

Basic steps to participate in Zoom meetings.

1. Before the meeting: Testing your setup

Your meeting host should send you the information to join the meeting (most likely a link to click on).

Zoom links can be used at anytime before the meeting to test software installation, camera, speaker and microphone setup.

If you don't have the link for the meeting yet, you can use this other link to test your device and configuration settings before the meeting: <https://zoom.us/test>.

If you don't have Zoom software installed on your device (Mac, Windows, phone, tablet), you'll be prompted to download it after clicking on a Zoom link.

Alternatively you can download it from here: zoom.us/download. After downloading and installing the software, click again on the link to test your setup.

2. Meeting time: Joining the meeting

Simply use the link they received to join the meeting.

When prompted, make sure to add your name (and Location if you're joining a multi-site meeting) to make it easier for other attendees to identify you.

3. During the meeting: Some tips and recommendations

Sound recommendations

If possible, use a headset or at least headphones to improve the sound quality and reduce feedback.

If there is background noise, please mute your microphone and unmute it only when you want to speak.

Video recommendations

Avoid seating right in front of any windows to avoid backlight so it's easier to see you.

Make sure the camera is at eye level; use a laptop stand or place your laptop on top of a pile of books.

Wear neutral, solid-colored clothing. Avoid black, white, or striped clothing.

Computer recommendations

Close as many programs on your computer as possible.

If you're using a laptop, connect it to power to avoid battery power savings affect your video quality.

If possible use wired connection (Ethernet) as opposed to Wi-Fi to avoid dropouts and speed issues.