



NATIONAL CONFERENCE OF STATE LEGISLATURES

Zoom Cheat Sheet

To Join the Video Conference



You will need a computer, tablet, or smartphone with speaker or headphones.



You should have received an email that will include a link to “**Join via computer**”.



Should you choose to **join via phone**, it will also include dial-in information, along with the 9-digit meeting code.



You will have the opportunity to check your audio immediately upon joining a meeting.



At the **start time of your meeting**, click on the link in your invitation to join via computer or call the dial in number. You may be instructed to download the Zoom application.

If you are having trouble hearing the meeting

you can **join via telephone** while remaining on the video conference:

1. On your phone, **dial the teleconferencing number** provided in your invitation.

2. Enter the **Meeting ID** number (also provided in your invitation) when prompted.

3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID associated with your computer.



Participant Controls



Using the icons in the lower left corner of the Zoom screen, you can:

- **Mute/Unmute** your microphone (far left)
- **Turn on/off camera** (“Start/Stop Video”)
- **View Participant list**
- **Change your screen name** that is seen in the participant list and video window
- **Share your screen**

Issues & Troubleshooting

Should you get **disconnected**, you should be able to rejoin the meeting by using the same link in the invitation used to join.

If you run into any issues, please do not hesitate to reach out to your **NCSL Staff Contact**. They will be available throughout the meeting to assist you.