



How to attend a Zoom Meeting/presentation

- 1) Read all instructions Before logging on.
- 2) Follow the link provided (it will work on PC, Mac, Linux, iOS, Android).
- 3) Download Zoom, and run the program
- 4) Choose "Open Zoom Meetings" if a box pops up with this option
- 5) Choose "Join with Computer Audio" if a box pops up with this option
- 6) Drag your mouse over the Zoom window that pops up (you'll see the host's video feed, or presentation slides) to see useful options at the bottom, including "Mute/Unmute", "Stop Video", and "Chat". If your microphone isn't already muted, please select "Mute", unless you need to speak. If you have a camera on your computer, but you don't want everybody to see you, select "Stop Video". If you have a question for the speaker select the "chat" option, and type your question. If there are few enough people attending the meeting/presentation, you can also click "unmute" and ask your question directly. ****Pro tip: Log in 10 minutes early to make sure everything works for you.**
- 7) Make sure the speakers are working on your computer (and the volume is turned up!). You should be able to hear the meeting host, or presenter speaking. You may hear others speaking if their microphones are not muted. ****Pro tip: If your microphone is not muted, all the meeting attendees can still hear background noise from your location, even if you aren't speaking. This can be a major distraction from the presentation.**
- 8) You will see thumbnail video feeds along the side of the screen of all the people that are logged into the meeting. You can minimize these to get them out of the way using the dash (-) at the very top of the thumbnails.
- 9) Green Thumb, and other live educational presentations conducted via Zoom will be recorded and archived on the WSU Clallam County Extension website <https://extension.wsu.edu/clallam/mg/resources/local-articles/>