CEN-CENELEC Quick Help to Zoom meetings – Controls

From the **Meeting Toolbar**, you have an easy access to the main Zoom functionalities.

**Best practice**
Mute yourself while waiting that the meeting starts and if you are not speaking

Mouse over your name to:
- Toggle Mute On/Off
- Rename your display name

List of **Participants**

Nonverbal feedback icons to communicate with the host

Meeting Toolbar
CEN-CENELEC Quick Help to Zoom meetings – Join Audio

You can connect to a Zoom meeting by **Computer Audio**, or **Phone dial-in** (toll numbers)

Join audio by **Computer Audio**

1. Select **Computer Audio**
2. You can **test** your Computer Microphone and speakers before you join
3. Click on **Join Audio Conference by Computer**
4. You can select Computer Audio as your **default audio connection type**

Join audio by **Phone Dial-in Call**

1. Select **Phone Call**
2. Select **your country**
3. Dial the displayed number on your phone
4. Enter the **Meeting ID** followed by #
5. Enter the **Participant ID** followed by #
Switch to **Phone Audio**
If you joined by computer audio automatically, you can leave the computer audio and join by phone.

1) Click the arrow next to **Mute/Unmute**
2) Click **Leave Computer Audio**
3) Click **Call me** or **Phone Call** and follow the according procedure