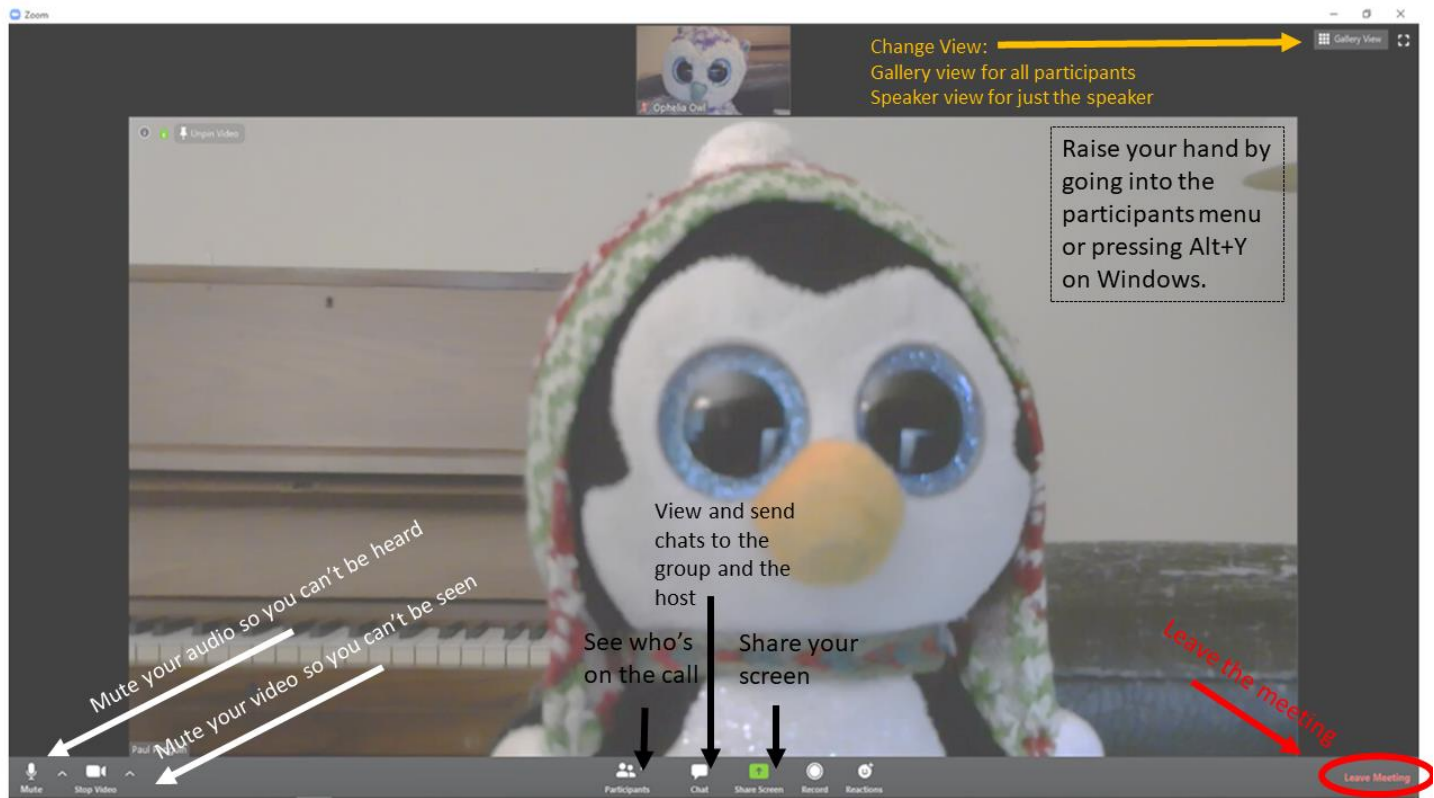


Quick Start

A Participant's Guide to Zoom Meetings

5/12/20

- To participate in a Zoom meeting, either:
 - Visit [Zoom.us/join](https://zoom.us/join) from your device (computer, tablet, or smartphone), then enter in the meeting ID and, if applicable, password you were given. You can view and listen to others this way. If you have a camera and microphone, you can be seen and heard too.
 - Dial into the meeting on a regular phone. The phone number, meeting ID, and password (if applicable) will be given to you in the invitation.
- When **participating by phone**, use *6 to mute and unmute yourself and *9 to raise and lower your hand.
- When **participating on a device**, use the features in the following picture:



- Keyboard Shortcuts (on Windows)
 - Mute/Unmute audio: *Alt + A*
 - Raise/Lower Hand: *Alt + Y*
- Keyboard Shortcuts (on Mac)
 - Mute/Unmute audio: *Command + Shift + A*
 - Raise/Lower Hand: *Option + Y*