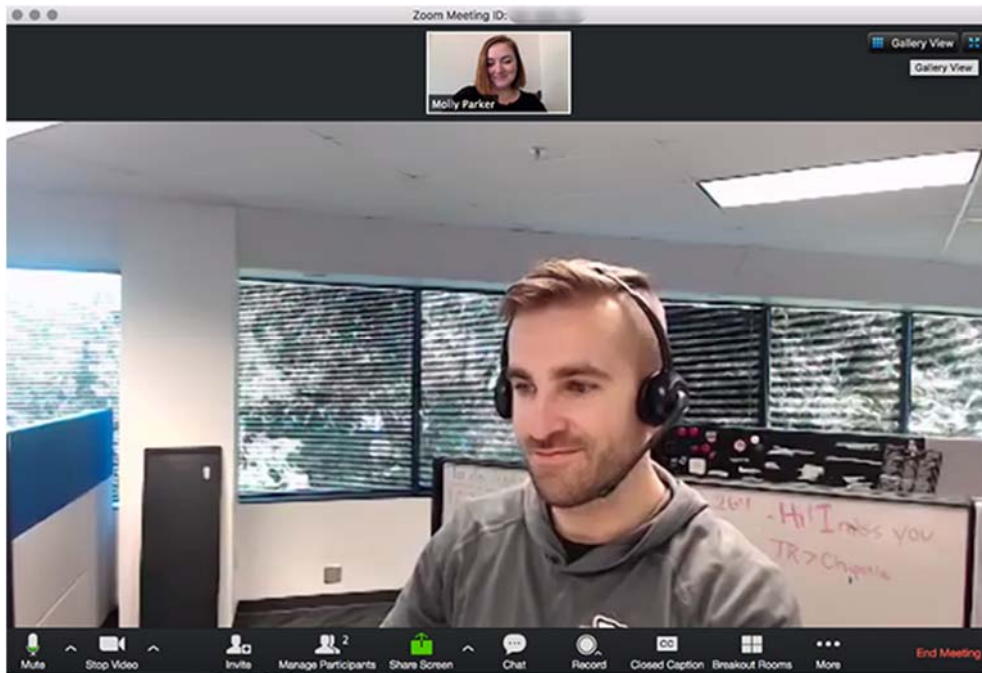
"Active Speaker" is the default video layout. It will switch the large video window between who is speaking. If it is a one-on-one meeting, it will display your video at the top, and the other participant's video below.

"Gallery View" allows you to see up to 49 participants at a time, and will have an arrow to scroll through the remaining participants.

Step 7: Using the "Chat" feature during a meeting

Zoom Online Guide: https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat

During your meeting, you may want to communicate with the host or others. You can do this with a "Chat."

There are two kinds of "Chats" – a "Group Chat" and a "Private Chat." The "Group Chat" can be seen by everyone in the meeting. The "Private Chat" can only be seen by you and the meeting participant you select. Your meeting host may invite participants to use the "Group Chat" feature during your meeting to convey questions for presenters.

To start a "Chat" or show the "Chat" menu, click on the "Chat" icon at the bottom of your screen. As the host, you can set chat controls for your attendees.
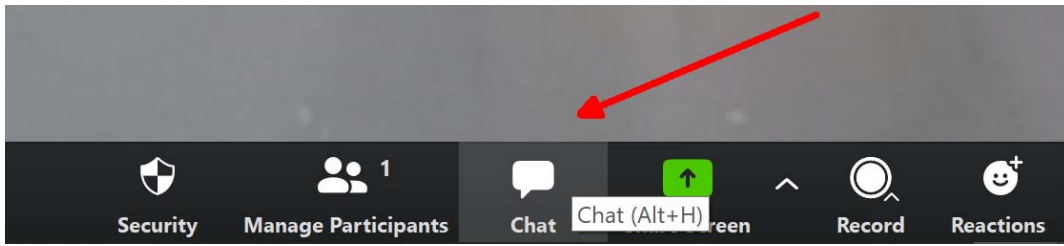
Step 8: Ending the meeting.

To end the meeting, simply click the "X" in the upper right-hand corner of your screen. Please remember to do this as some of the meetings may be set to remain open until every participant has left the meeting.