Toronto Lawyers ASSOCIATION TLA

JOIN A ZOOM MEETING FOR PARTICIPANTS

❶ Prerequisites when you join by computer or mobile device

Before joining a Zoom meeting on a computer or mobile device, you will need to download the Zoom Desktop Client App. Otherwise, you will be prompted to download and install Zoom when you click a join link.

If you have previously used Zoom, you probably already have Zoom installed. To manually download the latest version, launch the Zoom application, sign in to Zoom and click on your user icon in the upper right. Select "Check for Updates" and follow the instructions.

❷ Joining a TLA Zoom meeting

Joan Rataic-Lang is inviting you to a scheduled Zoom meeting.

Topic: Meeting
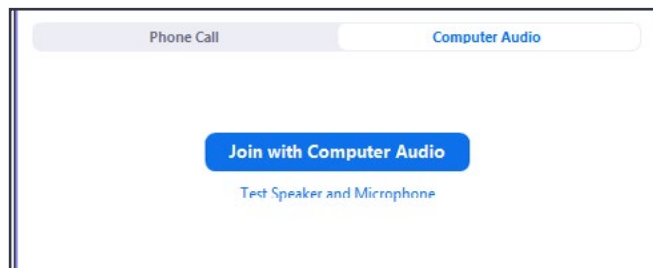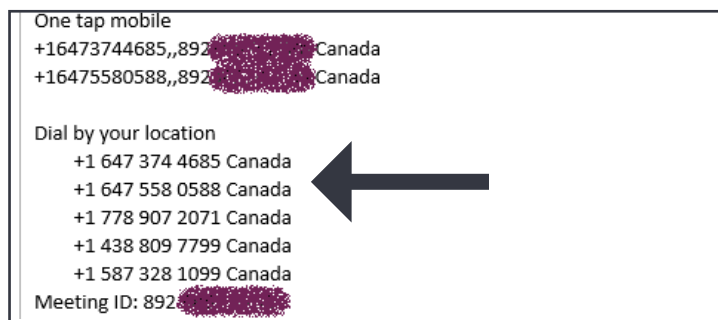Time: Apr 17, 2020 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting
https://us02web.zoom.us/j/892⬛⬛⬛⬛

Meeting ID: 892 ⬛⬛⬛⬛

1. Click the join link in your invitation email

② Joining a TLA Zoom meeting

2. Select computer audio. When using computer audio, always first test the sound and mic.

3. If you join by phone, dial the phone number provided and follow the instructions. If you also join with your computer for video, do not select computer audio, that will cause an echo.

③ During a TLA Zoom meeting

When you join a Zoom meeting, you are considered an attendee. The attendee controls appear at the bottom of your screen. You might need to move your mouse to the bottom of your screen to see the tool bar.

NOTE that the tool bar is not available when joining by phone.
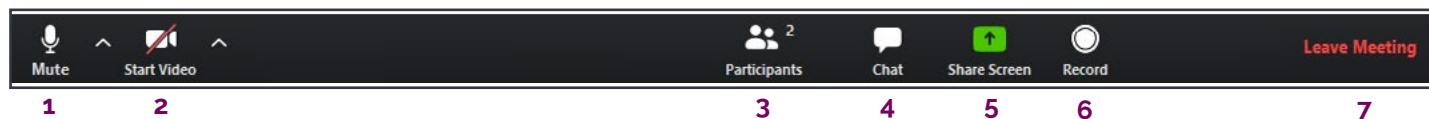
1. **Mute / Unmute:** Allows you to mute and unmute your microphone.

2. **Start Video / Stop Video:** Turns your camera on or off.

3. **Participants:** The Participants list will pop-out and will show you who's currently in the meeting. It will also give you access to these options:
   - Rename: Hover over your name and click Rename to change your screen name. Any changes you make will be seen by the other participants.
   - Raise Hand: Places the raise hand icon beside your name and simulates a hand raise to notify the host.

4. **Chat:** When someone sends a message, the Chat button will flash orange. The chat will pop-out on the right-hand side of the screen. Within chat, you can either message everyone or one person directly.

5. **Share Screen:** Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.

6. **Record:** Start or stop a local recording. By default, only the host can initiate recording in Zoom. If an attendee would like to record, the host will need to provide permission to that attendee during the meeting.

7. **Leave Meeting:** Leave the meeting while it continues for the other participants.

BEST PRACTICES
FOR PARTICIPANTS

Test your Audio and Video before the meeting

Have content you intend to share ready in advance

Close applications with pop-ups (Outlook, Skype, and other messenger tools) and turn your mobile devices to silence

Keep your mic on mute while others are presenting/speaking

If using video:

- Position webcam at, or slightly above eye level
- Check your background and your lighting
- Try your best to look interested and engaged
- Look at the webcam, not the screen when speaking

Before you join a conference, make sure those you live with know, to avoid unexpected interruption

Use "Gallery View" for smaller group/team meetings to see everybody at the same time
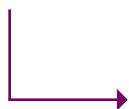
Go to the top right corner of your Zoom Screen

Gallery View