CEN-CENELEC Quick Help to Zoom meetings – Controls

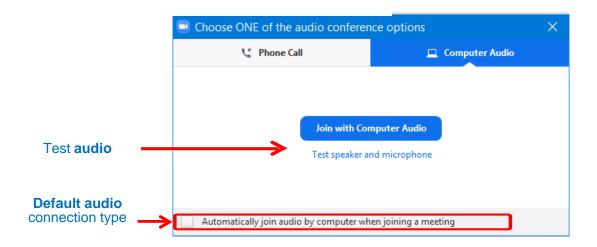
- Toggle Mute On/Off From the Meeting Toolbar, you have an easy access to the main Zoom functionalities. List of **Participants** - Rename your display name Best practice Mute yourself while waiting □ × Participants (2) that the meeting starts and if Select a Microphone (Me) you are not speaking ✓ Internal Microphone (Conexant SmartAudio HD) \$ 1/A Same as System (Host) Select a Speaker ✓ Speakers / Headphones (Conexant SmartAudio HD) Same as System Switch to Leave Computer Audio Phone audio Audio Options... Raise Hand go slower go faster Select a Camera Unmute Me ✓ Integrated Camera Video Settings... Choose a Virtual Background Nonverbal feedback icons to Share your communicate with the host Change Change **Screen/Application Audio settings Video settings** 1. **Meeting Toolbar** Start Video Invite **Participants** Share Screen Chat Unmute Display/hide Toggle Display/hide Leave Toggle **Participants** Chat Mute Video Meeting On/Off On/Off

Mouse over your name to:

CEN-CENELEC Quick Help to Zoom meetings – Join Audio

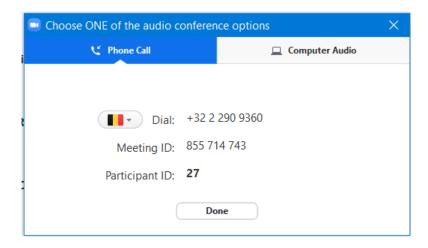
You can connect to a Zoom meeting by **Computer Audio**, or **Phone dial-in** (toll numbers)

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
- 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 #

CEN-CENELEC Quick Help to Zoom meetings – Switch Audio

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

