

## NEW USERS: INSTALLING Zoom

1. If you've never used Zoom before, it is highly recommended that you click that link BEFORE the meeting.
  - a. You will be asked to download the application and install it.
  - b. Once installed, you will be able to join any future Zoom meeting immediately without the need to install software.
2. Here is a link to YouTube video posted by Zoom on how to download and join a meeting:

[Zoom: Installing & Joining a Meeting](#)

## NEW USERS: SETTING UP YOUR AUDIO & VIDEO

1. If you've never used Zoom before, you can go ahead and check out your audio and video before the meeting.

### Audio

1. You will be given the chance to test your speaker & microphone every time you join a Zoom meeting. Go ahead and do that now by clicking the Zoom meeting link.
2. The system will ask "Do you hear a ringtone?"
  - a. If you hear the tone, answer "YES"
  - b. If you don't hear the tone, make sure the volume on your computer is turned on. If so, proceed.
  - c. If still no sound, look below the Yes/No boxes and you will see up/down arrows to choose your speaker. Click on those until you hear the ringtone.
3. After you get the output sound, the system will test your microphone. It will ask "Speak and pause, do you hear a replay?"
  - a. Say something...If you hear the replay, answer "YES"
  - b. If you don't hear the replay of what you said, then make sure the volume on your computer is turned on. If so, proceed.
  - c. If you still don't hear the replay, look below the Yes/No boxes and you will see up/down arrows to choose your microphone. Click on those until you hear your speaking.

### Video

1. To test your video, go to left hand side bottom menu bar and click on start video.
  - a. If you see your image in the video you're all set
  - b. If you don't see yourself, go into Video preferences section in the next step.
2. You can always go back to Video/Audio settings by
  - a. Click on Zoom.us in the Menu bar (at top of application)
  - b. Click on Preferences
  - c. Click on Video or Audio depending on what you want to change

In Video you will see several options if you have both a built in internal camera and an external camera

In Audio you will likely see several options if you both built in and external speakers and microphones installed. Keep clicking on the options until you find the one that works for you

### **MOBILE USERS:**

1. If you are using a mobile device to join the meeting, please observe the following precautions:
  - a. You will want to download and install the application ahead of time - check the app store that your device uses and search for Zoom
  - b. Once Zoom is installed, you should be able to join the meeting by simply clicking the link in the post
  - c. If you are joining with your video feed on, please try to avoid a lot of movement as it can be very distracting to other meeting participants. If you have to move, consider turning your video feed off, you will still be able to watch the meeting
2. If you are worried you don't have enough bandwidth for video, you can use the dial-in number to join with audio only:
  - a. The invite for the meeting will contain "One Tap" dial in links that have the dial in number and passcode all in one string. You should be able to just click the link to have your mobile dial you into the meeting.
  - b. If you have problems with the One Tap numbers, the standard dial-in numbers and passcode will also be listed in the invite.