

## How to participate in ZOOM meetings as an Attendee

Thank you for joining EITP as we present learning opportunities in an online format. For this session, ZOOM is the format used for this meeting. Below you will find information about joining and participating in ZOOM.

Most important, ZOOM learning opportunities are best when accessed via computer or tablet, as images, websites, videos, and activities are incorporated into the session. Participation by phone only, while an option, will leave the participant without the tools necessary to fully access the session.

***Please visit the links below before participating in your learning session.***

### Joining

- It is a free service to participate in ZOOM meetings.
- When clicking on a ZOOM meeting room link, you will be prompted to download and install ZOOM. Alternatively, you can join a ZOOM meeting on a computer or mobile device by downloading the ZOOM app by clicking <https://zoom.us/download>
- Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a ZOOM meeting.
- If you are joining via telephone, you will need the teleconferencing number provided in the invite. Please only use this option if you do not have a microphone access or have difficulty with your computer audio. Computer is needed for visuals and activities.
- When entering your name, please enter your first and last name in the field.
- For Windows/Mac, iOS, and Android joining a meeting detailed instructions, visit <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

### Attendee Controls

- When you join a ZOOM meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting or was selected to be the alternative host (if the host is unable to join) will have host controls.
- For Windows/Mac, iOS, and Android detailed instruction on attendee controls, visit <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting>

### Participating in Breakout Rooms

- Breakout rooms are sessions that are split off from the main ZOOM meeting. They allow the participants to meet in smaller groups. Breakout rooms can be used for collaboration and discussion of the meeting.
- For Windows/Mac, iOS, and Android detailed instructions for participating in Breakout rooms, visit <https://support.zoom.us/hc/en-us/articles/115005769646-Participating-in-Breakout-Rooms>

### Potential Messages

#### • **Please Wait for the Host to Start this Meeting / Webinar**

If you receive a message that you are waiting for the host to start this meeting or webinar, it means that the host has not started the meeting. In the case of webinars, either the host has not started the webinar or the webinar is in practice mode and has not yet started to broadcast. You have successfully connected to ZOOM and the meeting or webinar will start as soon as the host starts the session or starts broadcasting the webinar. If you believe that you are receiving this message in error, please reach out to the meeting host.

#### • **The meeting/webinar is scheduled for...**

You may also receive a message noting the date and time of the meeting or webinar. If you receive this message, please check the date and start time, including the timezone. You will see this message if the session is scheduled for another day. Please reach out to the host if you have questions about when the meeting or webinar is scheduled for.