

I. General Information

- a. Zoom allows for video conferencing (or phone conferencing) as well as screen-sharing between meeting participants.
- b. Presenters should not use a speaker phone
- c. All participants should be on Mute yourself when not talking or presenting

II. Video Settings

- a. You will need a webcam (video) either built into your computer or an external webcam
 - i. Webcam likely attaches to the top of your monitor

III. Audio Settings

- a. Best option: Headset with microphone plugged into your computer. This not only has the clearest audio, but it also keeps video and audio in sync.
- b. Another option: Headset with microphone attached to your phone. You will likely notice a delay in audio from the video.
- c. Other options: Apple AirPods, bluetooth earphones, and ear buds can work for this (if the set has a built-in microphone).

IV. Joining the Meeting – allow 5 minutes

- a. The host will provide you with a login link and a meeting ID.
- b. If applicable, plug in external webcam
- c. Click the link provided by the host; this should prompt you to “Open in Zoom meetings;” follow the dialogue boxes until Zoom is open. You will be prompted to Join with Video (if you have a webcam) or Join without Video.
- d. You will then be prompted to select your audio source: If you have a headset with microphone plugged into the computer (or one built into your computer), click on Computer Audio.
 - i. If you are having difficulties with computer audio: Check privacy settings on your computer. Sometimes microphone access is automatically disabled.
 - ii. You can test your audio source in the Zoom app: click the up arrow next to the microphone button in the bottom left, and then select “Test Audio;” the program will walk you through testing your equipment.
 - iii. If you cannot get computer audio to work, you have the option to dial in via phone.
- e. For Call in: Click Phone Call. You will be given a phone number to dial, meeting ID, and participant ID. You will be prompted to enter these numbers. You can use the first phone number listed.
 - i. You will be asked “Do you want to continue without audio?” Click Continue

V. During Meeting

- a. You have the option to pause your video feed if needed: look for the “Pause Video” button.
- b. You can mute yourself: look for the microphone button (the host also has the ability to mute and unmute all participants).
- c. To share your screen with the group, you can request from the host by clicking “Share Screen” button. Please note that the host may have locked screen sharing, preventing participants from sharing.

VI. Tutorials

- a. [Getting Started on Zoom - Longer Version](#)
- b. [Short tutorial on joining a Zoom meeting](#)
- c. [Short tutorial on audio and video settings](#)