# Zoom Meeting – Look and Feel

Zoom meetings will be used to deliver information to smaller groups, such as Student Organization meetings, and for academic small group activities, such as Learning Communities. This document is intended to familiarize you with the look and feel of a Zoom meeting.
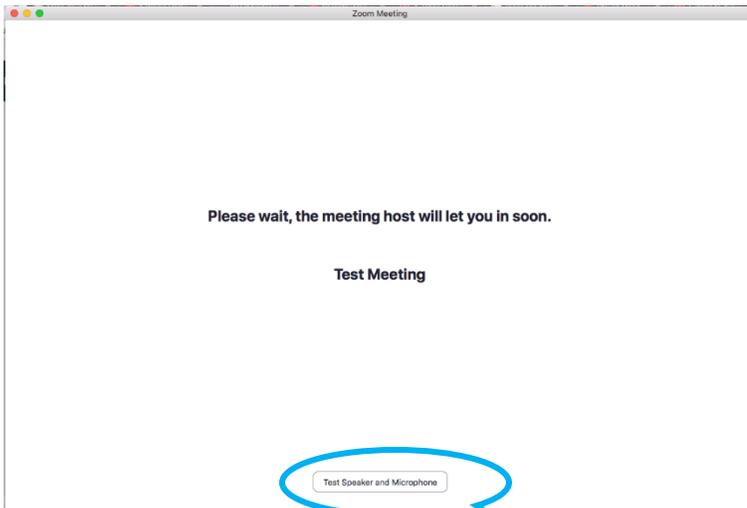
Joining a Meeting

When you join a Zoom meeting, your browser may prompt you to open a link to the Zoom application. Select Open link.
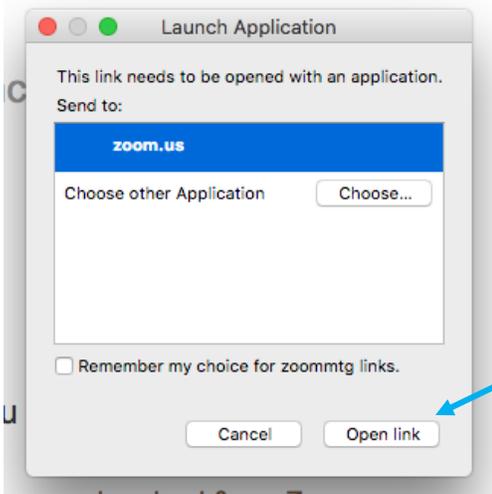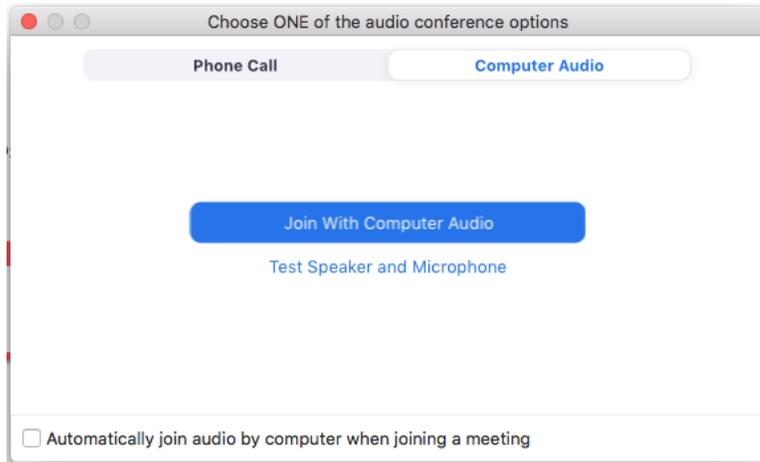

The Participant Screens

Your meeting may use a Waiting Room, which requires the meeting host to grant you access:

You can use this opportunity to **_Test Speakers and Microphone_** to verify proper function.

Audio and Video Controls

When you enter a meeting, you may be prompted to select how you connect with audio.

Use **Join With Computer Audio** if you have reliable internet service. Use the checkbox shown if you want this as your default.

If your internet is unreliable,and you have a landline or reliable cell signal, you can connect by **Phone Call**. Select that tab and follow the instructions. You'll need to note the Meeting ID and your Participant ID before dialing. If you use the Phone Call for audio you'll notice a slight syncing difference with any video.

Here is your control panel when you enter a meeting. The host may have selected **Mute participants upon entry**. You can Unmute when you need to speak by clicking the microphone icon, or use Alt-A (Windows) or Shift-Command-A (Mac) to unmute and mute your microphone.
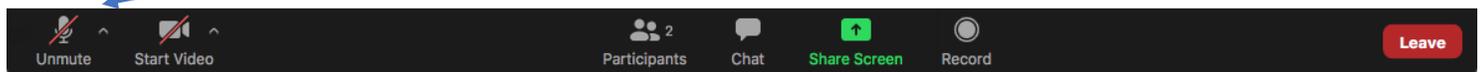

You can select **Turn off my video when joining meeting** in your Zoom Account Settings. Leaving your video off will minimize your bandwidth requirements. You can Start Video by clicking the camera icon, or use Alt-V (Windows) or Shift-Command-V (Mac) to start and mute your video.
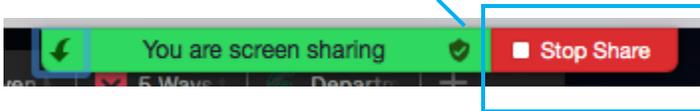
Screen Sharing

During a meeting you may be prompted to Share Screen:
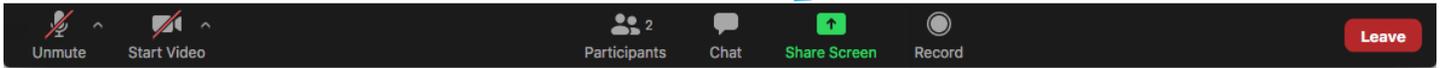
Selecting the Share Screen icon will open the following window. You'll need to *select what you want to share,* then click the Share button.
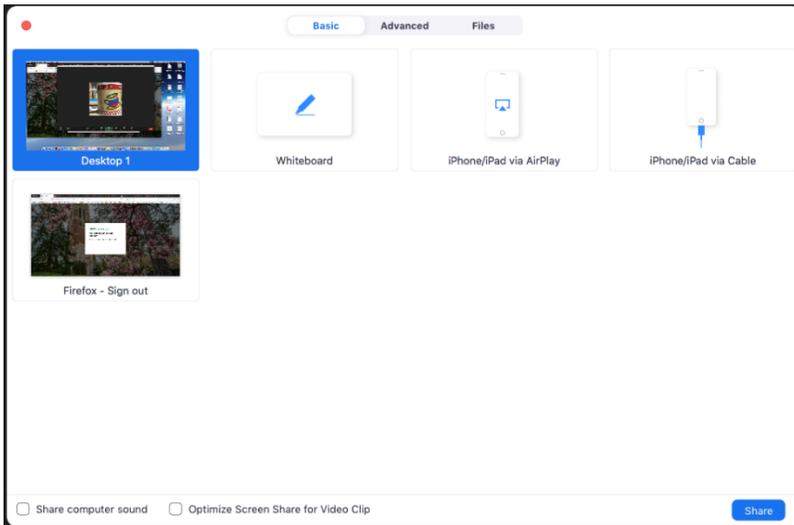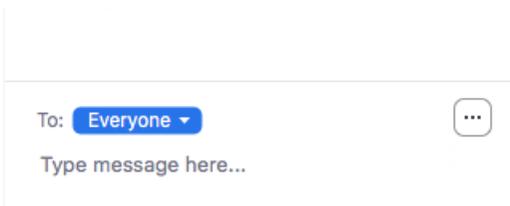

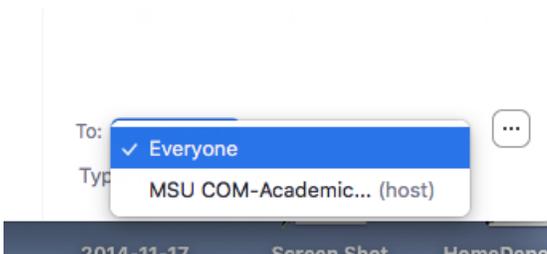To stop screen sharing select the *Stop Share* button.

Meeting Chat

You can communicate during a Zoom meeting using Chat. You can chat with Everyone:

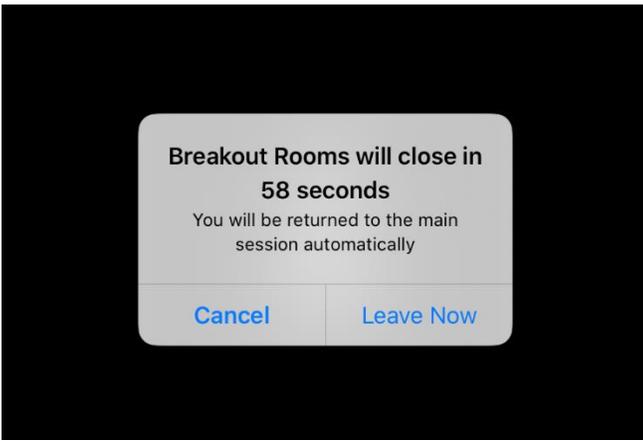Or Private Chat with a specific Participant:

Zoom Meeting L&F 1.0

Breakout Rooms

Your meeting may use Breakout Rooms. If you are assigned to a Breakout Room, you'll be prompted to Join:

The host is inviting you to join Breakout Room: Breakout Room 1

Later   Join

When the Breakout Room session is over, you may see this:

Breakout Rooms will close in 58 seconds
You will be returned to the main session automatically

Cancel   Leave Now

You can wait for the timer, or return to the main session sooner by selecting *Leave Now*.

Other Conditions

Depending on the nature of the event, a Zoom meeting may be recorded, with the recording posted for your review after closed captioning. The Chat file may also be posted when appropriate.

If you have technical issues using your MSU Zoom account, contact the IT Help Desk at 517-432-6200 (24/7) or send an email to: ithelp@msu.edu