

# HOW DO I PARTICIPATE IN A LIVE LECTURE?

## TIPS AND TRICKS

- Stay muted except when you wish to participate.
- Raise your hand to participate live.
- Use Chat for short, quick interactions.
- Use a microphone to minimize surrounding noise.
- Use your webcam.
- Find a quiet space to participate in your online class.



## LEARN MORE

Web: <https://tech.rochester.edu/services/zoom>

## JOIN A MEETING

You will be provided with either a link in your Blackboard course or emailed a URL to join a Zoom meeting. Click that URL.

If you do not already have the Zoom client, download it and launch Zoom to participate in the meeting. Please use the client, not the browser version!

## CHOOSE AUDIO TYPE

Upon entry, you may be prompted to choose how to participate with audio.

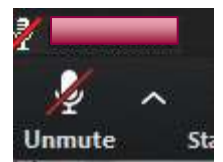
Choose the appropriate option. If choosing phone, be sure to enter your **Participant ID** so that your audio is matched up with your participant.



## MUTE YOURSELF

Be sure to click the **Microphone** icon to Mute yourself when you are not talking.

Use the arrow next to the microphone to make sure that the appropriate audio options are selected.



## USE YOUR CAMERA

Click on the **Camera** icon to start your video camera.

Use the arrow next to the camera to make sure that the appropriate video options are set.

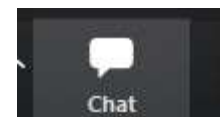


## RAISE YOUR HAND

Click on the **Camera** icon to start your video camera.

## USE CHAT

Click on the **Chat** icon to open the chat window and participate via text.

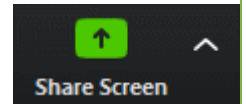


## SHARE YOUR SCREEN

Click the Share Screen button to begin sharing content from your computer.

A secondary window will appear asking you which screen or application you wish to share. Choose and then hit Share.

To finish sharing, click the **Stop Share** tab.

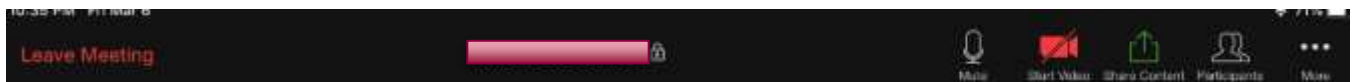


## PARTICIPATE VIA IPAD OR PHONE

Features are limited on iOS and mobile devices, however, you can still participate.

Download the Zoom app to get started. When launching the app, provide the Meeting ID.

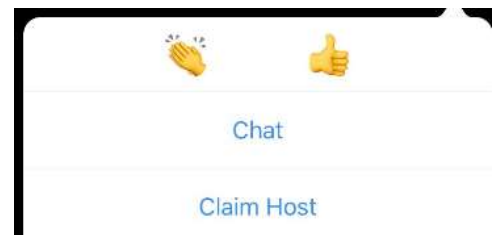
The options appear at the top of the screen, instead of the bottom. However, the **Microphone** and **Camera** are both available.



The three dots provide more options, like access to the **Chat**.

Note that you can open other applications on your device while in Zoom.

Use the **Share Screen** button to share content from your device. Options on what items to share will appear. Choose the **Screen**.



Then you will allow your screen recording to work with Zoom and hit **Start Broadcast**.

Open whatever you would like on your device and share.

When finished, return to Zoom and hit **Stop Broadcast**.

