

## QUICK ZOOM GUIDE

### HOW TO SET UP / LAUNCH ZOOM

#### 1. IF YOU DO NOT HAVE ZOOM ON YOUR COMPUTER

- a. **Download Zoom:** Visit <https://zoom.us/download> and download the first Zoom package, the Zoom Desk Client. Once you have downloaded and installed Zoom to your computer, save the application where it is easy for you to access. To launch zoom, double-click the application to open it up.
- b. You may also simply **click on the meeting link** sent to you. You will be taken to a web browser which will prompt automatic download and launching of Zoom for you.
- c. Once you are in the Zoom app, the startup menu should appear. You can choose to start a meeting, schedule a future meeting, or join a meeting using a provided link or accessing an invitation through Zoom.

### MEETING ON ZOOM

#### 2. IF YOU ARE INVITED TO ZOOM MEETING

- a. The easiest way to join is to click on the meeting link sent to you. You will be taken to a web browser which will prompt automatic launching of Zoom for you. Your Zoom meeting window should open (you will see the Zoom meeting ID/code across the top).
- b. If you are not automatically taken into your meeting for some reason, you may be re-routed to a website and asked to enter your meeting code.
- c. Once Zoom is launched and open, you can always click the "Join Meeting" that will show up in the app for meetings you have been invited to.

#### 3. IF YOU ARE HOSTING A ZOOM MEETING (for those with Zoom license)

- a. Once you open the Zoom app or website, login with your account email and password.
- b. Through the 'Schedule' button in the app, you will determine a meeting name, date and time. Ensure the 'Outlook' button is clicked on the Calendar section at bottom of the scheduling window. Once you click the final 'schedule' button, an outlook calendar invite will pop up for you to send to invitees.
- c. Add/invite participants via this email as you normally would in Outlook.

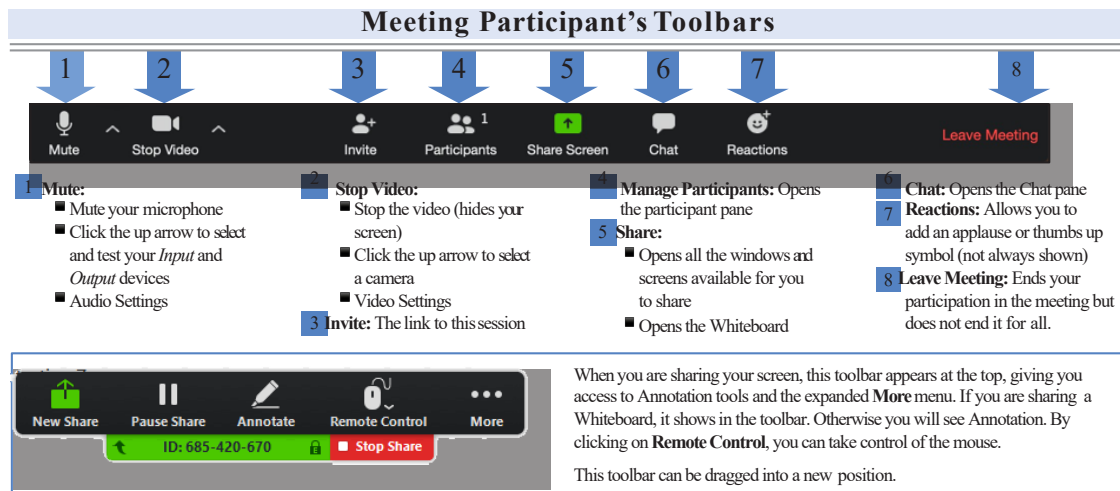
#### 4. SETTING UP VIDEO / AUDIO

- a. **Audio:** When you start or join a meeting, a pop-up should appear prompting you choose a method for meeting's audio (computer or phone). You will also see an option to test your audio. Select the "Test Computer Mic & Speakers" in the pop-up box and follow instructions to test. If you are joining by phone, dial one of the numbers given in the dialog box. You will be prompted to enter the meeting ID/code and the participant ID/code (both numbers will be in the meeting invite). NOTE: be sure to mute your computer's Zoom connection if you are using phone for audio.
- b. **Video:** Usually, the default setting is that your video is off when you join/launch a call. Icons in the toolbar at the bottom of your Zoom call screen – there is a 'Start/Stop Video' icon on the left side. You can simply click this to turn on/off your video.

#### 5. MEETING FEATURES / TOOLBAR

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1. **Mute:** You may want to utilize this function if there is a lot of noise around you, but remember to unmute when you want to talk.
2. **Video:** This allows you to see each other. Try not to sit in front of a window with bright light coming in. Otherwise, you will be hard to see.
3. **Invite:** This provides a link to the current call if you want to invite others not currently on.
4. **Participants:** Clicking this brings up a list of participants on the right side of your screen. You may add or remove people from your Zoom meeting through this function.
5. **Share Screen:** This allows sharing screens from connected devices; it will show live actions from the user's chosen device (i.e., you can share a word document in which you are making changes).
6. **Chat:** You may use this to chat with everyone in the conference or select specific participants by name to create a group chat.
7. **Reactions:** This allows you to virtually 'raise your hand' if you have a question to get the host's attention. You can also react to something a speaker has mentioned.
8. **Leave/End Meeting:** To end the meeting, move your cursor to the Zoom window and click on the bottom right-hand corner, "Leave/End Meeting."



## BEST PRACTICES

- Set up in a quiet location; you may want to use headphones if possible.
- If you are hosting the meeting, arrive early to set up and test audio/visual connections.
- Be aware of your surroundings if you are using video. Know how to use your mute function in case of background noises you cannot control.
- Zoom has many resources online to help you: <https://zoom.us/docs/en-us/covid19.html>

## TROUBLESHOOTING

- **Connecting:**
  - Check internet connection, and check that you have the correct meeting ID/code.
- **Audio/visual:**
  - Test your audio when entering the call. Check your mute button.
  - If there is a lot of echoing or choppy audio, turn off video (this reduces bandwidth).
  - Use the chat function to communicate to host or other participants if you cannot hear.
  - If all else fails, you can join the meeting via phone – look at meeting invite for instructions.