How to Join the Zoom Region Summer Conference Meeting

Join this Zoom meeting by clinking this link: https://zoom.us/j/8605127192

To dial in audio only on your phone: +1 929 205 6099 US

Meeting ID: 860 512 7192

I recommend you set up a calendar meeting to remember to join the meeting.

Computer Requirements
1. Computer with speaker, microphone, and video camera
2. Processor: Minimum Single Core 1Ghz or Higher, 2GB Ram
3. Bandwidth: Minimum 600kbps/1.2Mbps (up/down) for high quality video
4. Windows XP or better or Mac OS X with MacOS 10.7 or later
5. Windows: IE7+, Firefox, Chrome, Safari5+

To join the meeting click the link above and follow the instructions. You may need to download a Windows or Mac app that will assist in connecting to the meeting.
If you are prompted to enter the meeting ID use the one listed above.
You may also be prompted to start the meeting: Click the start with Video button.
Sometimes when you start the meeting your audio may be disconnected. If you look in the lower left hand corner there will be button with a microphone. If this button has a red line through it then your audio has been disabled. Click the button to enable it.

You can also join the meeting using your Smart Phone. Just download and install the Zoom Cloud Conferencing App on to your phone and then join the meeting using the meeting ID list above.

You can mute and unmute yourself by clicking on the microphone icon in the lower right hand corner.

Or use the following shortcuts:
For PC:
- Alt + A : Mute or Unmute
For Mac:
1. Shift + Command + A: Mute or Unmute
For telephone:
- *6 : Mute or Unmute

You also change the video layout. There are 3 video layouts when no one in the meeting is screen sharing: Full screen, **Active Speaker, Gallery,** and **Mini. You can Hide Non-Video Participants and** in or spotlight a specific participant's video.

Full Screen
You can take any of the layouts except Mini Window into full screen by clicking on the icon with four arrows at the top right corner of your Zoom window. You can exit full screen by pressing Exit Full Screen in the same location or using the Esc key on your keyboard.

To enter Full Screen:
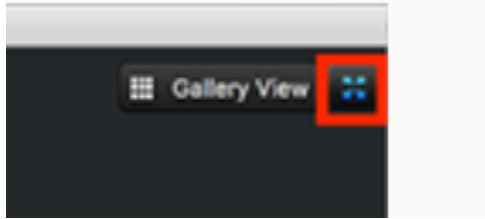
Active Speaker
Active speaker is the default video layout. It will switch the large video window between who is speaking.

Gallery View
You can also select to view your video layout in Gallery View. When using Gallery View, you will be able to see up to 25 participants at a time, and will have an arrow to scroll through the remaining participants.

1. Click Gallery View in the upper right corner of your Zoom window to enter Gallery View.
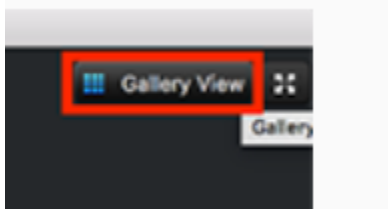

2. This will change your screen to gallery view. It will not change for other participants unless they also choose gallery view.

Mini Window

Mini Window allows you to minimize the Zoom video, but keep it on top of any other applications you have open on your computer. You can move the window around your screen as needed or hide the video entirely.

1. To switch to Mini-window view, click on the minimize icon. It is at the top right for Windows, or top left for Mac.
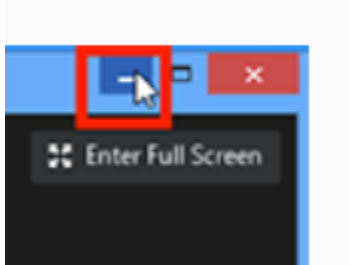

2. Once in Mini Window mode, you can collapse the video by clicking on the arrow on the left side.
3. To exit Mini Window mode, click the arrow on the left side.

Hide Non-Video Participants

When you are in Gallery View, right-click on any participant that either has their video off or dialed in via telephone, or you can click on the 3 dots at the upper right of their participant box.
1. Choose Hide Non-Video Participants to hide all users with their video off.
2. To show non-video participants again, click Total non-video participants at the top of your screen and select Show non-video participants.
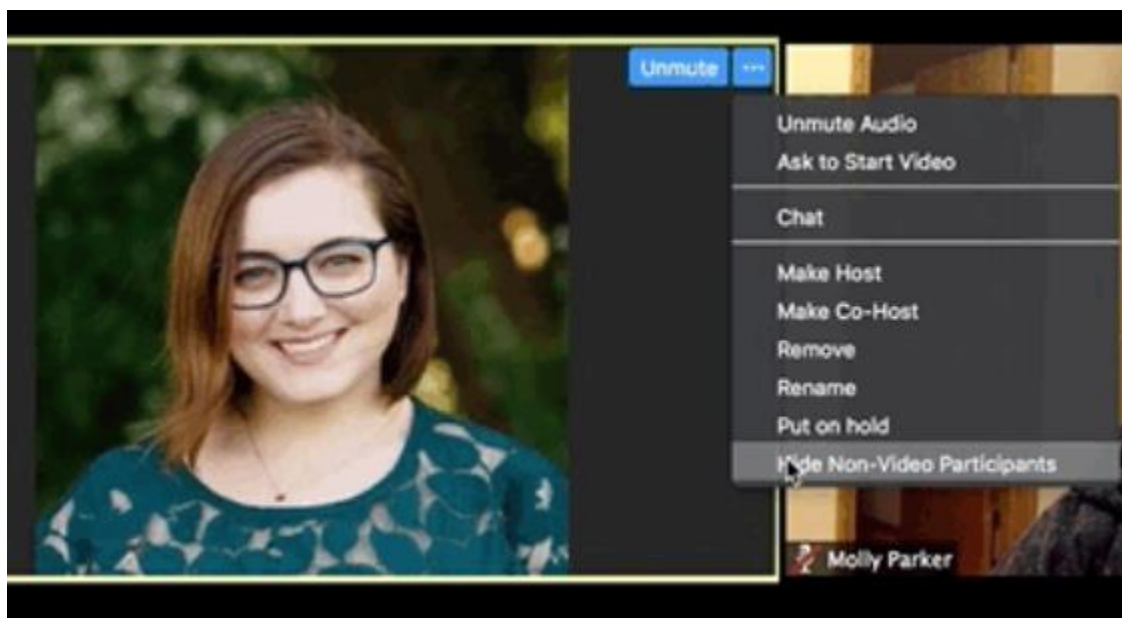
Pin Video

Pin video allows you to disable active speaker view and only view a specific speaker. It will also only record the pinned video if you are recording locally (to your computer). Pinning another participant's video will only affect your local view and local recordings, not the view of other participants and will not affect cloud recordings.

To Pin a Video

1. At the top of your screen, hover over the video of the participant you want to pin and click ...
2. From the menu, choose Pin Video.

Cancel a Pin

1. Click Switch to Active Speaker in the upper left corner.
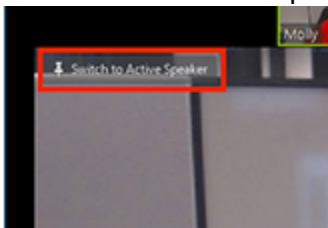
2. This will return the meeting to Active Speaker.

Additional Resources – Links for help

- [Testing Computer or Device Audio](#)
- [Test my video](#)
- [My Video/Camera Isn't Working](#)
- [My Audio is not working on iOS or Android](#)
- [How to share your screen](#)
- [How to switch windows while screen sharing](#)
- [How to share a presentation](#)