

Participating in a MNPS Zoom meeting

Via desktop or mobile devices



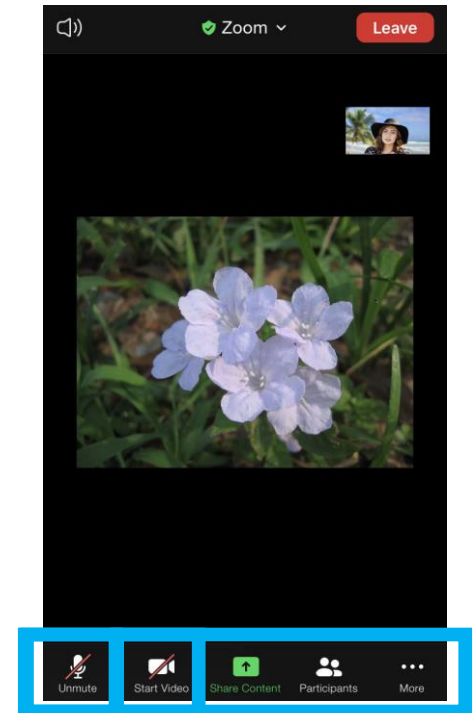
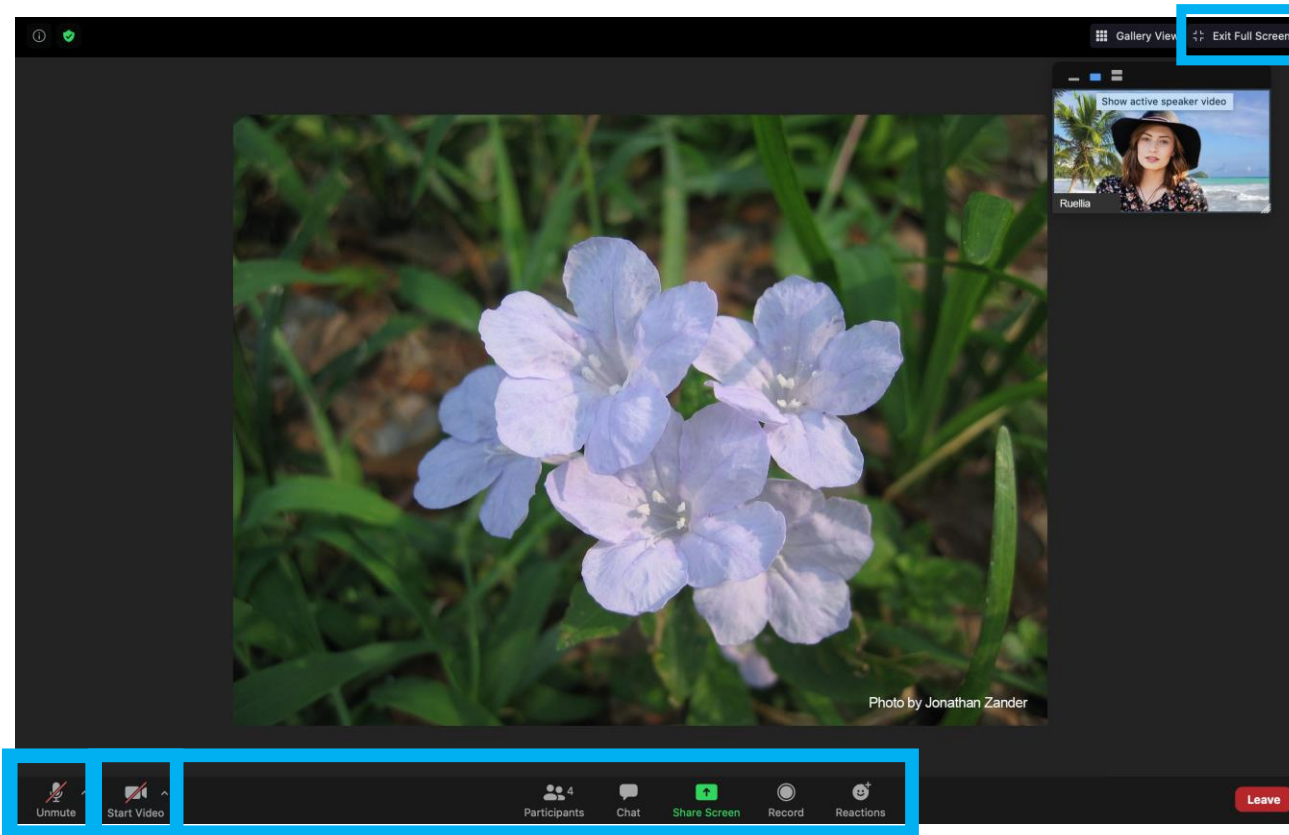
By Daderot - <https://commons.wikimedia.org/w/index.php?curid=27687060t>

Join the Program

- At least five minutes prior to the start of the program, open the email you received from MNPS with the meeting information.
- Click the program link. If you have not already downloaded and installed the Zoom app, a browser window will open and prompt you to do so. Otherwise, select “open zoom.us” on the popup that opens.
- The Zoom app will open, and you will be asked whether you want to join with or without video (showing your video is optional and is not necessary for your participation in the meeting).
- You be in the “waiting room” until the host admits you.
- Once you have been admitted, Zoom will ask whether you want to hear the audio through your computer or by phone. Select “computer audio”, unless you will be joining by phone.
- Your microphone will be disabled during the meeting. Use the chat feature for asking questions via your desktop or mobile device (instructions below).
- Please be aware that all MNPS programs are recorded, including audio, video, and chat.



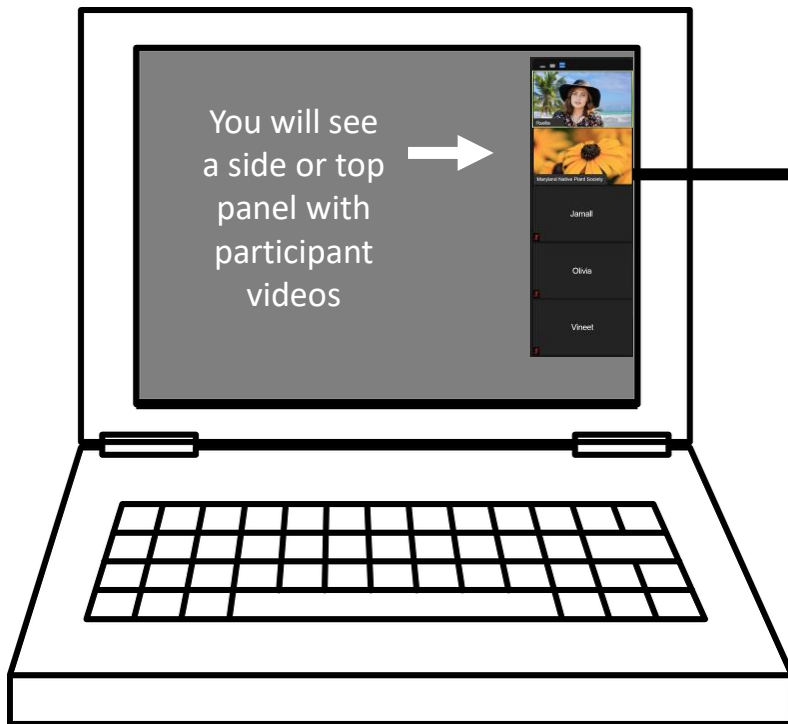
Controls



- This is the desktop full screen view; your screen will look a bit different if your Zoom meeting window is minimized
- If you cannot see the controls, move cursor (desktop) or tap screen (mobile) to reveal control panel
- Note that your microphone is disabled and cannot be turned on
- Starting your personal video is optional and is not necessary for meeting participation

Participant video viewing options

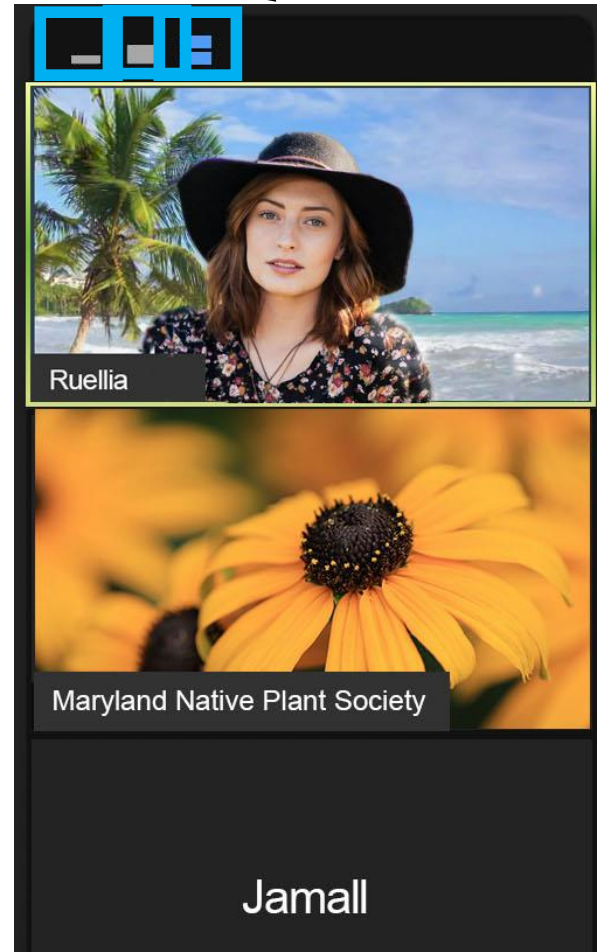
(desktop only)



Minimize video panel

Show only video of
current speaker

Show all
participant videos

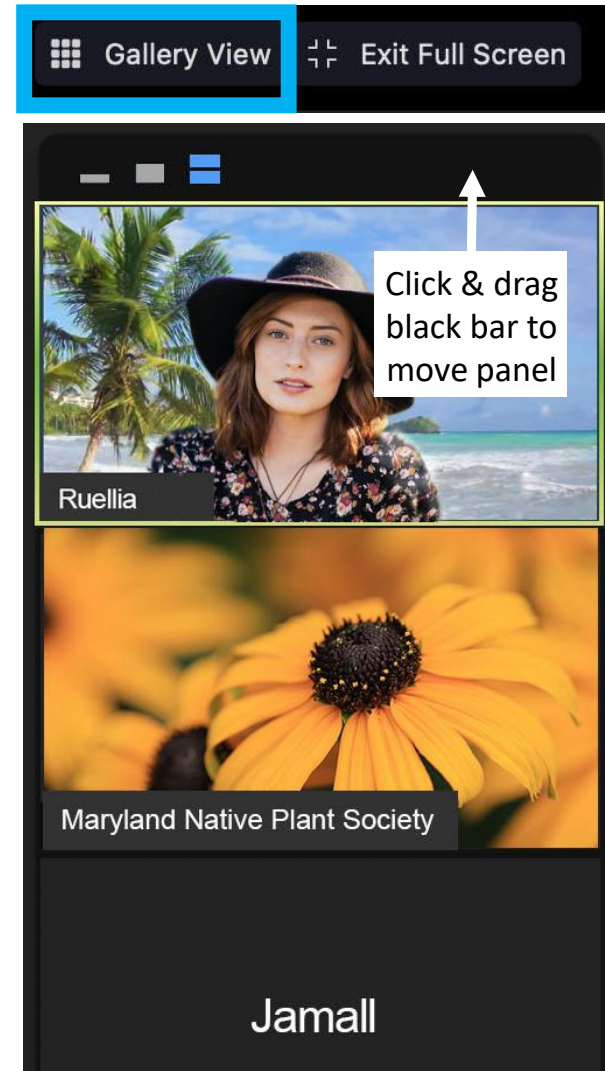


Participant video viewing options

(desktop only)

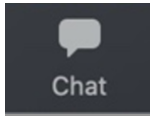
Clicking **Gallery View** fills the screen with participant videos in a grid pattern

Speaker View (videos along the side or top of screen) is shown here and is recommended during the presentation

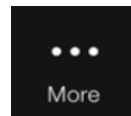




Asking questions via Chat

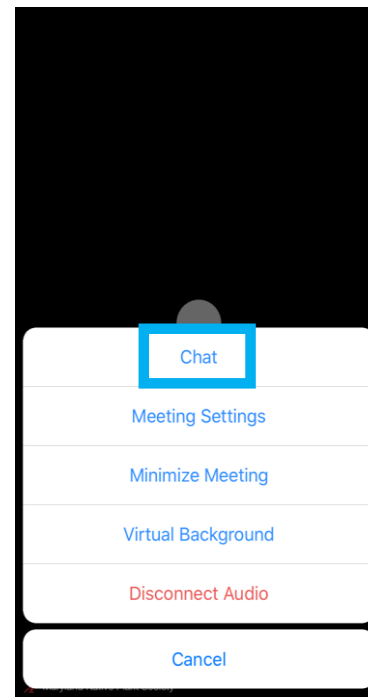


Click “Chat”
icon in
control
panel



Tap “More”
icon in
control
panel

Select “Chat”



Type message at the bottom of the chat panel that appears