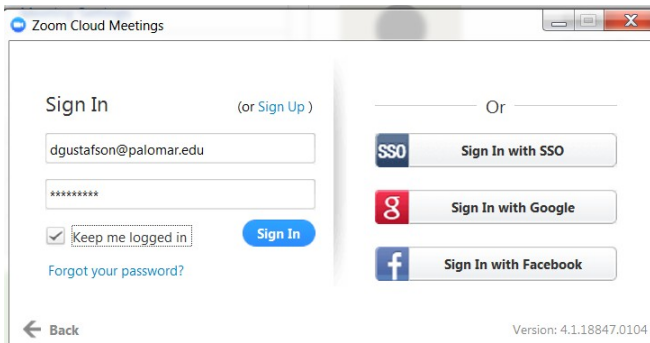


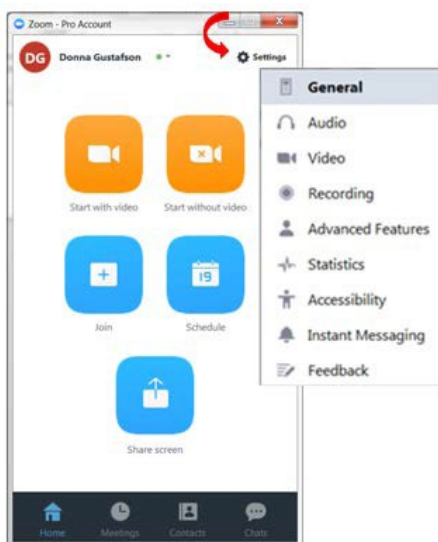
## USING THE DESKTOP APP



**ConferZoom** credentials.

*Note: Using the alternate sign in options may not connect you to your ConferZoom account if your email and passwords do not match.*

## OPTIONS AND SETTINGS MENUS



### SETTINGS MENU:

**General:** application, content sharing, and instant message options.

**Audio:** Configure and test audio.

**Video:** Configure and test video.

**Recording:** Choose options, storage, and manage recordings.

**Advanced Features:** Enable advanced features to access the website portal, edit your profile or change advanced meeting settings.

**Statistics:** Overall CPU and memory performance (other tabs are disabled).

**Accessibility:** Font size and keyboard shortcuts.

**Instant Messaging:** Manage instant messaging and notification settings.

## SESSION TOOLBAR



1. **Mute:** Mute or unmute audio: click the ^ for a menu of audio options.
2. **Start Video:** Start/stop video, click the ^ for a menu of video options.
3. **Invite:** Send invites by email, contacts, or Zoom Rooms
4. **Manage Participants:** Open the **Participants** side panel to select options for individuals or the group.
5. **Polls:** create and launch a poll. \*
6. **Share Screen:** Launch sharing a desktop or individual applications. Click the ^ for additional options.
7. **Chat:** Send a private or group chat during the session.
8. **Record:** Choose to store the recording on the computer, or to the cloud.
9. **Closed Caption:** Alternative place to assign a captioner, also displays active captions.\*
10. **Breakout Rooms:** Create sub-rooms, and assign participants to rooms. \*
11. **End Meeting:** Leave the meeting, but allow it to continue, or end the meeting for everyone.

*\* Features can be enable through **Settings** > **Advanced Features** on the desktop app, or log into the website portal and enable features in **Meeting Settings**.*

# ConferZoom

## PARTICIPANTS GUIDE

This guide takes you through the connection process and what to expect once connected to a **ConferZoom** room as a participant. When you are invited to join a **ConferZoom** meeting, you will receive an email or calendar invitation with the required meeting connection details.

Click the direct link provided in the email or calendar invitation, or copy the link to paste in your browser.

Hi there,

Donna Gustafson is inviting you to a scheduled ConferZoom meeting.

Topic: Example of Invite to a Scheduled Meeting

Time: May 20, 2015 2:00 PM (GMT-7:00) Pacific Time (US and Canada)

Join from PC, Mac, iOS or Android: <https://cccconfernow.zoom.us/j/625409628>

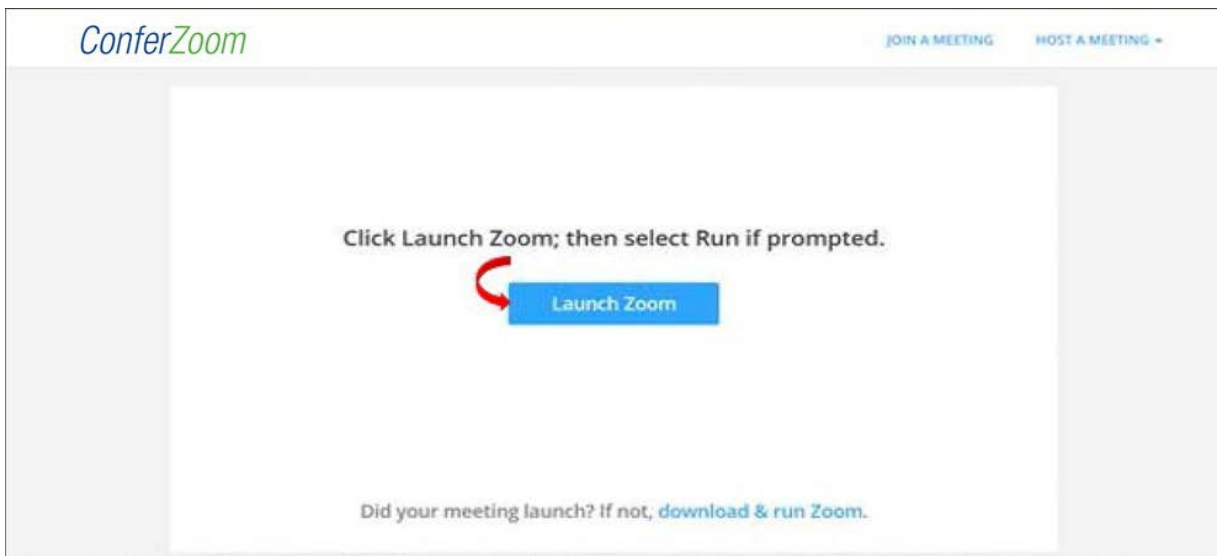
Or join by phone:

+1 (415) 762-9988 or +1 (646) 568-7788 US Toll

Meeting ID: 625 409 628

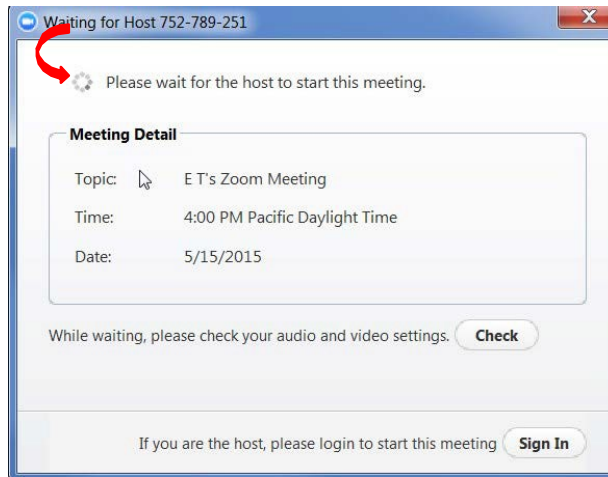
International numbers available: <https://cccconfernow.zoom.us/zoomconference>

If prompted, click the **Launch Zoom** button, then follow the on-screen prompts:

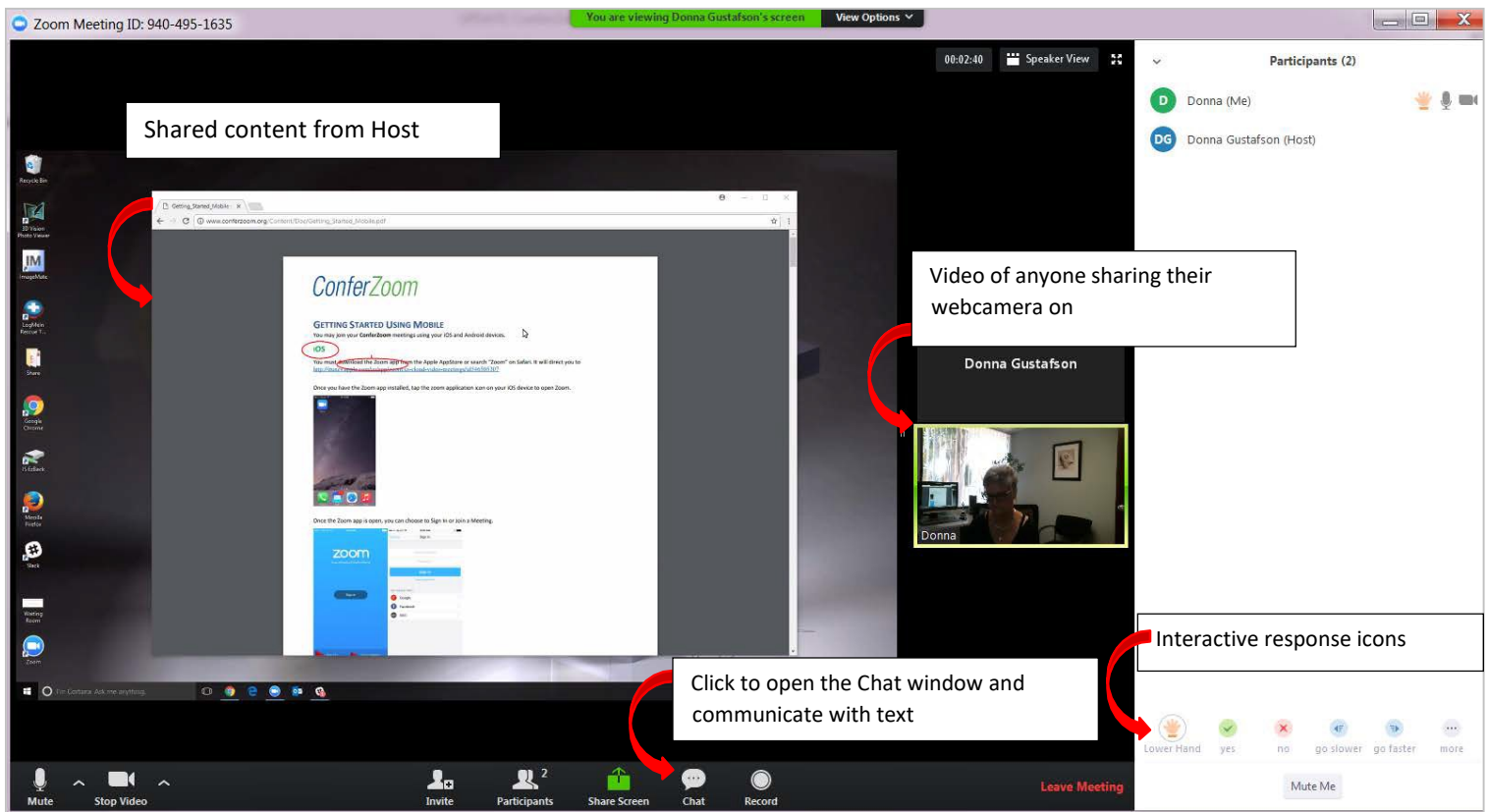


*Note: If you are a ConferZoom member, you can use your desktop app to join any session you are invited to.*

When you connect, a window may open to advise you *“Please wait for the host to start this meeting”*. It is a host option to have participants wait until the host is ready to start the meeting.



If the Host has started before you connect, the screen activity in progress will appear. In this example, the host is screen sharing, the video gallery appears.

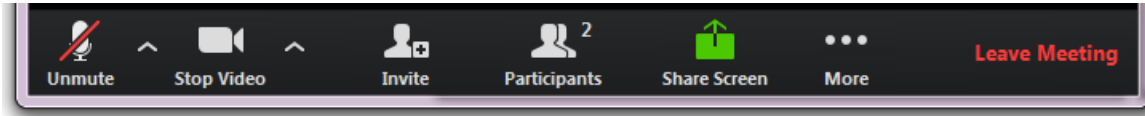


## TOOLS YOU CAN USE AS A PARTICIPANT

The session tool bar can appear in two different locations depending upon room activity.

### TOOLBAR

The tool bar is located at the bottom of your screen. Each icon is described below.



**/:** Indicates the status of **Audio** or **Video**, in the example the Participant chose not to join audio.

The  opens menu options for both **Audio** and **Video**.

**Invite:** Generate an email or calendar invitation for others to join the meeting.

**Participants:** View the names of who has joined this session. Raise your hand for the Host to acknowledge you.

**Share Screen:** Allows you to share your screens with the Host and Participants.

**...More:** Opens options for Chat and Record

**Chat:** Select **all** to send a chat for all to read, or select an individual name to send a private chat.

**Record:** Sends a request to the Host for permission to record this session.

*Note: The host has the option to allow or disable participants to record. If recording is allowed, the file download to your own computer.*

**Leave Meeting:** When you are ready to leave to meeting, click the button!