







## 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                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br>MUTE         | Mute button                 | Where you can mute and unmute once you enter the meeting.<br><br>Standard protocol is to <b>ENTER</b> the meeting <b>MUTED</b> and remain as such until acknowledged by panel. |
| <br>STOP VIDEO   | Stop video button           | Where you can turn your video on/off once you enter the meeting.                                                                                                               |
| <br>SHARE SCREEN | Share screen button         | Shares your desktop.<br><br><b>NOTE:</b> Your desktop will automatically be displayed. Close all open items before sharing.                                                    |
| <br>CHAT         | Chat button                 | Chat function.<br><br>Two types of chats, “to everyone” and “personal/private”. Automatically chats to everyone.                                                               |
| <b>Leave Meeting</b>                                                                                | End or leave meeting button | Where you can leave the meeting.                                                                                                                                               |