

# Athlete Guide for Video Conferencing

## Zoom

### How to Join a Meeting

Press the link from the meeting invitation.

If you have not used Zoom before on the device you are using, you will be asked to download the app. Press the “Download” button:

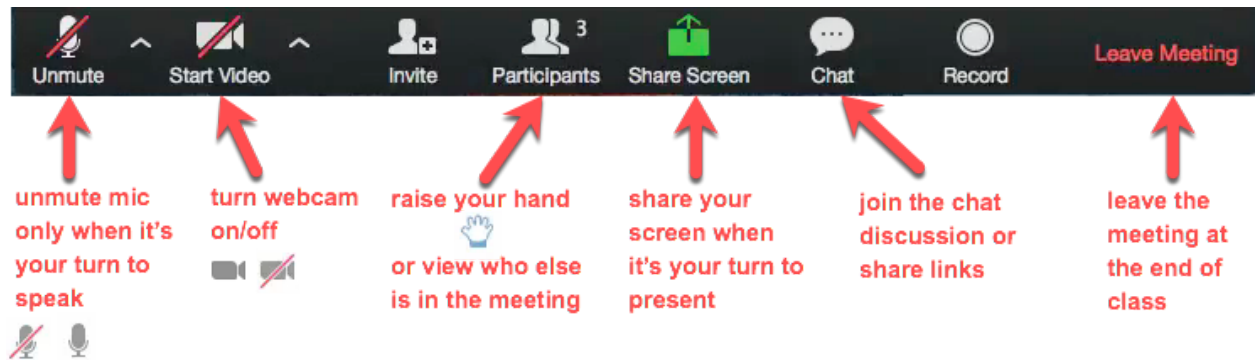


OR



## Control Panel

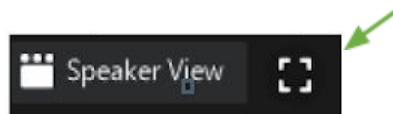
Use the control panel at the bottom to turn on your microphone and video, to chat with others, and to see the list of participants.



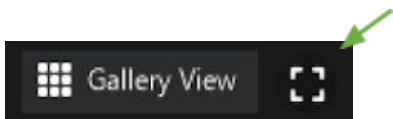
## Screen Views

Zoom has two different screen views that you can choose from depending on how many people are on and whose faces you want to see. You can choose which screen view you would prefer by going to the upper right hand corner:

**Speaker View:** Shows the participants currently speaking or had just spoken.



**Gallery View:** Also called the “Brady Bunch View”, it will allow you to see the screens of everyone in attendance.



## Breakout Rooms

When trying to engage a large audience, the host may split participants into as many “Breakout Rooms” as the see would be appropriate to have a meaningful conversation. Just press the “accept invitation” to join the breakout room.

## Leaving a Zoom Meeting

Press the red “Leave Meeting” at the far right of the control panel. If the host ends the meeting for all, the window will automatically close for each participant.

# Facebook Messenger

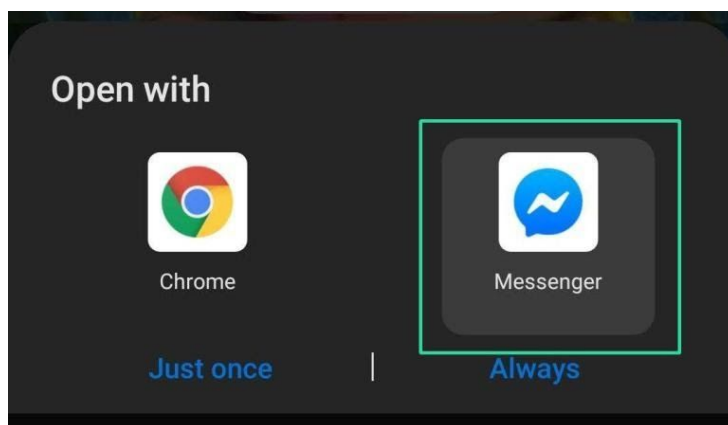
## Joining a meeting

There are two ways to join a Messenger Room meeting- one if you have a Facebook account, and one if you do not.

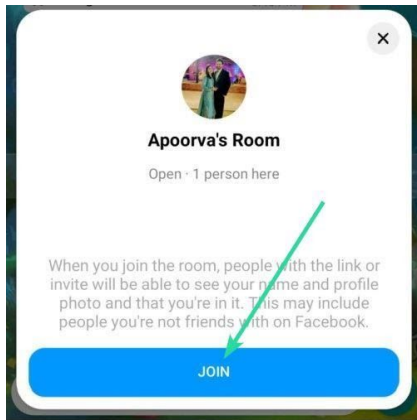
### Facebook Users:

**Step 1:** Click on the invite link. Open the message or email where you got the invite link, and simply tap on it to open it.

**Step 2:** In the selection menu, tap on the Messenger app twice to select it for opening the room.



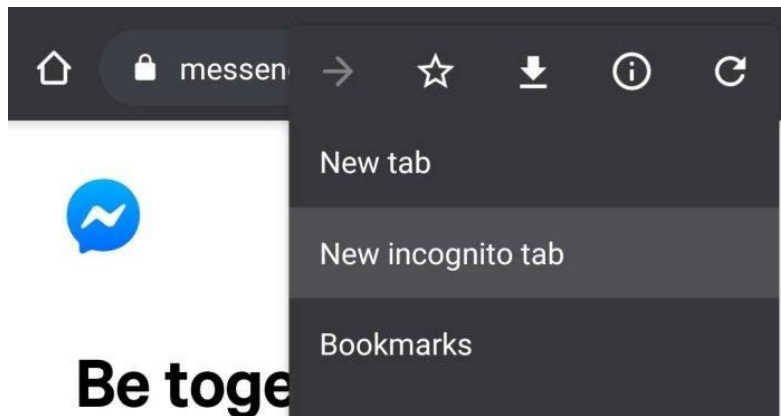
**Step 3:** Tap on the Join button to join the room. Done!



**Joining without a Facebook account:**

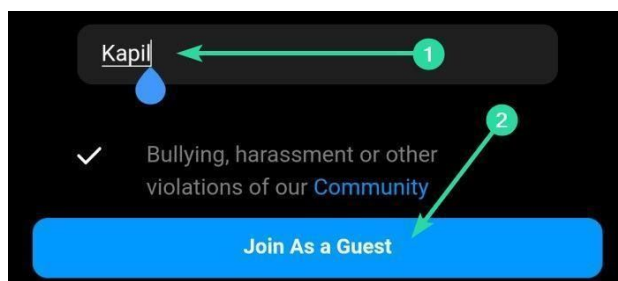
**Step 1:** Open the message or email where you got the invite link. Now, tap and hold on the link to copy it.

**Step 2:** Open the Chrome browser on your phone. Make sure you are completely logged out of Facebook on the browser. Even better, let's just use the incognito mode. Tap the More button (3-dots) and then tap 'New incognito tab'.



**Step 3:** Paste the invite link in the address bar and open it. The room's page will open. You can see who's room it is, and how many people are there already.

**Step 4:** Enter your name and then hit the 'Join As a Guest' button at the bottom to join the room.



## **Control Panel**

The control panel at the bottom lets you give the permissions to use Microphone, Camera, etc:



## **Leaving a Messenger room**

Click the red hang up button:

# Skype


## Joining a Meeting

Step 1: Click on the link in the Skype Meeting invitation. The Lync Web App page will open in your browser.

If you have not used Skype on the device you're using, you will be asked to download the Skype app. Press the Skype Meetings App plug in link, and then the green "Join the meeting" button:

## Skype Meetings App

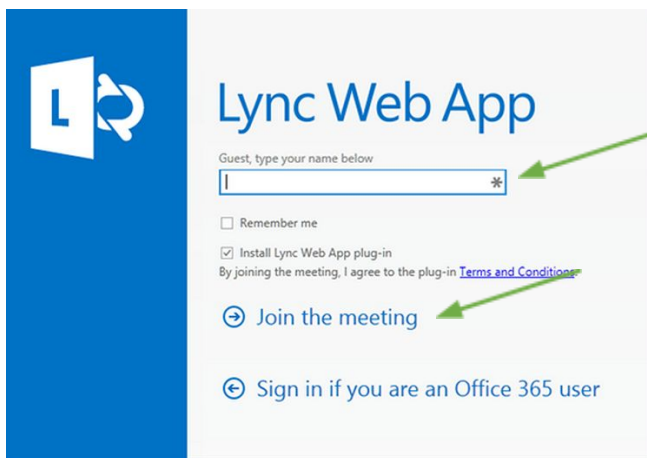
To join the meeting using the Skype Meetings App:

- 1 Download and install the [Skype Meetings App plug-in](#)
- 2 After installation, click on 
- 3 Skype Meetings App will open in a new window

By joining the meeting, I agree to the plug-in [Terms and Conditions](#).

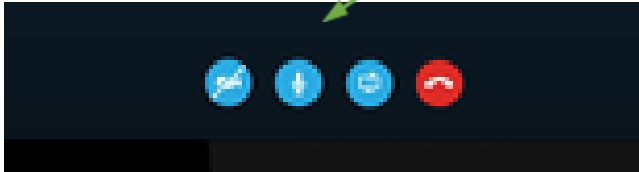
Step 2: Enter your name in the field under "Guest, type your name below."

Step 3: Click "Join the meeting"

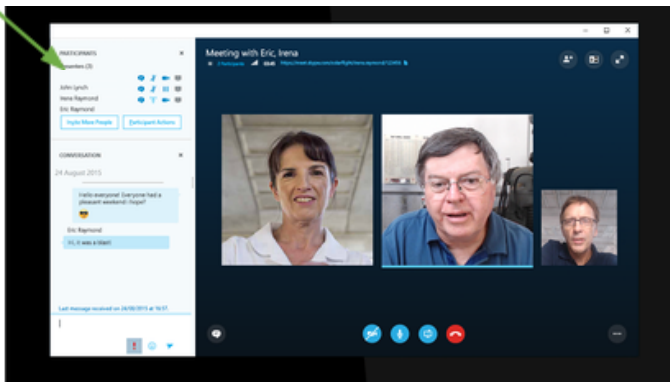


## Control Panel

The Control Panel buttons at the bottom allow you to turn your Video and Microphone on:



Participants and Chat are at the left of the screen:



## Leaving a Skype meeting

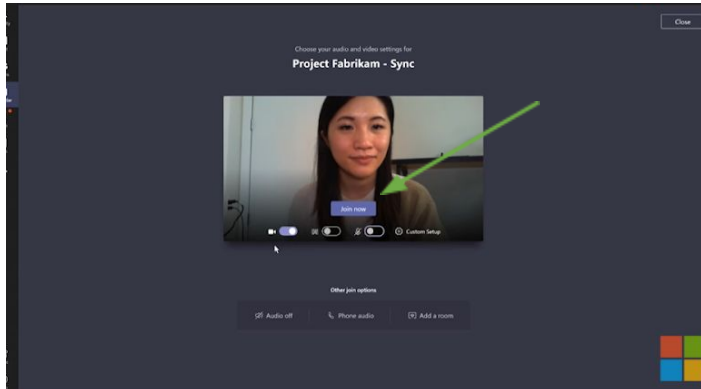
Click the red hang up button:



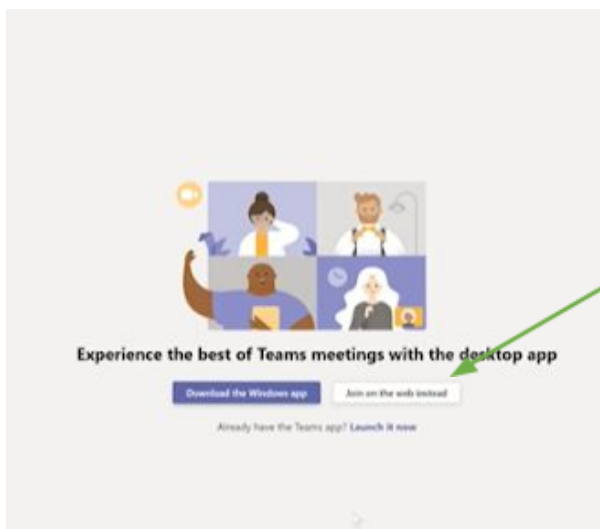
# Microsoft Teams

## Joining a Meeting

Step 1: From your Calendar, select “Join” or “Join Microsoft Teams Meeting” in the meeting invite. You will be asked to choose your video and microphone options:



If you do not have a Teams account, you will have the option to enter the meeting as a guest. Press “Join a Teams meeting on the web”:



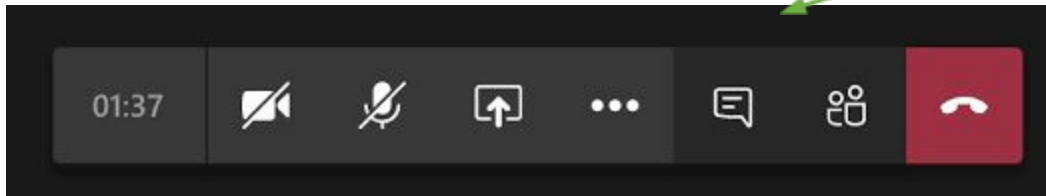
Step 2: Type in your name

Step 3: Select “Join now”

Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting can admit you.

## Control Panel

Teams control panel at the bottom allows you to control your video, microphone, to chat and to look at the list of participants:



## Leaving a Teams Meeting

Press the red hang up button:

