**When Joining a Zoom Meeting**

1. As you join the online portion of the meeting, choose one of the audio conference options:
   a. Phone.
   b. Computer Audio.
      i. Please note, you will need a microphone to participate in verbal discussions.

2. Using the bottom menu bar, please mute your line when you are not speaking. From here you can also view the chat box, see who else is participating, and start or stop your web cam.

**Participant List and Feedback button**

1. To see a list of other people in your class, you can click the PARTICIPANTS icon
   a. If you go to the participants icon, you can “raise your hand,” and the Host will see this indicated on their screen.
   b. Click one of the icons to provide feedback to the host. Click the icon again to remove it.
      **Note:** You can only have one icon active at a time.

2. Engage in a text chat by clicking CHAT.
   a. When you click on chat, the chat window will appear. It will be on the right if you are not in full screen. If you are in full screen, it will appear in a window that you can move around your screen.

If you need any additional help, please visit the Zoom Help Center: [https://support.zoom.us/hc/en-us](https://support.zoom.us/hc/en-us)