# AFL-CIO

## AMERICA'S UNIONS

# PARTICIPANT GUIDE FOR ZOOM MEETINGS

Before joining the meeting, download the Zoom desktop client for Mac, PC or Linux, or download the Zoom mobile app for iOS or Android.

**Sign in and Join**
After launching Zoom, click Join a Meeting.

**Access Meeting Controls**
Once you have joined the meeting, you can access the meeting controls located at the bottom of the meeting window (move your mouse to the bottom of the Zoom window to display meeting controls).

**Mute Your Line**
You will be muted upon entering the meeting. To unmute yourself, either scroll to the bottom of the screen and click on Unmute or you can press and hold the space bar to temporarily unmute yourself.

**Identify Yourself**
After entering the meeting, make sure you identify yourself by scrolling to the bottom of the screen and pressing Participants. A list of participants will appear on the right of the screen. Hover over your name and click Rename to change the screen name displayed to other participants. Make sure your first and last name and international and local union are listed.

**Seek Recognition**
To be recognized, you may unmute your phone by pressing and holding the space bar, use the Raise Hand feature, or type a message into chat. As in any meeting, you should only speak when recognized by the chair. To access the Raise Hand feature, press the Participants button in the meetings controls. The Participants feature will display a list of participants on the right-hand side of your screen and your Feedback controls, including Raise Hand, under the participant list.

**Vote**
During the course of the meeting, votes may be held on motions using either the Yes/No feature or via a poll provided by the chair. To access the Yes/No feature, press the Participants button in the meeting controls. The Participants feature will display a list of participants on the right-hand side of your screen and your Feedback controls, including Yes/No, under the participant list. Polls will be displayed via a pop-up window.

**Chat**
You also may use the Chat function to request recognition, second a motion, ask questions or make a motion. To access the Chat function, click on Chat in the meeting controls. A chat box will appear on the bottom right of your screen under the participant list.

## FEATURES ATTENDEES HAVE ACCESS TO

**Mute/Unmute:** Mute and unmute your microphone.

**TIP:** You can press and hold the space bar to temporarily unmute yourself.

**Audio Controls** *(click the ^ arrow next to Mute/ Unmute):* Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

**Start Video/Stop Video:** Turns your camera on or off.

**Video Controls** *(click the ^ arrow next to Start Video/ Stop Video):* Change cameras if you have multiple cameras, select a virtual background (if enabled) or access your full video settings.

**Participants:** See who's currently in the meeting. The Participants list also gives you access to these options:

> *Rename:* Hover over your name and click Rename to change your screen name that is displayed to other participants.

*Nonverbal Feedback Icons (if enabled by the host):* Places an icon beside your name to quickly notify the host. For example, Raise Hand places the raise hand icon beside your name and simulates a hand raise.

*Share Screen:* Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.

*Chat:* Access the chat window to chat with the participants.

*Leave Meeting:* Leave the meeting while it continues for the other participants. Only the host can end the meeting.