

# Instructions for Your Zoom Meeting

## Access to the Meeting Room

Please join the meeting 15 minutes in advance of the start time. You will be in a “Waiting Room” until the Host opens the meeting room. We would like you to use your video camera and computer microphone during the meeting.

## Logging in

Click the link to your meeting. A Zoom window will open, and a popup will appear. Click “Open Zoom,” and wait a few seconds for Zoom to launch. (See Figures 01. and 02.)

(If you are not able to install the Zoom app because your location blocks downloads, click “Cancel” and then select “Join from your Browser.” Using the browser will limit some of your interaction during the meeting. See Figure 02.)

We encourage you to join the meeting using computer audio.

You will be presented with audio connection options. If you cannot use computer audio or if you do not have computer audio, follow these steps to connect your phone. (See Figures 03. and 04.)

- Click the “Phone Call” tab on the audio dialog box.
- Dial the number and enter the Meeting ID when prompted.
- Be sure to enter your Participant ID when requested to connect the phone line with your login.

You can test your Zoom connection, video, and audio any time before the meeting by following this link:  
<https://zoom.us/test>

*NOTE: You can download the Zoom Client for Meetings app ahead of time at <http://zoom.us/download>. Double click the zoominstaller.exe to install the app.*

## Figure 01.—Zoom link.

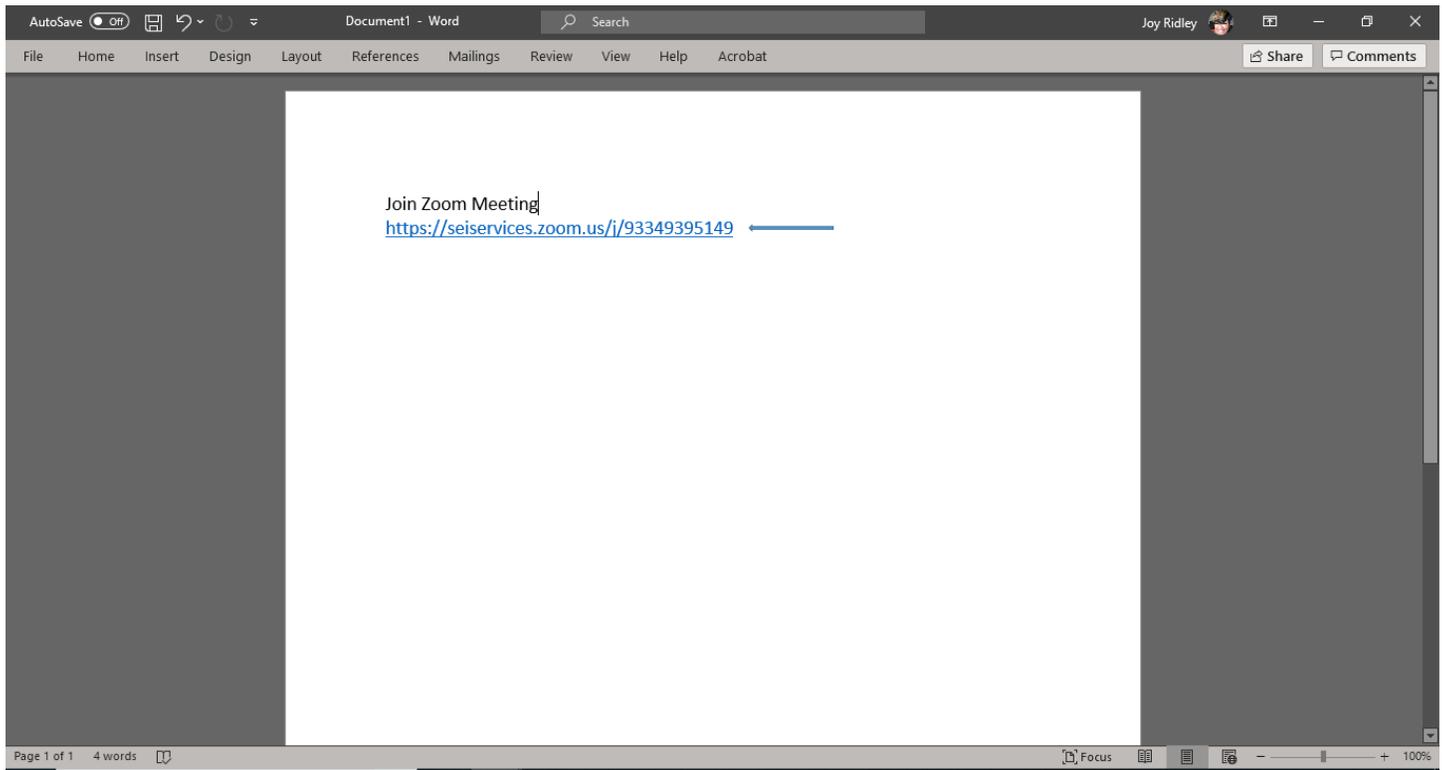


Figure 02.—Zoom opening screen.

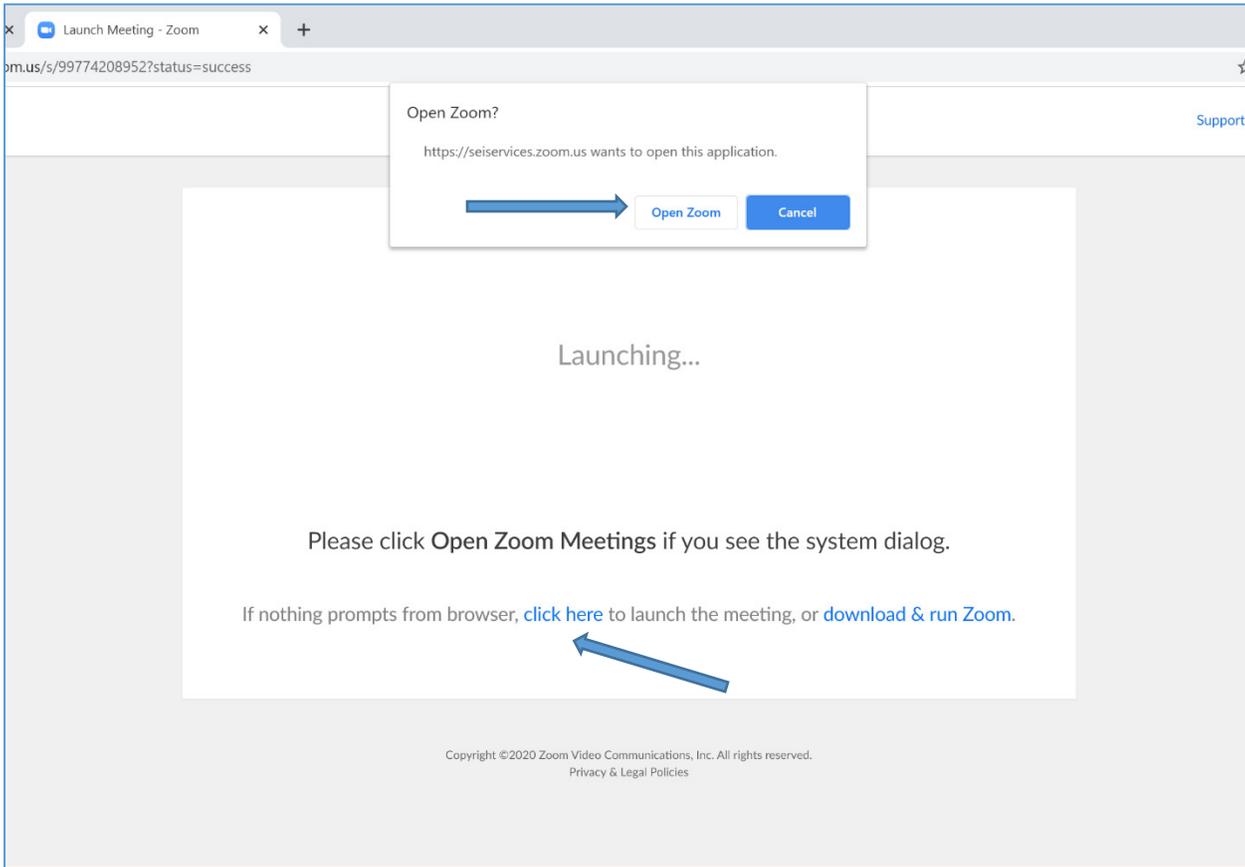


Figure 03.—Join by computer audio.

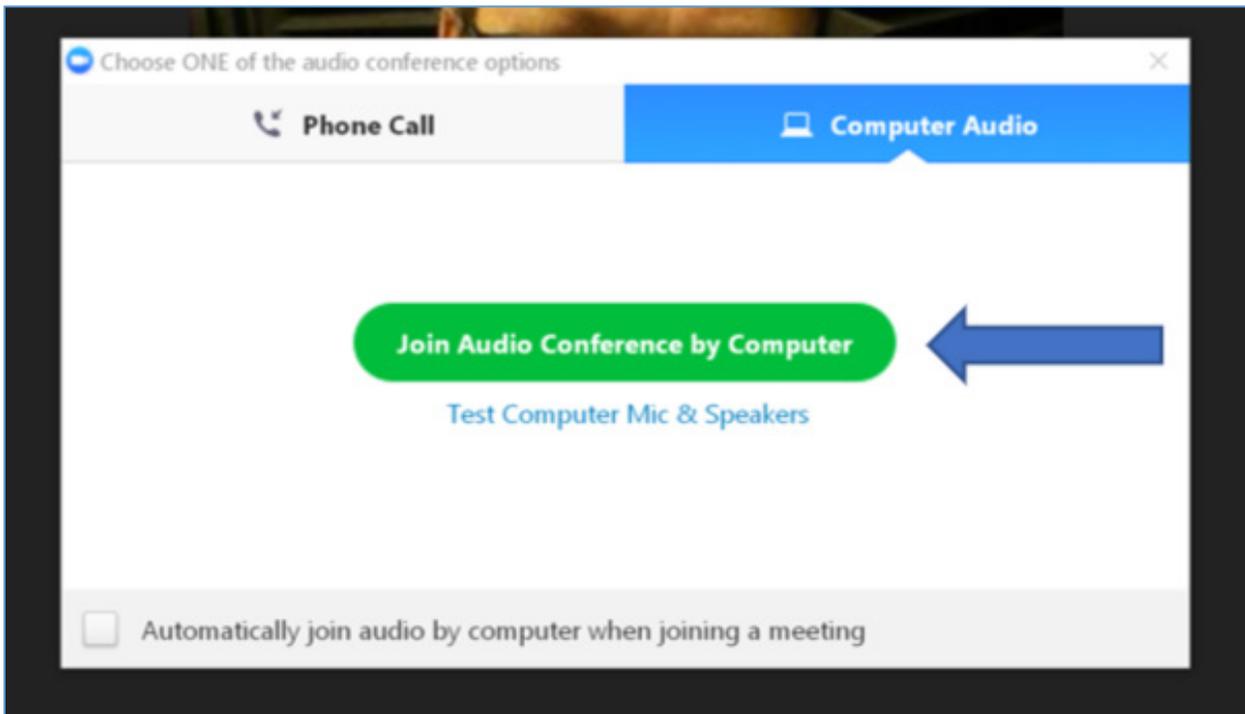
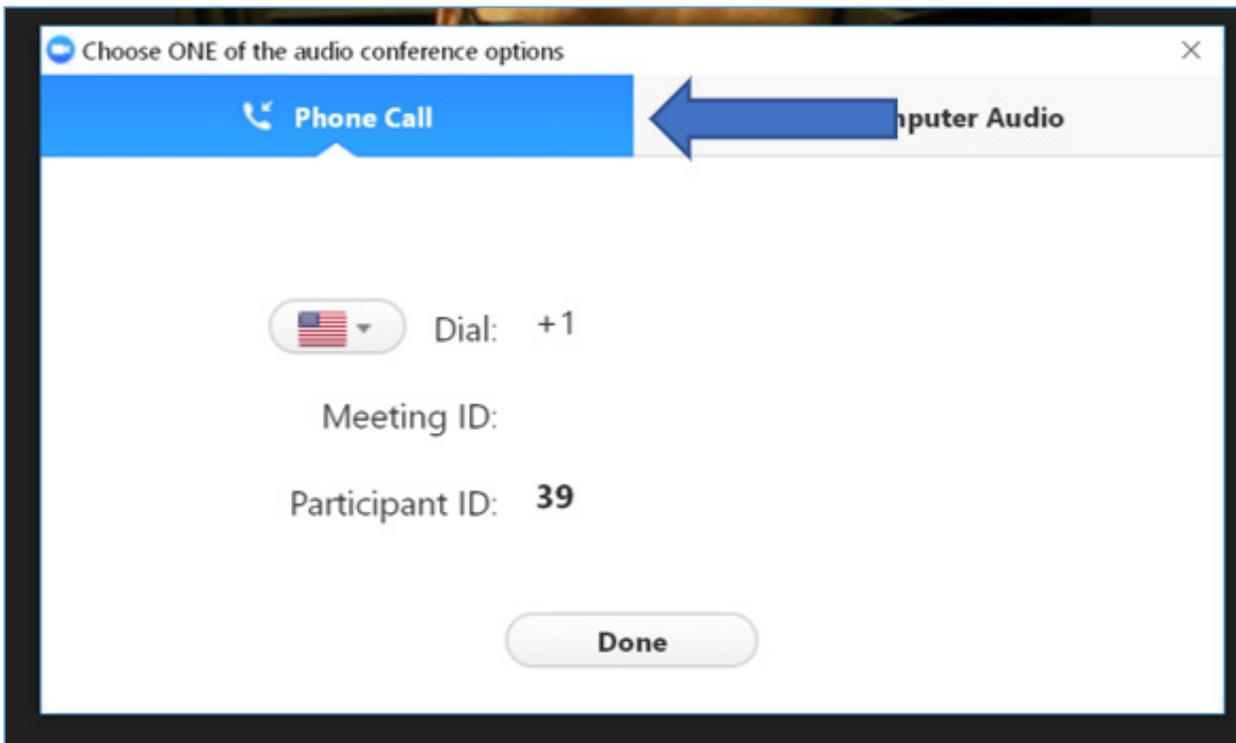


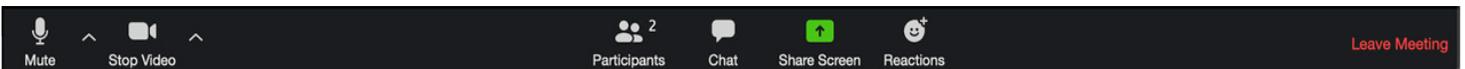
Figure 04.—Join by phone audio.



## In the Meeting

Now that you are in the meeting, here are some of your menu items.

Figure 05.—The menu bar.



**Mic Icon**—Click this icon to mute and unmute your microphone. If you are having audio problems, click the up arrow next to the mic icon, and you can choose your mic and speakers to fix the audio.

**Video Icon**—Click this icon to turn your camera on and off. If your video does not show up, click the up arrow next to the video icon, and you can select any camera connected to your computer.

**Participants Icon**—Click this icon to open the participant window. At the bottom of the participant window are participation icons that you can use during the event (raise hand, yes and no buttons, thumbs up and down, go slower, go faster, etc.; see Figure 06.).

**Chat Icon**—Click this icon to open the chat.

**Share Screen Icon**—Use this icon to share your screen or applications. Note that this icon is not available in most meetings.

**Record Icon**—Use this icon to record the meeting. Note that this icon may not be available in most meetings.

**Reaction Icon**—You can select reactions as the meeting progresses.

**Leave Button**—Clicking this will exit you from the Zoom meeting.

Figure 06.—Participant window with icons at the bottom that you can use during the event.

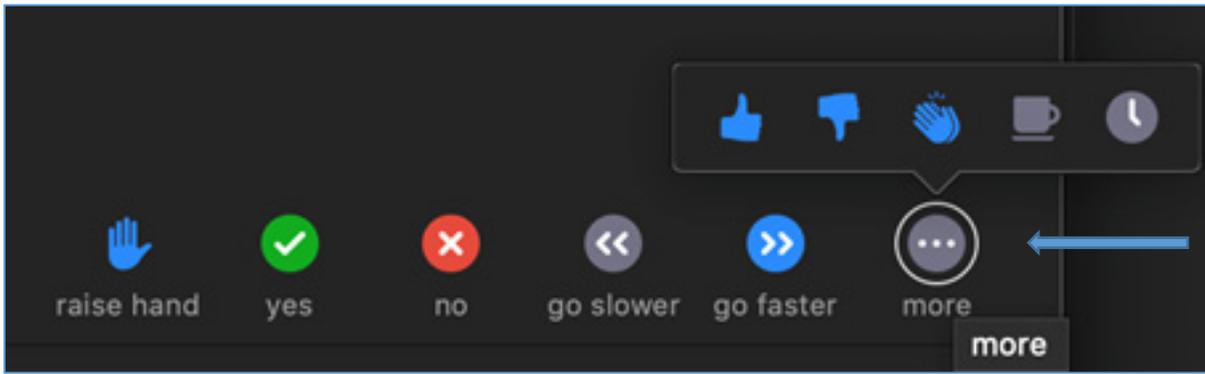


Figure 07.—How to raise your hand. Click on Participants.

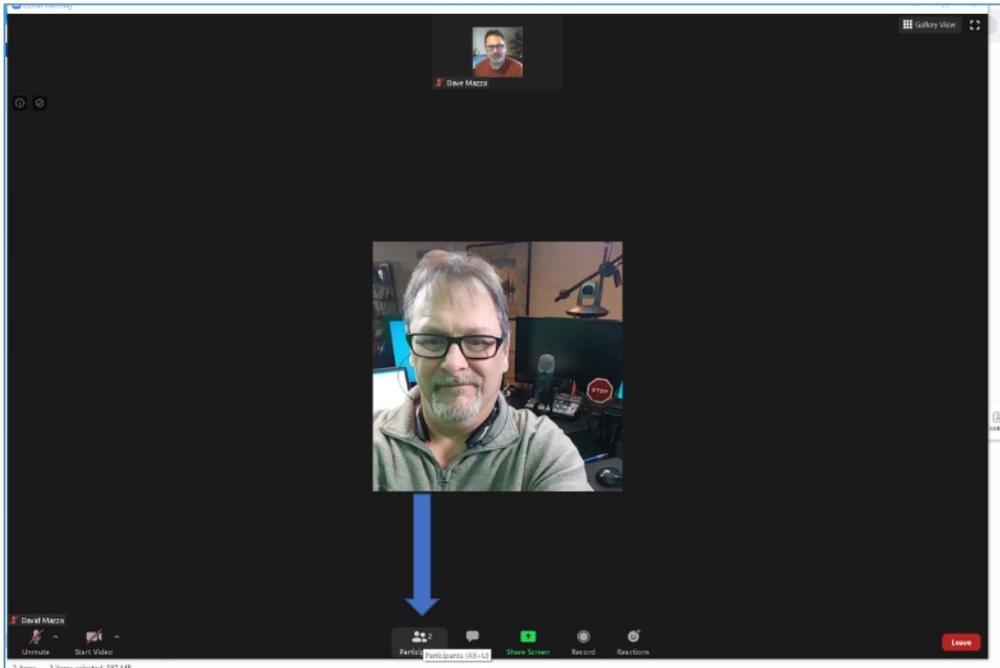
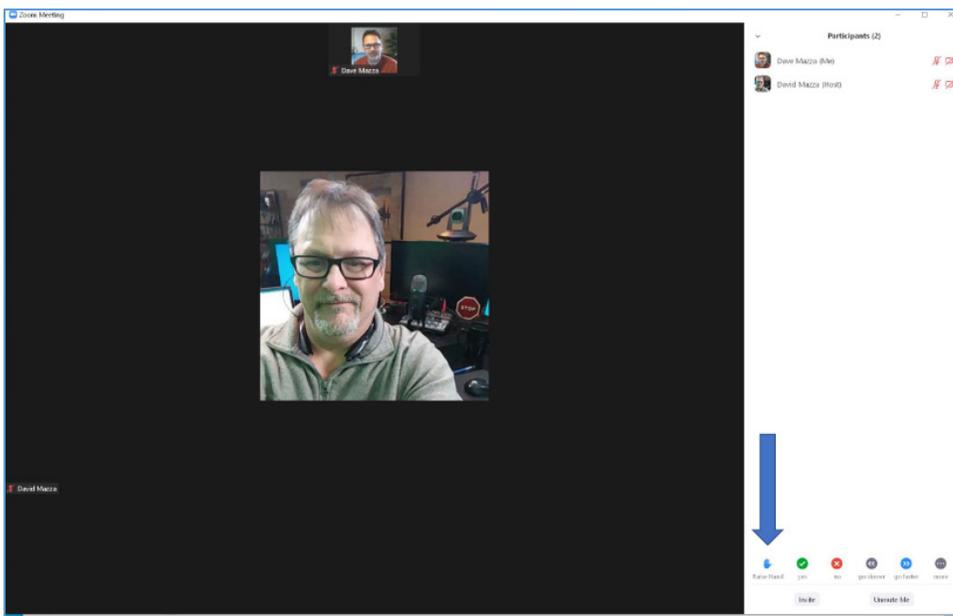


Figure 08.—How to raise your hand. Click on the raise hand icon.



## Zoom Best Practices

- Turn on your camera, particularly when speaking. You can turn it off if not speaking. If you are in a breakout room, please keep your camera turned on. (See Figure 05.)
- Your microphone is automatically muted at the beginning of the meeting.
- Remember to mute yourself when not speaking. (See Figure 05.)
- Questions should be submitted via chat. (See Figure 05.)
  - To respond to a question being discussed, raise your hand, wait to be called on, and then unmute yourself. We request that you NOT respond to questions via chat, but rather raise your hand. (See Figures 07. and 08.)
- We recommend using Google Chrome as your web browser.
- Do not sit directly in front of a window; it will be hard to see you on the video.