LUSD Zoom Instructions for Participants

Before a videoconference:

1. Please download the Zoom application. You will need a computer, tablet, or smartphone with speaker or headphones.

2. You will receive notice for a videoconference or conference call from your LUSD host. The notification will include a link to "**Join via computer**" as well as phone numbers for a conference call option. It will also include the 9-digit (usually) Meeting ID and password.

To join the videoconference:

1. At the start time of your meeting, click on the link in your invitation to **join via computer**.

2. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID provided by your LUSD host.

Once in the meeting If you are having trouble hearing, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number: + 1-669-900-6833
2. Enter the **Meeting ID number** (provided in your invitation) when prompted using your touch-tone keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your participant ID to be associated with your computer. (Participant ID will be displayed in meeting)

Participant controls in the lower left corner of the Zoom screen:

Using the icons in the lower left corner of the Zoom screen, you can:
- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")
- Invite other participants
- View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen

On your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker only. "Gallery view" tiles all of the meeting participants at once.