

Tips for using Zoom Meeting

A. Setup your account and equipment

ZOOM works on a desktop computer, a laptop, or a mobile device (either Android or iOS). It is also possible to join a Zoom meeting with nothing more than a phone. You will have limited capabilities with a phone and your call may incur a long distance charge. We recommend the following setup for the best meeting experience.

- **A web camera.** Many laptops and mobile devices already come with a built-in camera. For desktops, you may need a web camera to transmit video. You can either purchase a webcam or convert your phone or camera into a webcam.
- **A microphone or a headset with a microphone.** Most laptops and mobile devices will have a built in microphone. An external microphone will greatly improve the sound quality transmitted and received.
- **Software.** Downloading the ZOOM Desktop Client. If you do not download the desktop software, you will be able to access most (but not all) of ZOOM's features, but only on the Chrome browser.

B. Do the following before the Zoom meeting

Test your audio and video before a meeting.

You can launch a test Zoom meeting anytime at zoom.us/test. This will launch a meeting where you are the only participant (you can then invite others if you want to). This option will let you test your speaker, microphone, video, screen sharing, and chat.

Before going into a Zoom meeting

1. Close off all other unnecessary programs running on your computer.
2. No computer microphone? Call into one of the phone numbers listed on the invitation. You will be asked for the Meeting ID and Password. Both are listed at the bottom of the invitation for your audio. Then proceed to step 3.
3. Log into Zoom using the link provided in the invitation.
4. Allow Zoom to enable and test whatever speaker system you use. Built in speakers are fine.
5. Click on Join Computer Audio to enable sound.

C. During the Zoom meeting

1. Mute your microphone. Your microphone will be muted by default when it's a Speaker Presentation.
2. Avoid background distraction from your webcam.
3. Use Chat or Participants>Raise Hand to comment or to speak.
4. Make sure your microphone is muted after you speak.

D. After the Zoom meeting.

1. Use the Reactions Icon to Clap Hands or send a Thumbs up if you like the presentation.
2. For the host:
 - a) Get a list of attendees
 - b) Send out a survey
 - c) Trim recordings and send to attendees (if the session is recorded).

ZOOM Tutorials

The ZOOM Help Centre offers a number of video tutorials as well as support topics. You can access the page with this link below.

<https://support.zoom.us/hc/en-us>