

Zoom Meetings – Participants' User guide

**Conference Services
WMO**



WMO OMM

Download Zoom

- All participants must log into the platform using the latest version of desktop application which can be downloaded in Zoom download center [here](#). Some of the features may not be available with older versions.

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

[Download](#)

Version 5.4.9 (59931.0110)



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Join Meeting

- Join the meeting by opening the Zoom link that was sent to you. Or, open the Zoom desktop application and join meeting by entering meeting ID (and passcode, if required)
- You also have the dial-in option. ([link](#) to list of numbers)

Zoom Cloud Meetings



zoom

Join a Meeting

Sign In

Version: 5.4.2 (58740.1105)



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Zoom

Enter meeting passcode



Join Meeting

Enter meeting ID or personal link name

Enter your name

Remember my name for future meetings

Do not connect to audio

Turn off my video

Join

Cancel

Enter meeting passcode

Meeting Passcode

Join Meeting

Cancel

Audio and video settings

Please wait for the host to start this meeting.

This is a recurring meeting

Test Computer Audio

If you are the host, please [login](#) to start this meeting.

Speaker **Test Speaker** Speakers / Headphones (Realtek ...

Output Level: _____

Volume: ◀ —●— ▶

Microphone **Test Mic** Microphone Array (Realtek Audio)

Input Level: _____

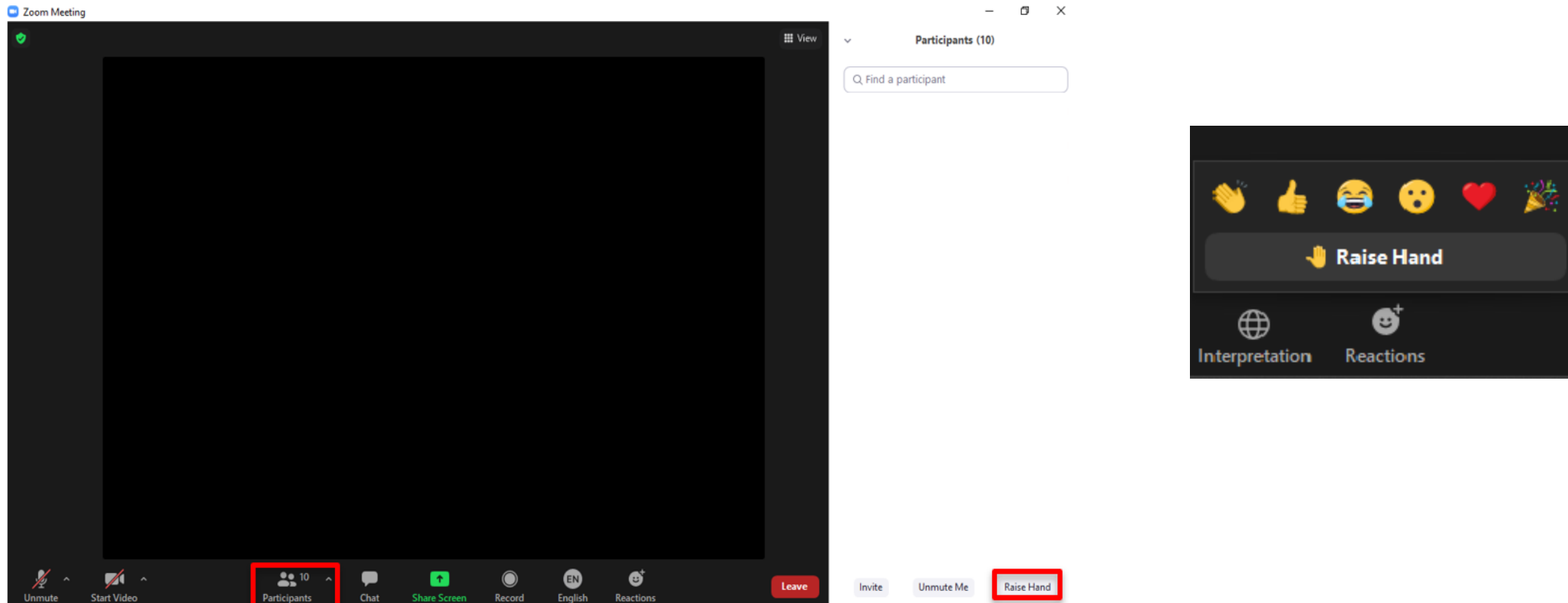
Volume: ◀ —●— ▶

Automatically adjust volume

When you connect to the platform before the host has started the session, you will see this pop-up that will allow you to test the Computer Audio. Click on “Test Computer Audio”

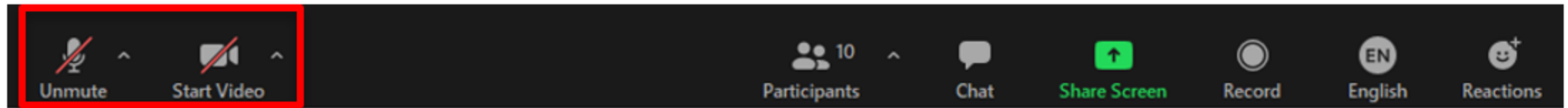
Requesting and taking the floor for participants

- First open the participants panel by clicking on the “Participants” button and then “Raise hand” button at the bottom right-hand corner of the screen. Or, click on "Raise hand" from "Reactions".



Requesting and taking the floor for participants

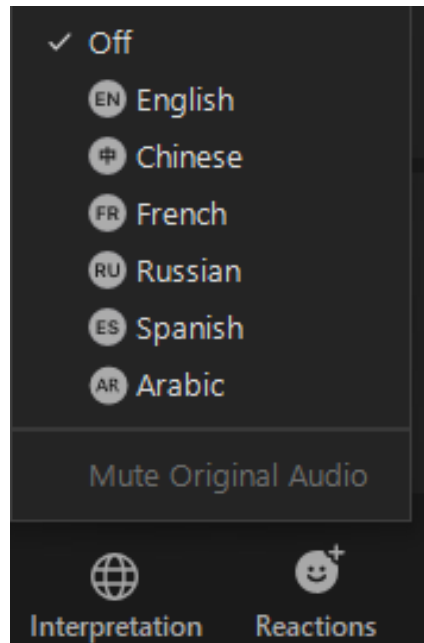
- The chair will announce who the floor is given to. When you have the floor, click the “Unmute” and “Start Video” buttons to activate your microphone and camera.



- Once your intervention has finished, click the “Mute” button to leave the floor. Please turn off your microphone when you are not speaking.

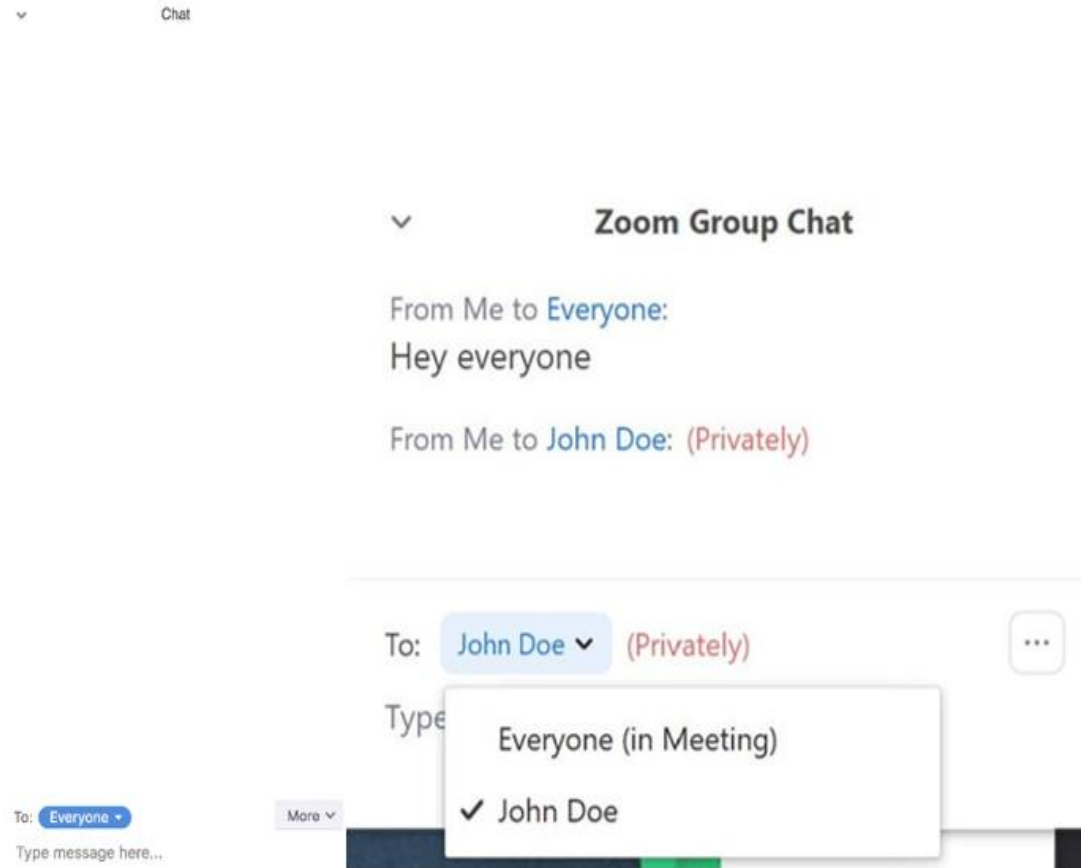
Interpretation

- Select the language you wish to listen to from the dropdown list at the bottom right-hand of the screen, where floor (“Off”) is selected by default. Only the available languages for that meeting will be shown. If you hear the original language in the background, click “Mute Original Audio”

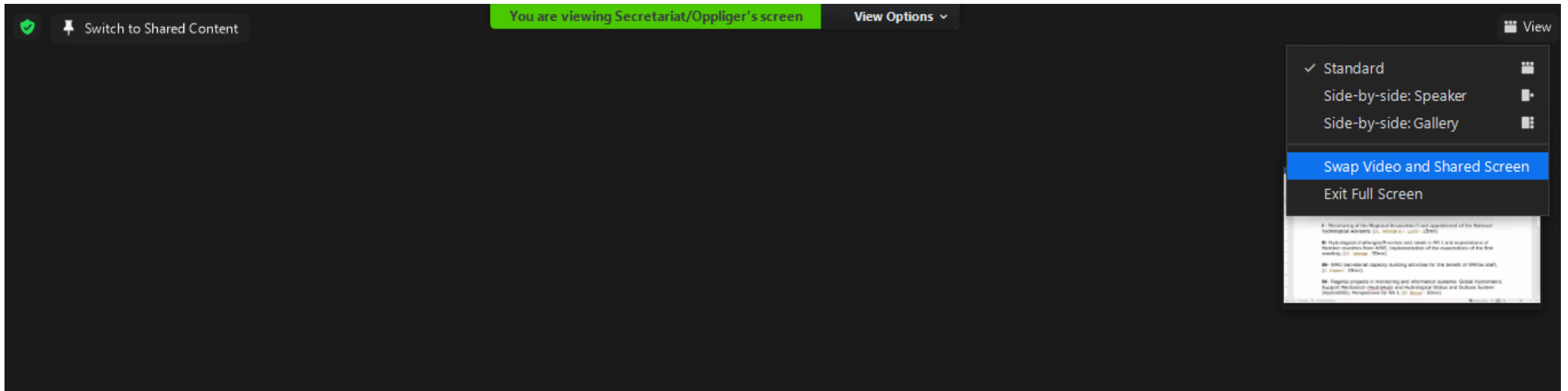


Chat

- A chat function is available (under the “Chat” icon), for participants to write publicly or sending private messages to other participants.



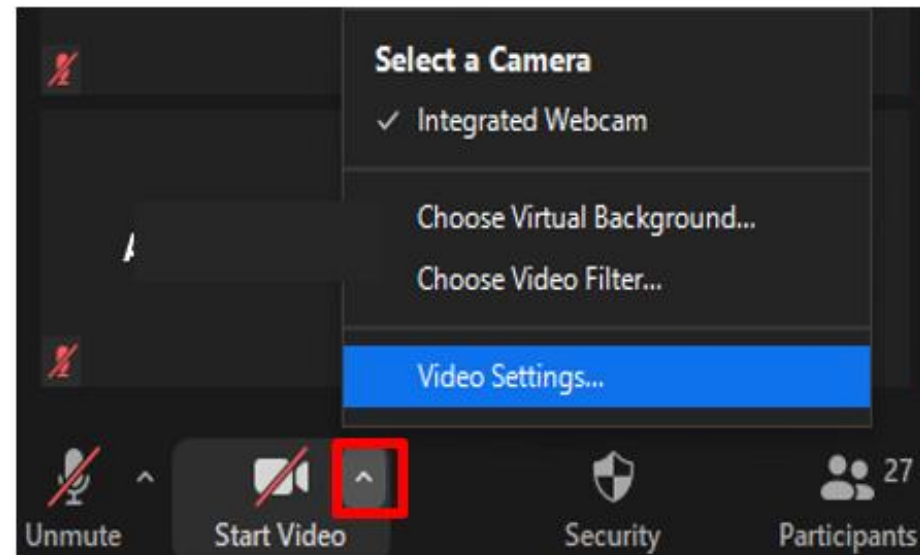
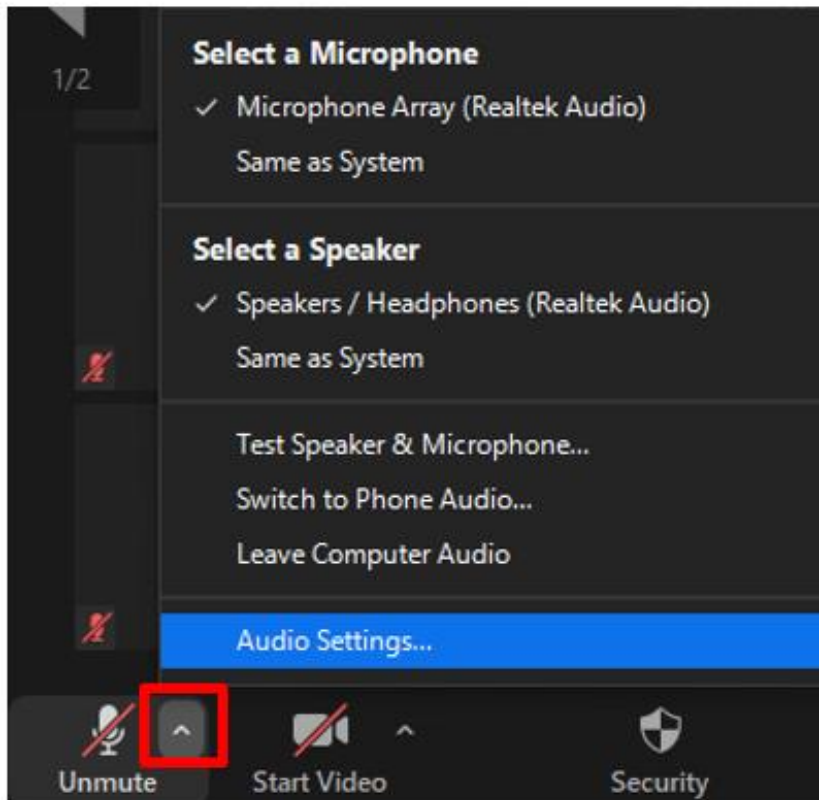
Switch views – presentation vs. speakers



When someone is sharing their screen, you can switch between presentation view and speakers view by clicking on “View” at the top right corner and then “Swap Video and Shared Screen”

Audio and video settings

Additional settings can be found under the “Audio Settings” and “Video Settings”. Here, you can make sure that the correct loudspeakers and microphone are being used.



Audio and video settings

The image shows two side-by-side screenshots of the Zoom settings interface. The left screenshot displays the 'Audio' settings, and the right screenshot displays the 'Video' settings.

Audio Settings (Left Screenshot):

- Speaker:** Test Speaker, Speakers / Headphones (Realtek Audio). Output Level: [Slider]. Volume: [Slider]. Use separate audio device to play ringtone simultaneously.
- Microphone:** Test Mic, Microphone Array (Realtek Audio). Input Level: [Slider]. Volume: [Slider]. Automatically adjust microphone volume. Suppress background noise: Auto [Info]. Select the default noise suppression level (low) to optimize for music.
- Ringtones:** Default [Dropdown].
- Automatically join audio by computer when joining a meeting.
- Mute my microphone when joining a meeting.
- Press and hold SPACE key to temporarily unmute yourself.
- Sync buttons on headset.
- Advanced** [Button]

Video Settings (Right Screenshot):

- Camera:** Integrated Webcam [Dropdown]. Original ratio HD.
- My Video:** Mirror my video. Touch up my appearance. Adjust for low light.
- Always display participant names on their video.
- Advanced** [Button]

