Basics of Using the Zoom Teleconferencing Software When Joining a Meeting

Go to <u>https://zoom.us/download</u> and download the "Zoom Client for Meetings" software.

It is preferable to use the software with a hard-wired internet connection rather than using wi-fi. If you have to use wi-fi you may have to disable the video camera to ensure a stable connection.

Zoom Client for Meetings

The web browser plug-in will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download

Once installed, launch the software and you should see this menu. To check your audio/video settings, click on the bottom right "Settings" tab.

To join a meeting, click on the link that was emailed to you or use the meeting ID in your email and select the "Join Meeting" icon.



Click on the "Audio" tab and select the headset or computer microphone you are using. You can also test your sound along with testing your speaker.

00	Audio
General Audio Video	Feedback Recording Account
Speaker	
Test Speaker	DisplayPort (LED Cinema Display) \$
Click Test Speaker to make sure you can hear others	
Volume	
Microphone	
Please speak to your microphone. If you can not see the volume indicator blinking, select a different mic.	
Select Mic	Display Audio \$
Volume	
	Automatically adjust microphone settings
Automatically join audio conference using computer when joining a meeting	

Click on the "Video" tab and select the camera or webcam you are using.





Enable mirror effect for my video

Always show name on video window

After you join your meeting by clicking the link that was emailed to you, you will see options that allow you to go back into your "Settings" to adjust audio/video. You can mute/unmute audio in the bottom left of the screen.

Other helpful options are being able to "Share Screen" or "Chat" that allows you to write to others on the call.

