

Zoom Instructions for Attendees

Joining a Zoom Meeting on Your Computer

1. Click on the link that you received in an email from PEPS.
2. If Zoom is not already installed on your laptop, “Launch Application” will pop up. Please click “Zoom Meetings” and then click “Open Link”
3. It will then prompt you to download and open “Zoom_launcher.exe”. Please click “Save File”
4. Choose “Join with Computer Audio”
5. [Here is a great video tutorial.](#)

During the meeting:

1. **See participants:** In the top right corner, click “Speaker View” to see the main speaker. Click “Gallery View” to see all event participants.
2. **Display your name & pronouns:** Hover over the video of yourself and click the three dots. Click “rename” and type in your preferred name and pronouns.
3. **Unmute/mute:** Click on the microphone icon on the bottom left of the window to mute or unmute yourself
4. **Chat:** Feel free to interact with other attendees by using the “chat” option in the bottom bar. You can send a message to all attendees, or an individual privately.
5. **Ask questions:** Also use the chat option to ask questions to event speakers, hosts, and other attendees
6. **And more:** We will be using live polls and breakout rooms during this event. These features will be managed by the hosts.

FAQs:

- How do I join a meeting? <https://support.zoom.us/hc/en-us/articles/201362193>
- How do I join a meeting by phone? <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>