Accessing an Online Zoom Meeting

Please note: You do not need a Zoom account to be able to participate in a Zoom meeting. Dialing in by phone only does not require a Zoom account or the Zoom app. However, if you wish to participate via videoconference and do not have or want to create a Zoom account, you will need to download the Zoom app to your desktop or mobile device.

If you wish to participate via videoconference but do not want to download the Zoom app, you will need to create a free Zoom account, after which point you may participate from your web browser instead by clicking "Join from Your Browser" on the launch page (see Step 3 for an image reference). You will not be able to participate from your web browser using a mobile device.

If you would like to familiarize yourself with Zoom before a Greenhouse Gas Sequestration Task Force (GHGSTF) meeting, you can visit https://zoom.us/test and practice most of the following steps. The Zoom Help Center can also provide additional guidance: https://support.zoom.us/hc/en-us.

Jump to:

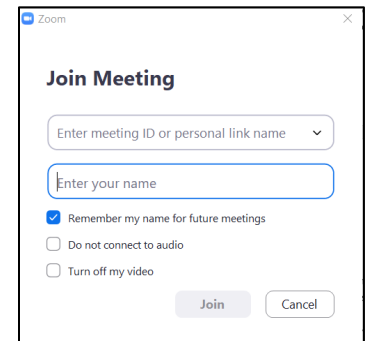## Zoom for Computer:

1. If this is your first time using the Zoom app, you can download the app at https://zoom.us/download#client_4meeting. Use "**Zoom Client for Meetings**."

2. Once you download the Zoom app, there are two ways to join the Zoom meeting:

   a. Click on the Meeting URL link provided at the top of the meeting agenda. You can find the agenda for upcoming GHGSTF meetings on the State Calendar and on our Agendas and Minutes webpage.

      OR

   b. Visit https://zoom.us/join or open the Zoom app and click "**Join a Meeting**." Enter the Meeting ID number from the top of the agenda and click the blue "**Join**" button. If you are joining through the Zoom app, you will also be able to enter your name and select if you would like your video connected before entering the meeting (see image at right). Please see Step 4a regarding name guidelines. All participants are automatically muted upon entry into GHGSTF meetings, so you will <u>not</u> need to select "**Do not connect to audio**."

3. If you used the meeting link or https://zoom.us/join to join the Zoom meeting, a dialog box will appear next, and you will be prompted to launch the meeting in the Zoom app. You can click "**Open**" to launch the app or "**Cancel**" to close the dialog box. If you closed the dialog box but still wish to launch the app, you can then click the blue "**Launch Meeting**" button.

   (*Please note*: If you have a Zoom account, this is where you can click the blue "**Join from Your Browser**" link to sign in and launch the meeting in your web browser instead.)
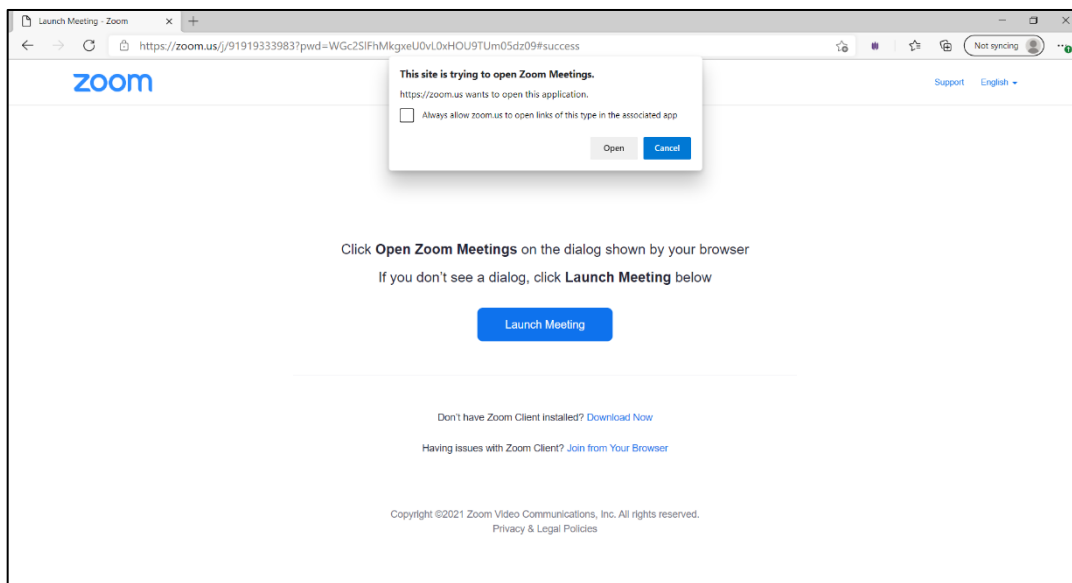

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4. To enter the meeting, you will be prompted to enter the meeting passcode, which can also be found at the top of the meeting agenda.

   a. You may also be prompted to enter your name as you would like it to appear to other participants in the meeting. Please keep your screen names appropriate and enter as much information as you would like public. For example: "Jane," "Jane Doe," "Jane D. (she/her/hers)," or "Jane Doe, Office of Zoom Affairs." Do not worry if you are not prompted at this stage, as you will be able to change your name during the meeting as well. (*See*: View participants or change your screen name)

   b. If the computer you are using has a camera, a window may also appear asking you if you would like to join with video. If this box appears, you may select your microphone and/or camera source at this time. Make your desired selections and click to join.

      i. If this dialog box does not appear, or if you would like to change your selections later, you can also select your sources during the meeting.
         (*See*: Change microphone and speaker sources and Change camera source).

5. A dialog box will appear asking if you would like to join with computer audio. Click "**Join with Computer Audio**" to join the meeting. If you close this dialog box, another box will appear prompting you to confirm you do not want to connect your audio. If you do not connect your audio, you will not be able to hear or be heard by other participants and will need to join audio manually once you have entered the meeting. (*See*: Mute/unmute)

   (*Please note*: All participants are automatically muted upon entry to GHGSTF meetings, so please be sure to unmute yourself before speaking for the first time.)

6. If you join before the meeting starts, you will be in a **Waiting Room** until the meeting begins. We request that you please follow any instructions on the Waiting Room page regarding meeting etiquette.

   Once the meeting begins, the host will let in everyone from the Waiting Room and participants will be able to use their video and audio, edit their screen name, and access Zoom controls as necessary. For participants arriving after the meeting starts, there will be no Waiting Room and they will be able to join the meeting directly.

Zoom computer controls
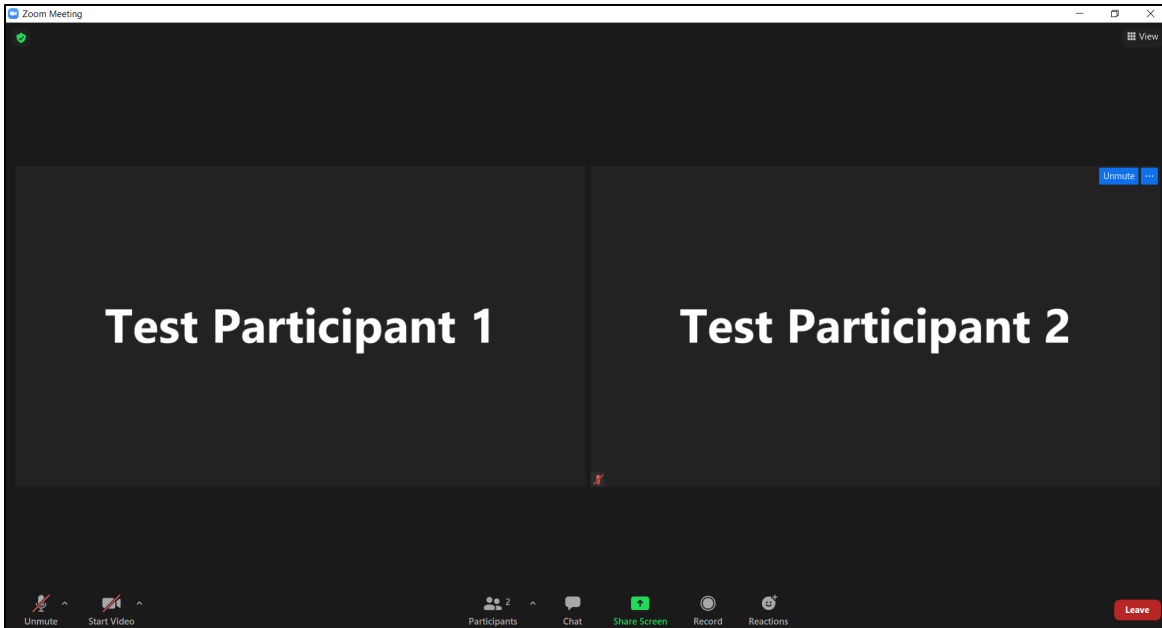
Example Zoom meeting window. If you do not see any of the controls in the image above, try mousing over your Zoom screen to bring up the control center.
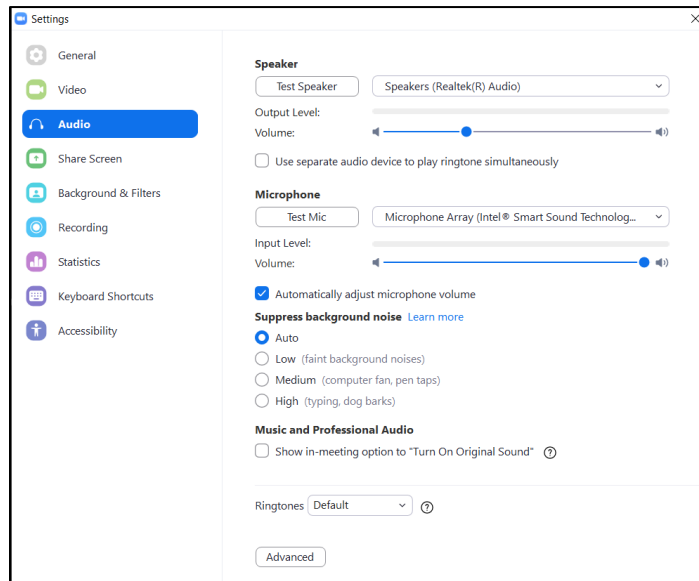
Example Zoom Settings page. See Change microphone and speaker sources or Change camera source for how to access this page. This guide will not be discussing Zoom Settings, but this is where you can access additional advanced features and settings. Help with these settings can be found at https://support.zoom.us/hc/en-us.

Change microphone and speaker sources:

- Click on the "**^**" arrow next to the **microphone icon**, located in the lower left-hand corner of your screen, to bring up menu options for your microphone and speaker sources.

- Click the desired sources and then click anywhere on your screen to exit the menu. If you would like to access additional audio settings, click "**Audio Settings…**" at the bottom of the menu to open the Zoom Settings center.

- Click "**Leave Computer Audio**" to disconnect your audio. *See*: Mute/unmute for how to reconnect your audio.
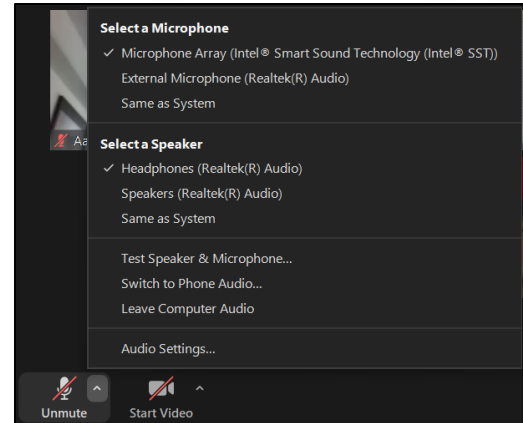
Change camera source:

- Click on the "**^**" arrow next to the **video icon** (located next to the microphone icon in the lower left-hand corner) to bring up the menu options for your camera source.

- This is also where you can select virtual backgrounds and video filters if your computer supports this function. Click on the desired source and then click anywhere on your screen to exit the menu.

- If you would like to access additional video settings, click "**Video Settings…**" at the bottom of the menu to open the Zoom Settings center.
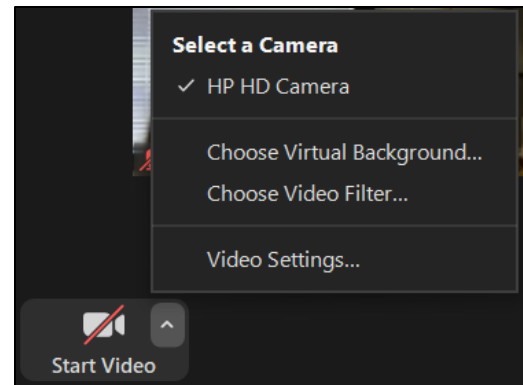
Mute/Unmute:

- Click on the **microphone icon** in the lower left-hand corner to mute or unmute your microphone.

- Other ways to mute/unmute can be found under View participants or change your screen name and Shortcuts and pinning.

- Also, if you have disconnected your audio, this microphone icon will become a headphones icon instead labeled "**Join Audio**." Click this icon to reconnect your audio.

Turn video camera off/on:

- Click on the **video camera icon**, located next to the microphone icon, to turn your camera off or on.

- You can find a second way to turn your video off/on under Shortcuts and pinning.

Raise/lower your hand:

- A "**Raise Hand**" icon (*not pictured in the example meeting window*) may be located on the far left of the bottom-center row of controls.

- If you do not see this icon, click instead on the "**Participants**" icon, also located on the far left of the control row, which will open a window either in the center of your screen or to the right of the video. Then, click on the three dots in the lower part of that window, which will bring up a menu that includes "**Raise Hand**." (S*ee*: Image at right).
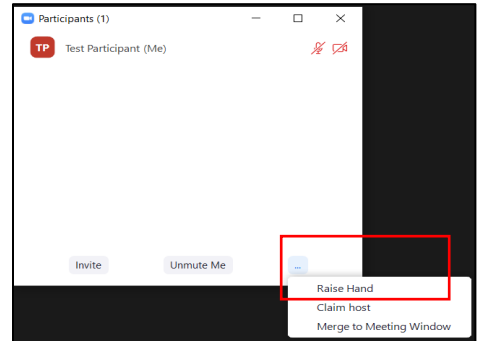
- Clicking the "**Raise Hand**" icon or the "**Raise Hand**" option from that menu will virtually raise your hand, which will alert the host as well as place a raised hand emoji in the upper left of your video feed. The emoji will disappear once the host virtually lowers your hand, or you can click the **icon/menu** option again to lower your hand yourself.

View participants or change your screen name:
- Click on the "**Participants**" icon to bring up the full list of participants currently in the meeting.

- Hosts can be identified with a "**(Host)**" or "**(Co-host)**" label next to their name.

- You can also change your name from this window. You will be the first one on the list and have "**(Me)**" next to your screen name. If you mouse over your name, a set of buttons will pop up. (*See*: image below)

- Click on "**More,**" followed by "**Rename,**" to change your screen name. You can also mute or unmute yourself here, as seen below. Another way to change your name can be found under Shortcuts and pinning.
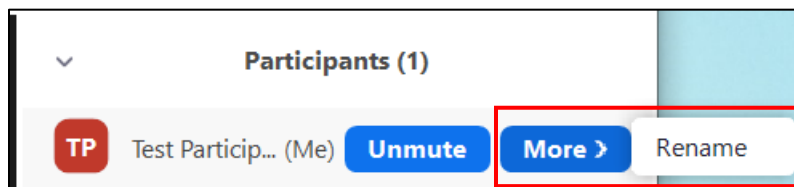
Send emoji reactions:
- Click on the "**Reactions**" smiley-face icon on the far right of the center controls.   A row of emojis will appear. When you click on an emoji, it will appear temporarily in the upper left-hand corner of your video thumbnail to other participants.

View or send messages and files:

- Click on the "**Chat**" icon at the bottom center of your screen. A chat box will appear either in the center of your screen or to the side of your main video.

- *Please note*: Due to GHGSTF meeting settings, you will only be able to send direct messages to the Host and Co-Hosts. All other messages must be sent with "Everyone" listed as the recipient and will be visible to all participants. Please ensure you have selected the correct recipient and click on the "**^**" arrow next to the current recipient name if you need to change it (*See*: image below).

  - All messages will appear in the same chat box, but direct messages between you and the Host or Co-Host will be notated with "(Direct Message)" in red next to the recipient's name.

- *Please also note*: You will only be able to see chats sent from the time you entered the meeting; if you enter the meeting late or exit and re-enter the meeting, you will only be able to see new messages.


Change video feed view:

- You can change your video feed between Gallery and Active Speaker View depending on your preferences.

- Click on the "**View**" icon, located in the upper right-hand corner of your Zoom window, to switch between the two options. (*See*: Image at right)

- You can also make your meeting window fullscreen from here. In **Gallery view**, you can see up to 25 or 49 participants at once (depending on settings), and the current speaker's thumbnail will be highlighted in green.

- In **Active Speaker View**, your video feed will jump to the current speaker, with the rest of the participants in smaller thumbnails above or to the side.

- You can also change your view settings when someone is screen-sharing:

  - In **Side-by-side mode**: The shared screen will be on the left and either Active Speaker or Gallery mode will be on the right.

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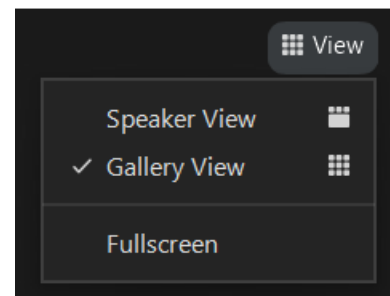
- o In the **standard screenshare mode**: The shared screen is below and the thumbnails of the current speaker (who will be highlighted in green) and other participants will be located above. To select your preferred mode, click on "**View Options**" at the top of your screen once screensharing begins and click "**Side-by-side Mode**" to activate or deactivate it.

*Photo credit: Zoom Videocommunications, Inc.*
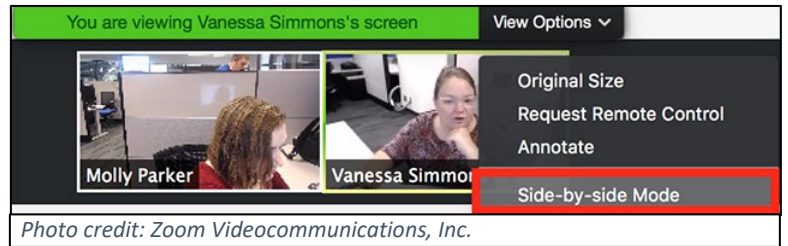
Shortcuts and pinning:

- To pin a specific participant's video thumbnail, right click on the thumbnail of the participant of interest and select "**Pin**."

- You can also mouse over the thumbnail of any participant to bring up **three blue dots** in the upper-right of their video. Click on these **dots** to bring up a menu, then click "**Pin**" from this menu to pin the participant.

- *Please note*: Pinning a video only affects your screen's view and will not impact other participants' screens. If you are using **Active Speaker View**, it will only display your pinned participant, regardless of who's speaking; or, if you are using **Gallery View**, it will place the pinned thumbnail at the top of the first page.

- You can also right-click on your own thumbnail, or mouse over your thumbnail and click on the **three blue dots**. This will bring up a menu with multiple shortcuts to commands discussed previously, as well as "**Hide Self-View**" (*See*: image below). "**Hide Self-View**" will hide your video thumbnail on your feed, but you will still be visible to other participants unless you turn your camera off.
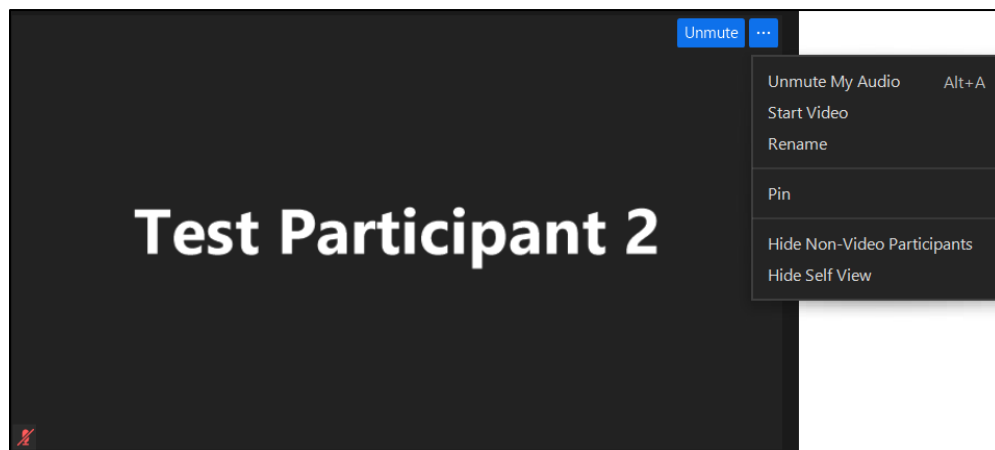
Minimize Zoom:

- To make a smaller thumbnail of your Zoom meeting appear on your desktop, minimize your Zoom meeting window as you would a normal browser window. This will cause a smaller window to appear. (*See*: Image at right)

- Click the "**^**" arrow (*See*: Image at right, highlighted in red) to minimize this window even further by closing video. Click again to reopen the small window.
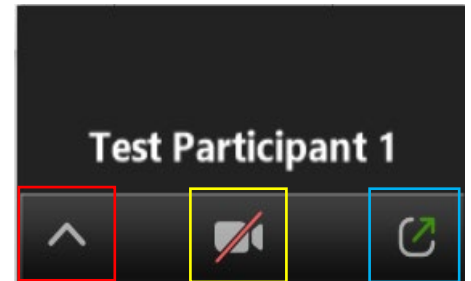
Click the **camera icon** (*See*: Image at right, highlighted in yellow) to turn your video off or on, and click the **box-with-arrow icon** (*See*: Image at right, highlighted in blue) to return your Zoom meeting window to its full size.

Leave the meeting:

- Click on the red "**Leave**" button in the lower right-hand corner. Depending on your Zoom settings, this will either automatically close your meeting, or it will prompt another red "**Leave Meeting**" box that you will need to click to fully close the meeting.

- Closing your Zoom screen like a browser window will also cause you to leave the meeting.

- If you accidentally leave the meeting and would like to rejoin, simply repeat the same steps from before and use the URL or meeting ID.

Zoom by Mobile Device:

1. If this is your first time using the Zoom app, download "**ZOOM Cloud Meetings**" from the Apple App Store or Google Play. This is also where you can also download updates for the Zoom app. For the best security and user experience, we recommend keeping your Zoom app and mobile device software up-to-date with the latest versions.

2. Ensure you have given Zoom permission to access your device's microphone in your device settings, and permission to access to your camera if you intend to participate with video.

3. Once you download the Zoom app, there are two ways to join the Zoom meeting:

    a. Tap on the Meeting URL link provided at the top of the meeting agenda. You can find the agenda for upcoming GHGSTF meetings on the State Calendar and on our Agendas and Minutes webpage. Tap the blue "**Launch Meeting**" button and then tap to allow your mobile device to open the link in the Zoom app.

    OR

    b. Open the Zoom app, tap "**Join a Meeting**," and enter the Meeting ID number from the top of the agenda. From this screen (*See*: Image at right), you will be able to enter your screen name and select if you would like your video connected before entering the meeting.

    Please see Step 4a regarding name guidelines. All participants are automatically muted upon entry to GHGSTF meetings, so you will not need to select "**Don't Connect To Audio**."
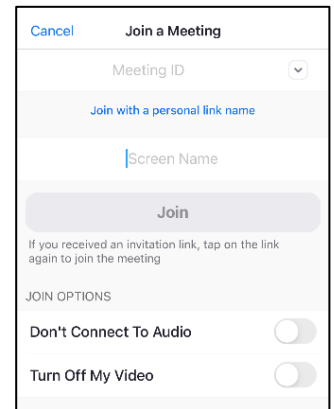
4. To enter the meeting, you will be prompted to enter the meeting passcode, which can also be found at the top of the meeting agenda.

    a. If you joined via the URL, you may be prompted at this point to enter your name as you would like it to appear to other participants in the meeting. Please keep your screen names appropriate and enter as much information as you would like public. For example: "Jane," "Jane Doe," "Jane D. (she/her/hers)," or "Jane Doe, Office of Zoom Affairs." Do not worry if you are not prompted at this stage, as you will be able to change your name during the meeting as well (see View participants or change your screen name).

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5. You will also be prompted with a dialog box asking you to join audio (*See*: image at right). Select "**Call using Internet Audio**" to be able to hear and be heard by other participants during the meeting.
If you tap "**Cancel**," you will need to join audio manually once you've entered the meeting (see Connect/disconnect audio).

   Please note: If dial-in is listed as an option, selecting this will cause you to join the meeting by phone call instead of through data or internet, and your video will be automatically disconnected.
   To turn your video on, you would need to return to the Zoom app and change your audio connection from dial-in to Internet audio.

6. If you join before the meeting starts, you will be put in a **Waiting Room** until the meeting begins. We request that you please follow any instructions on the Waiting Room page regarding meeting etiquette.

   Once the meeting begins, the host will let in everyone from the Waiting Room and participants will be able to use their video and audio, edit their screen name, and access Zoom controls as necessary.

   For participants arriving after the meeting starts, there will be no Waiting Room and they will be able to join the meeting directly.

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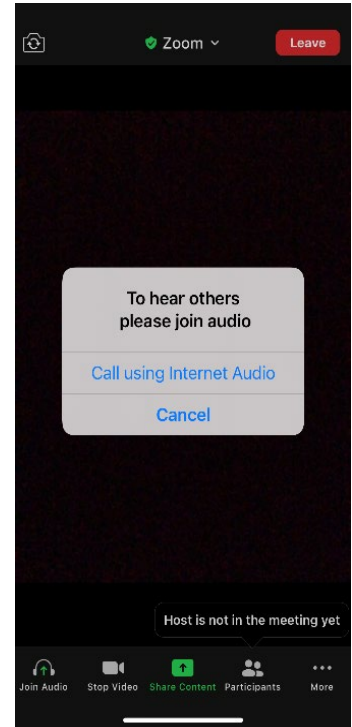
Zoom mobile controls
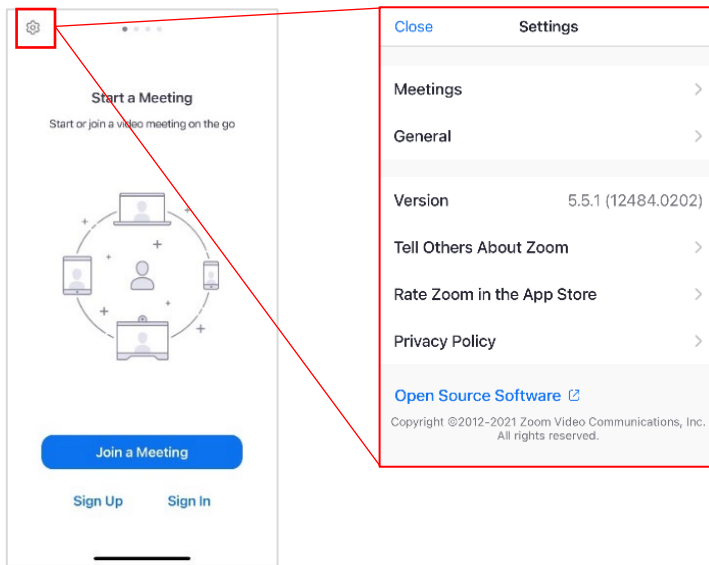
Additional settings and features for Zoom can be found via the home page of the Zoom mobile app. Open the Zoom app and tap the gear icon in the upper left-hand corner (highlighted in red) to open the Settings menu. This guide will not be discussing options under Zoom Settings, but this is where you can access additional advanced features and settings.
Help with these settings can be found at https://support.zoom.us/hc/en-us.

Note: if you do not see any of the following icons on your screen, try tapping your screen once to bring up the control center.
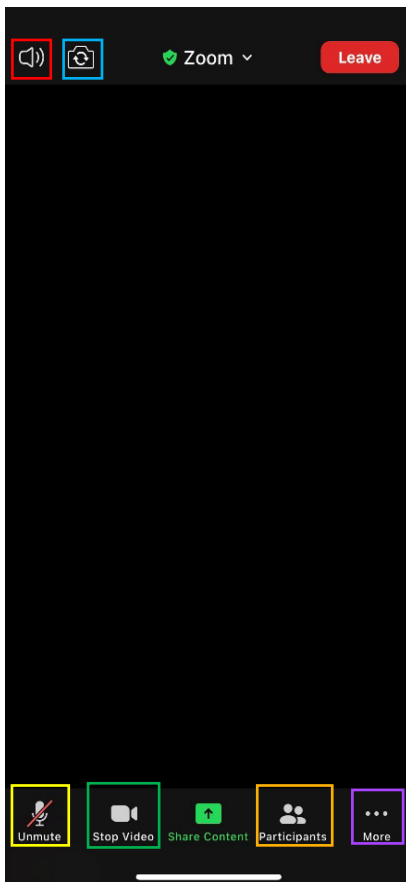
Mute/unmute:
- Tap the **microphone icon** in the lower left-hand corner (*See*: Image at left, highlighted in yellow) to mute/unmute your microphone.

- To mute your device's audio to no longer hear the meeting, tap the speaker icon (*See*: Image at left, highlighted in red) in the upper left-hand corner. Another way to mute/unmute yourself can be found under View participants or change your screen name.

Turn video camera off/on:
- Tap on the video camera icon in the lower left-hand corner (*See*: Image at left, highlighted in green) to turn your camera off or on.

- You can also flip your camera between the front- or rear-facing lens by tapping the camera-with-arrows icon in the upper right-hand corner. (*See*: Image at left, highlighted in blue)

Change video feed view and pinning:
- By default, mobile devices are set to **Active Speaker view**, which only displays the current speaker's video thumbnail.

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- If you would like to switch to **Gallery View** and view multiple participants' video thumbnails at once, swipe left from the Active Speaker view. You can view up to four (4) thumbnails at once and will need to continue swiping to see additional participants. If you would like to **pin** or **unpin** a participant's video, simply double tap their thumbnail.

- *Please note*: **Pinning** only affects your screen's view and will not impact other participants' screens. It will also disable **Active Speaker View** and only display your pinned participant, regardless of who is speaking; or, if you are in **Gallery View**, it will place the pinned participant at the top of the first page.

View participants or change your screen name:
- Tap on the "**Participants**" icon in the lower right-hand corner (*See*: Image below at right, highlighted in orange) to bring up the full list of participants currently in the meeting.

- Hosts can be identified with a "**(Host)**" or "**(Co-host)**" label next to their name. You can also change your name from this window.

- You will be at the top of the list and have "**(me)**" next to your screen name. If you tap on your name, a set of options will pop up (*See*: Image at right). Tap "**Rename**" to change your screen name. You can also mute or unmute yourself from this menu.
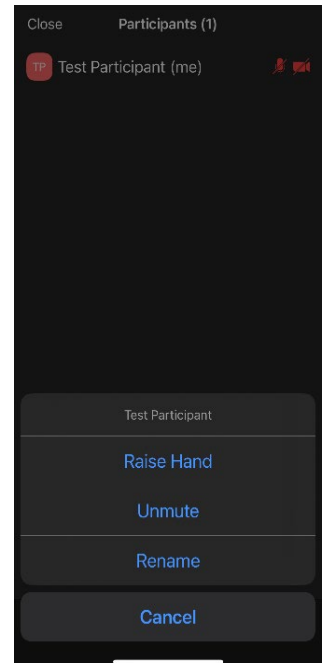
Raise/lower your hand:
- There are two ways to virtually raise your hand during the meeting:

  1. One way is to tap the "**Participants**" icon and then tap on your name, which will bring up a menu (*See*: Image at right). Tap on "**Raise Hand**" to raise your hand.

  2. The second way is to tap the **three-dot icon** labeled "**More**," found in the bottom right-hand corner of your screen (*See*: Second image at right, highlighted in purple), which will bring up a menu that includes "**Raise Hand**" (click here to scroll to the image of the "**More**" menu).

- Virtually raising your hand through either method will alert the host as well as place a raised hand emoji in the upper left of your video feed. The emoji will disappear once the host virtually lowers your hand, or you tap the menu option again to lower your hand yourself.

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Connect/disconnect audio:
- You can connect or disconnect your device's audio via the "**More**" menu (*See*: image below at right).

- If you have disconnected your audio, the microphone icon will become a headphones icon labeled "**Join Audio**." Tap this headphones icon to reconnect your audio.

View or send messages and files:
- Tap on the "**More**" icon to bring up a menu (*See*: image at right), then tap the "**Chat**" option to open the chat box and send messages.

- *Please note*: Due to GHGSTF meeting settings, you will only be able to send direct messages to the Host and Co-Hosts. All other messages must be sent with "Everyone" listed as the recipient and will be visible to all participants. Please ensure you have selected the correct recipient and tap the recipient name in **blue** if you need to change it (*See*: image below).

    o All messages will appear in the same chat box, but direct messages between you and the Host or Co-Host will be notated with "(Direct Message)" in red next to the recipient's name.

- *Please also note*: You will only be able to see chats sent from the time you entered the meeting; if you enter the meeting late or exit and re-enter the meeting, you will only be able to see new messages.
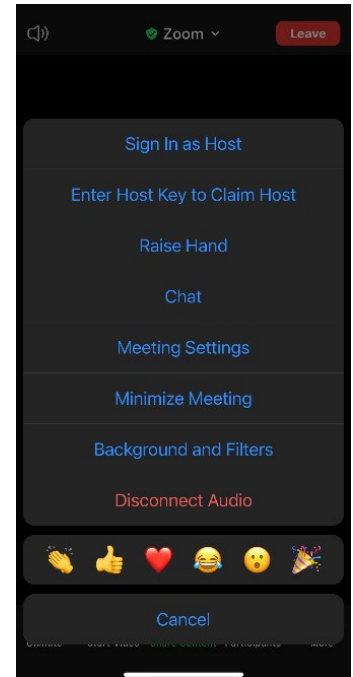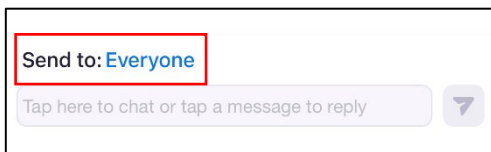
Send emoji reactions:
Emojis are another option in the "**More**" menu (*See*: image above at right). Tap on the desired emoji to send a reaction during the meeting. The selected emoji will appear temporarily in the upper left corner of your video feed to other participants.

Background and filters:
If your mobile device supports virtual backgrounds and filters, you can access these by tapping "**Background and Filters**" from the "**More**" menu. A window will pop up from the bottom of your screen where you choose which background or filter to engage.
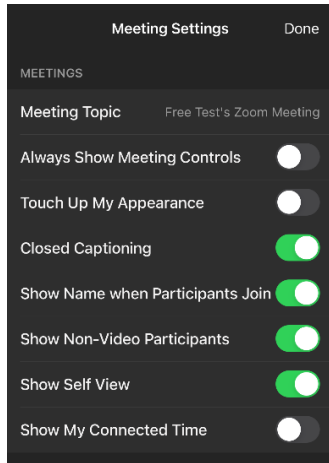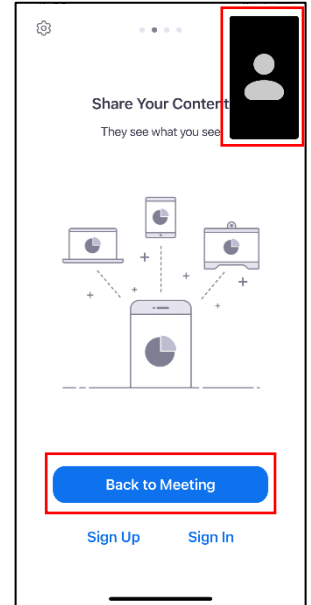
Meeting settings:
Additional settings (*See*: image at left) can be accessed in-meeting by tapping on "**Meeting Settings**" from the "**More**" menu.

To learn more about these settings and features, please visit https://support.zoom.us/hc/en-us.

Minimize meeting:
To make your video feed window smaller and return to the Zoom app home page, tap "**Minimize Meeting**" from the "**More**" menu.

To return to fullscreen, tap the blue "**Back to Meeting**" button or the minimized window in the upper left of your screen (*See*: image at right).

Leave the meeting:
Tap the red "**Leave**" button in the upper right-hand corner of your screen to leave the meeting.

Depending on your Zoom settings, this will either automatically close your meeting, or it will prompt another red "**Leave Meeting**" button to appear that you will need to tap to fully close the meeting.

Leaving your Zoom screen to go to another app or page will not cause you to leave the meeting but closing out your Zoom app will.

If you accidentally leave the meeting and would like to rejoin, simply repeat the same steps from before and use the URL or meeting ID.

Zoom by Phone Only:

Adapted from [Joining a meeting by phone – Zoom Help Center](#):

1. Dial the number provided at the top of the meeting agenda. You can find the agenda for upcoming GHGSTF meetings on the [State Calendar](#) and on our [Agendas and Minutes](#) webpage. If you wish to dial an international number to attend the meeting, please see Zoom's [full list of international dial-in numbers](#).

2. Once you dial the number provided, you will be prompted to enter the meeting ID—the nine (9), ten (10), or eleven (11) digit ID provided at the top of the agenda—followed by **#**.

7. If the meeting has not already started, you will be prompted to press **#** to wait. Once the meeting begins, the host will let in everyone from the **Waiting Room** and participants will be able to use their audio as necessary. For participants arriving after the meeting starts, there will be no Waiting Room and they will be able to join the meeting directly.

3. You may be prompted to enter your unique participant ID. If you are asked this option, press **#** to skip.

4. You will be prompted to enter the meeting passcode, followed by #. The passcode will also be listed at the top of the posted meeting agenda.

Phone controls for participants

The following commands can be entered using your phone's dial pad while in a Zoom meeting:

- ***6** – Toggle mute/unmute. Your device's own mute functions will also suffice.

- ***9** – Raise hand. This will alert the host as well as place a raised hand emoji in the upper left of your video feed (which will appear as a black thumbnail to participants on desktop or mobile). The emoji will disappear once the host virtually lowers your hand.

To leave the meeting, simply hang up the phone. If you accidentally leave a meeting and would like to rejoin, repeat the dial-in steps from above.