








ZOOM PARTICIPANT GUIDE

1. Once you receive an invitation from the ECHO coordinator, click on the Zoom connection link that is provided. This should take you into a Zoom meeting room.
2. Select “**Join Audio by Computer**”. You can then test the volume of your speaker and mic to ensure everything is working by clicking on “Test Computer Audio”.
3. Once you have successfully tested the audio, you should be able to see a toolbar at the bottom of the Zoom screen by hovering over it.
4. The buttons needed as an ECHO participant include:

	NAME OF BUTTON	FUNCTIONALITY & PURPOSE
	Mute button	Where you can mute and unmute once you enter the meeting. Standard protocol is to ENTER the meeting MUTED and remain as such until acknowledged by panel.
	Stop video button	Where you can turn your video on/off once you enter the meeting.
	Share screen button	Shares your desktop. NOTE: Your desktop will automatically be displayed. Close all open items before sharing.
	Chat button	Chat function. Two types of chats, “to everyone” and “personal/private”. Automatically chats to everyone.
	End or leave meeting button	Where you can leave the meeting.