How to Participate in a Zoom Meeting
Using the “Attendee Controls”

About

When you join a Zoom meeting hosted by GAWP, you are considered an attendee.

Join a Meeting / Technical Session

Join a meeting or Technical Session by clicking on the Zoom link provided by GAWP staff => follow the prompts to download and run Zoom => enter the meeting ID if prompted => click to join the audio conference. If you need recertification points, you will need to click on the Start Video button to start your video.

Start/Stop Video & Video Settings

You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).
If you click on Participants, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself.

- **Raise Hand** - notifies host and shows a prompt to simulate hand raise
- **Rename** - hover over your name to change it as it is seen in the participants list and video window. **If you need recertification points, you will need to list your first and last name correctly** (for example, your name should show as “John Smith,” rather than “John’s iPhone,” “JohnS,” “JS Laptop,” or any screen name other than your first and last name).

Use the Chat feature to send questions to the presenter. Click **Chat** to open up the chat window, type your question, and send.

**Choose video layout**

At the upper right of the Zoom window, you can switch between active speaker view and gallery view to see video of all participants.
Enter/Exit Full Screen

At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking Esc.

Leave Meeting

You can leave the meeting at any time by clicking on the Leave Meeting option at the lower right corner of the Zoom window.