

# Zoom Participant Guide

## Register for the Zoom meeting

IMPORTANT: Since HSSD meetings have Registration enabled, you will need to have either the Zoom application installed on your computer or the Zoom mobile app on your smartphone to join the meeting. Join the Zoom meeting via Web is not a supported option for Zoom meetings with Registration enabled.

1. Click on the Zoom Registration link from our website, email, or social media event posts.
2. Enter your data in the Registration Form (First name, last name, email address).
3. A registration confirmation window will be displayed on your web browser where you can add the meeting to your calendar. **You will also receive a confirmation email from [no-reply@zoom.us](mailto:no-reply@zoom.us) with the URL link to access the virtual meeting (this link is personal to you and cannot be shared).** If you do not find the confirmation email in your inbox, check your spam folder. The confirmation email that contains your meeting link **is not sent by the Hemlock Society of San Diego**. We recommend that you save your personal meeting URL link on your calendar (Outlook, Google, Yahoo, etc.), or flag the email from Zoom that contains it so you can easily find it when you're ready to join the meeting. Each participant must register prior to joining the meeting. **HSSD cannot send you your meeting link** and cannot monitor email requests for it once the meeting has started.

## Participants have access to these features in the meeting:

- **Join Audio**  or **Unmute**  / **Mute**  : Mute and unmute your microphone. Audio Controls (click the ^ arrow next to **Mute / Unmute**). Because we video record our meetings, we ask that all participants keep their microphone muted, unless called upon to speak, to reduce background noise.
- **Start Video**  / **Stop Video**  : Turns your camera on or off.
- Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.
- **Participants**  : See who's currently in the meeting and [invite others](#). You can also access these options by hovering over your display name and clicking **More**:
  - **Rename**: Right click on your name to change your screen name displayed to other participants.

- **Chat** : Access the chat window to chat with other participants or ask questions of the speakers.
- **Show Captions** : click to start viewing either automated captions.
- **Reactions** : Meeting reactions, nonverbal feedback, and Raise Hand allow you to communicate issues or feedback to the host or presenter without disrupting the meeting. These reactions are shown on your video panel and next to your name on the participants panel.
- **Leave**: Leave the meeting while it continues for the other participants. Only the host can end the meeting.