PARTICIPANTS GUIDE

This guide takes you through the connection process and what to expect once connected to a **ConferZoom** room as a participant. When you are invited to join a **ConferZoom** meeting, you will receive an email or calendar invitation with the required meeting connection details.

Click the direct link provided in the email or calendar invitation, or copy the link to paste in your browser.

Hi there,

 Donna Gustafson is inviting you to a scheduled Confer*Zoom* meeting.

Topic: Example of Invite to a Scheduled Meeting
Time: May 20, 2015 2:00 PM (GMT-7:00) Pacific Time (US and Canada)
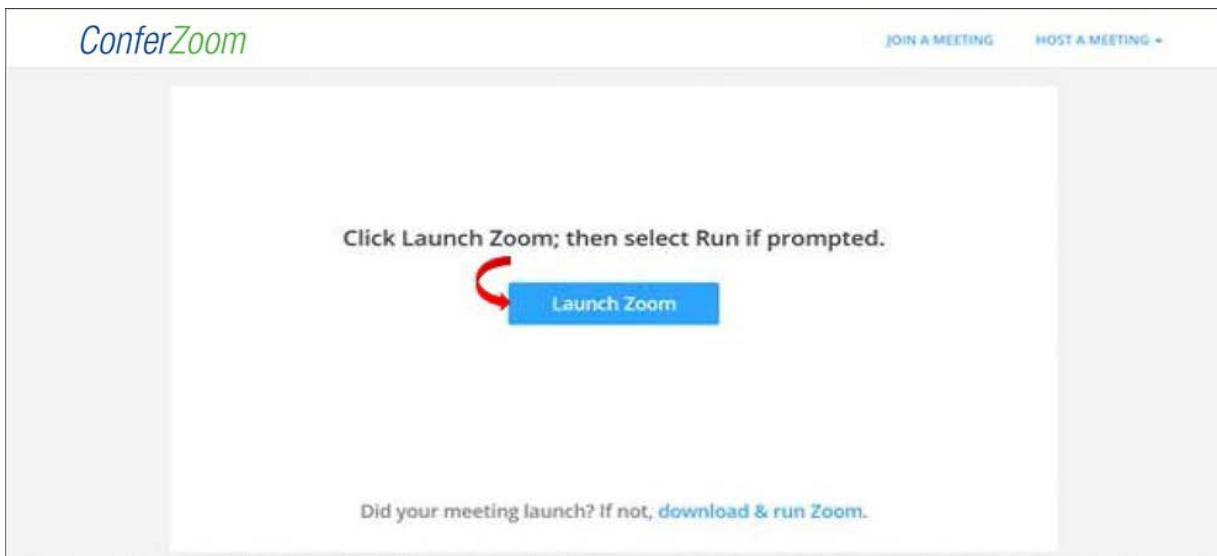
Join from PC, Mac, iOS or Android: https://cccconfernow.zoom.us/j/625409628

Or join by phone:

   +1 (415) 762-9988 or +1 (646) 568-7788 US Toll
   Meeting ID: 625 409 628
   International numbers available: https://cccconfernow.zoom.us/zoomconference

If prompted, click the **Launch Zoom** button, then follow the on-screen prompts:

Note: If you are a ConferZoom member, you can use your desktop app to join any session you are invited to.

When you connect, a window may open to advise you "*Please wait for the host to start this meeting*".
It is a host option to have participants wait until the host is ready to start the meeting.
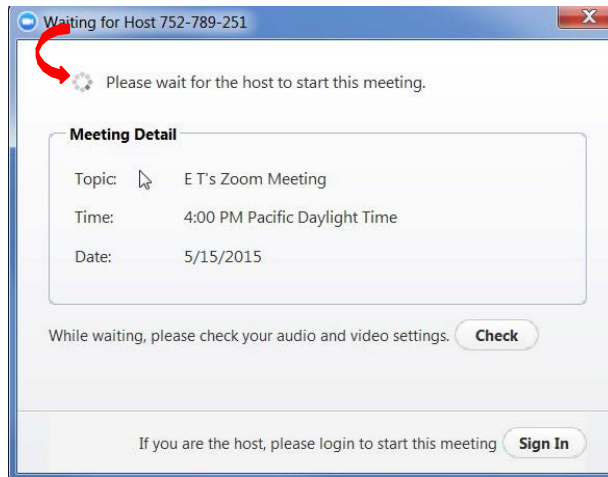
If the Host has started before you connect, the screen activity in progress will appear. In this example, the host is screen sharing, the video gallery appears.
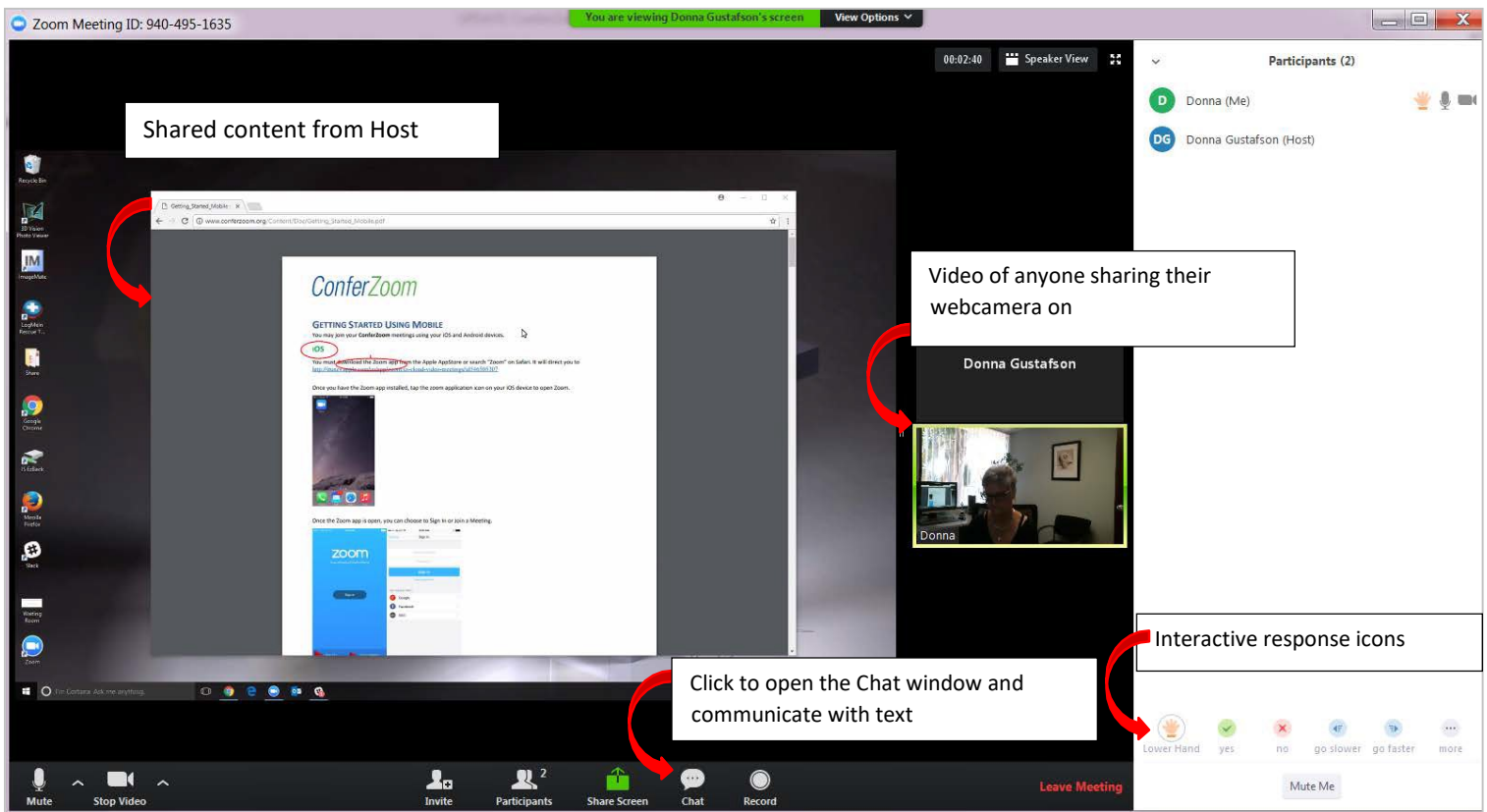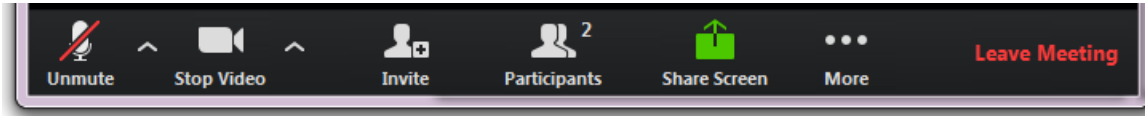
TOOLS YOU CAN USE AS A PARTICIPANT
The session tool bar can appear in two different locations depending upon room activity.

TOOLBAR
The tool bar is located at the bottom of your screen. Each icon is described below.

/: Indicates the status of **Audio** or **Video**, in the example the Participant chose not to join audio.

*The ⌃ opens menu options for both **Audio** and **Video**.*

Invite: Generate an email or calendar invitation for others to join the meeting.

Participants: View the names of who has joined this session. Raise your hand for the Host to acknowledge you.

Share Screen: Allows you to share your screens with the Host and Participants.

…More: Opens options for Chat and Record

Chat: Select **all** to send a chat for all to read, or select an individual name to send a private chat.

Record: Sends a request to the Host for permission to record this session.

Note: The host has the option to allow or disable participants to record. If recording is allowed, the file download to your own computer.

Leave Meeting: When you are ready to leave to meeting, click the button!