



What is Zoom?

Zoom is a video conferencing tool. It uses HD video conferencing and screen-sharing to provide rich, *interactive communication* for up to 100 people at a time with 25 simultaneous video feeds. It offers *screen sharing, document annotation, session recording, breakout rooms*, and works across desktop, tablet, and mobile devices.

Note: Please join a Zoom session from your computer, if possible, to fully participate in the meeting activities as you might be asked to do certain tasks during the session that you won't be able to do on a mobile device.

Participating in a Zoom Meeting for the First Time

The first time you use Zoom, you will be prompted to [download the Zoom application](#).

After the application downloads to your computer or mobile device, **you should automatically join the session** after clicking the meeting link that was shared with you.

Join Zoom Meeting Test

Test your internet connection by joining a test meeting.

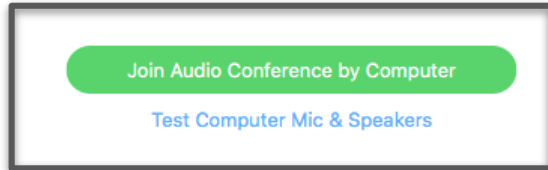
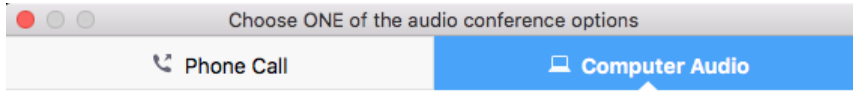
[Join Zoom Meeting Test](#)

You can join a test Zoom meeting to familiarize yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting. You can also test your [video](#) or [audio](#) while in a Zoom meeting.

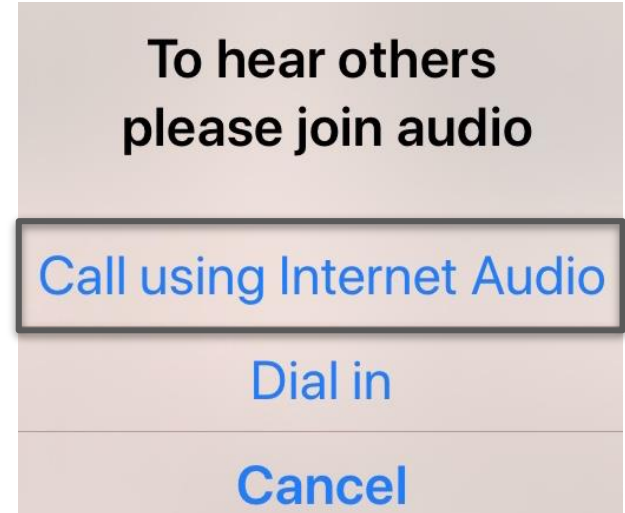
Note: If you are using the Zoom app on mobile, you can visit <http://zoom.us/test> to join a test meeting, then follow the instructions to test your [video](#) or [audio](#).

Test Computer Mic & Speakers

If you are using a device that has a microphone, we recommend that you **Join Audio Conference by Computer** or **Call using Internet Audio** to listen and speak to your host and other participants.

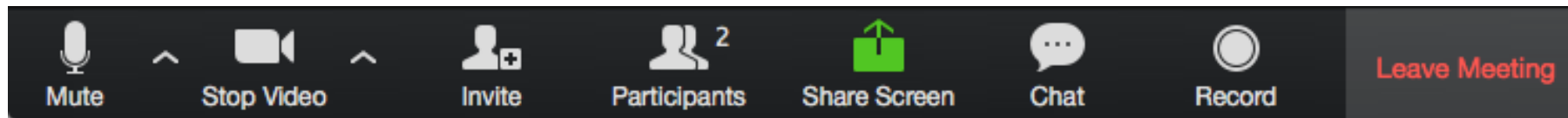


Automatically join audio by computer when joining a meeting



What are the attendees controls?

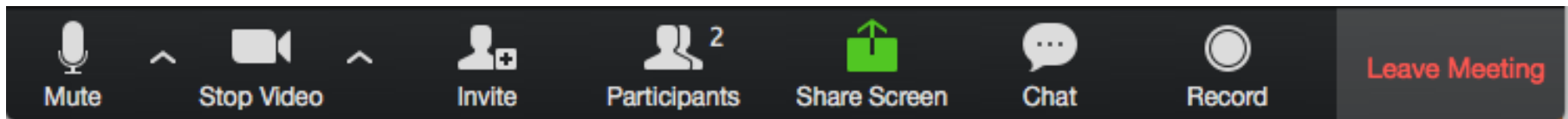
When you join a Zoom meeting hosted by another user, you are considered an attendee. Learn more [about attendee controls](#) ([Links to an external site](#)).



Before the Zoom meeting begins...

- Please mute your audio as you join a meeting (lower left corner mic icon)
- Use the *Chat* to ask questions during the online meeting
- Turn on your video, if you have a webcam (lower left corner)
- Turn off the non-essential computer applications i.e. email notifications, programs not being used, etc.

- Make sure your location is quiet and well lit and you are not interrupted during the meeting. Have a seat and try to not move during the meeting to not be disruptive to the presenter/s.



Control your video layout

To better see the presentation, classroom video, or your classmates, you can [control your video layout](#).

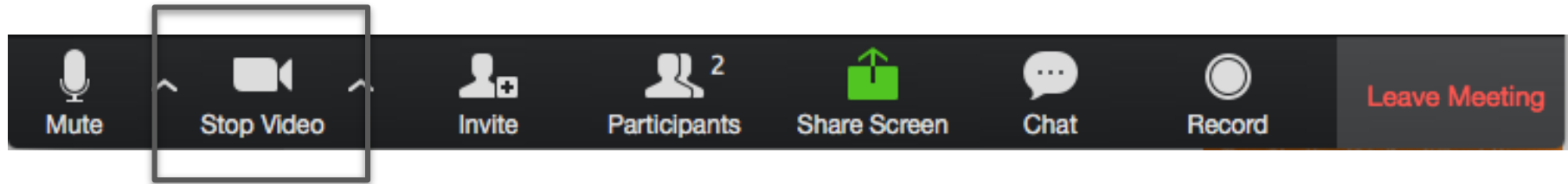


There is a toggle button to swap between “Speaker View” and “Gallery View” as well as content and video – all located in the upper right hand corner of the Zoom window.

Turn on your web camera

Don't worry! The instructor and other students in the class will be able to see you. Turning on your web camera helps the faculty and students be aware of your presence and will improve your experience.

Look for a webcam icon in the lower left corner once you join a zoom meeting.

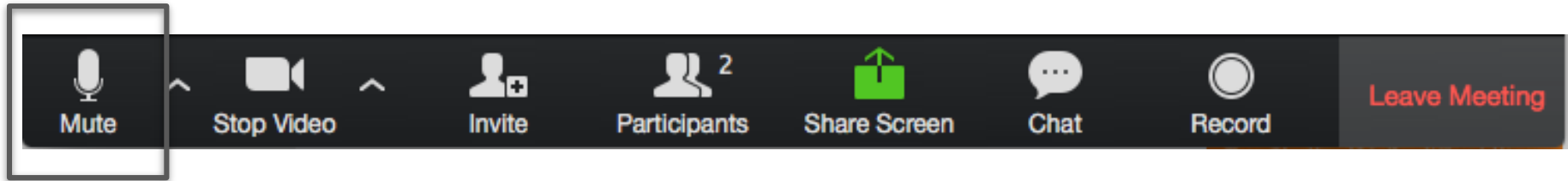


Set up your audio

Participants should **wear headphones** (or earbuds) w/mic if possible. If using the mic of your device without headphones, be sure that you are in a quiet place.

It is very important that your **microphone remains muted** during the meeting, unless you are actively speaking.

The mute button appears in the lower left hand corner of the Zoom window screen.



How to prepare for a live meeting

Make sure that you sit in a **quiet location** and are **able to participate** in a discussion / conversation. Choose a location where you will not be distracted, with no background noise, or moving objects.

Turn off your electronic devices and/or notifications that might become a distraction for you, your classmates, or your instructor.

Zoom Help



Look in the bottom right corner of the [Zoom page](#) for the little blue Help icon. (There is about a 10 second delay before it pops up.)

Click on it to start a chat with a Zoom technical support person via Live Chat, or search for the specific information you need.

