

How to Enter a Zoom Meeting

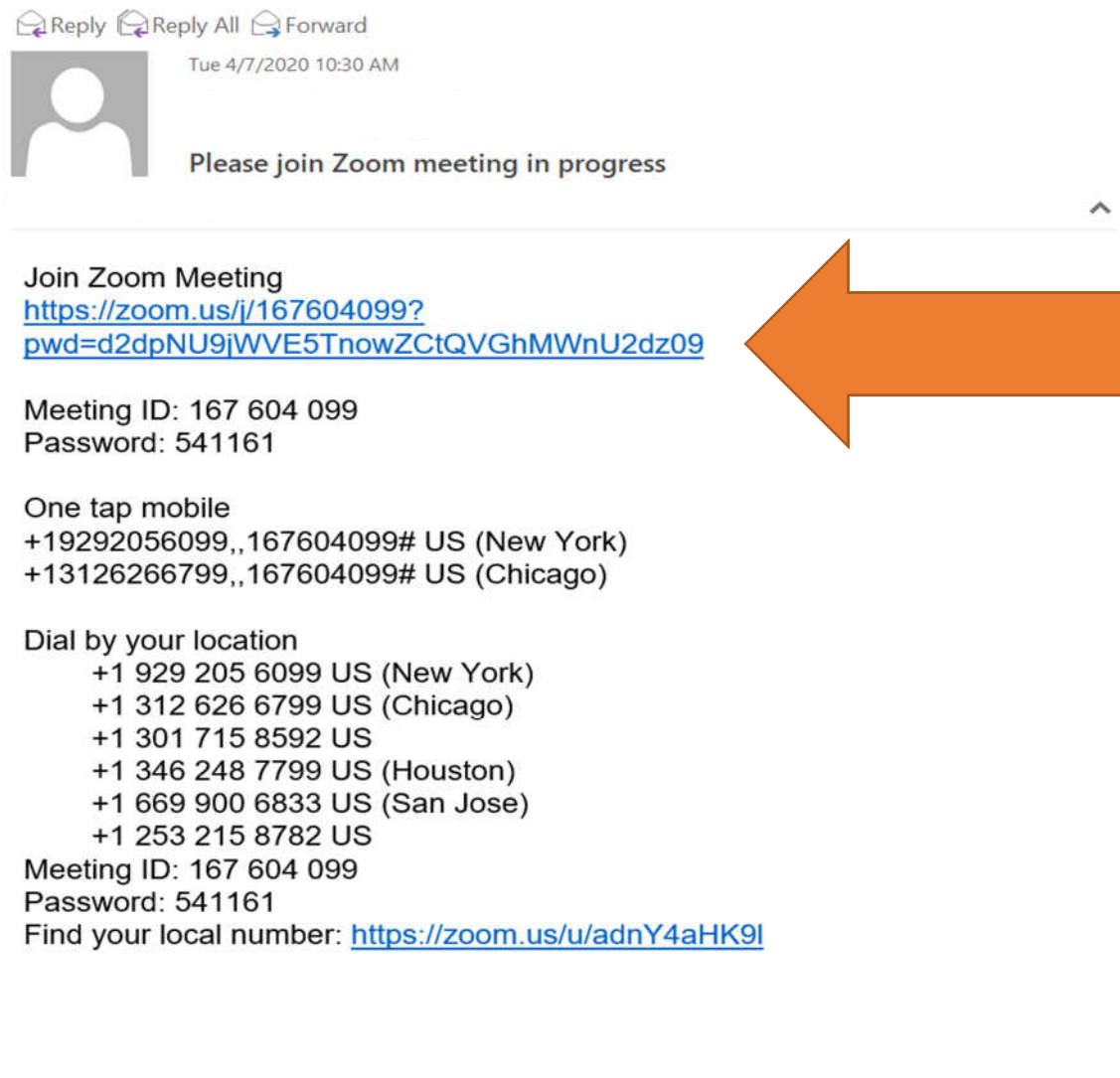
Prerequisites:

Internet connection (mandatory)

Camera if you want to broadcast video (not mandatory)

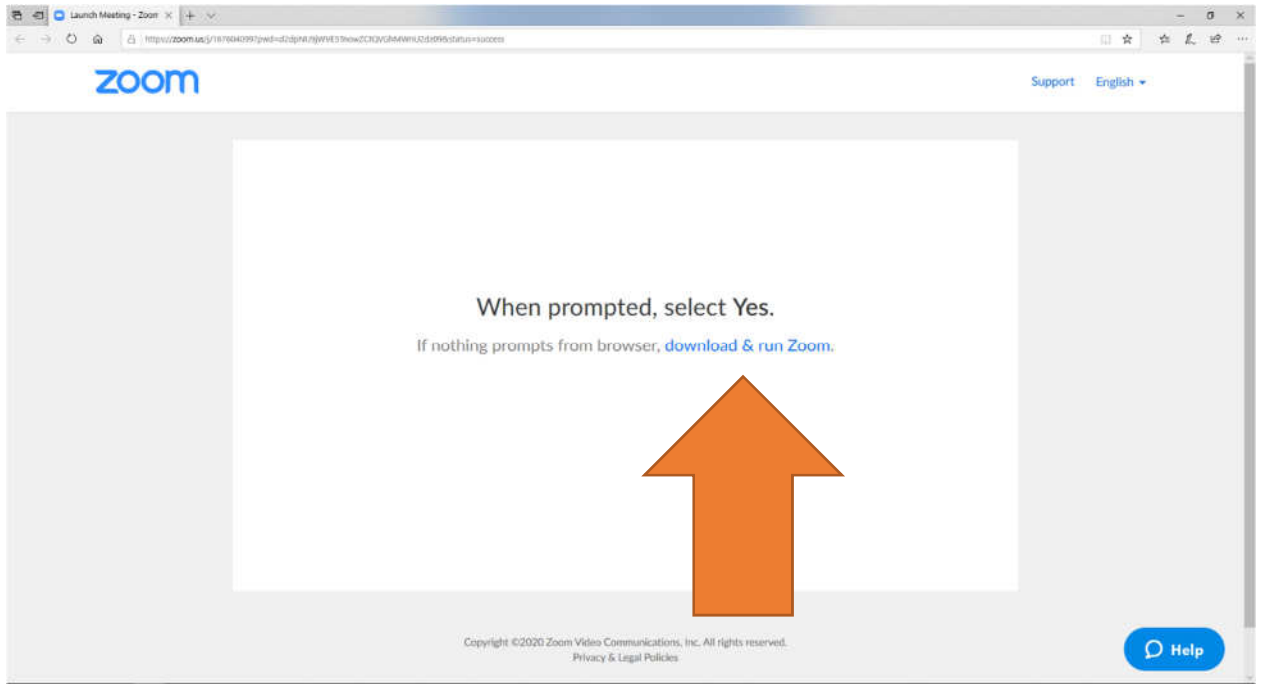
Microphone if you want to broadcast sound (not mandatory)

1. Check email, click link

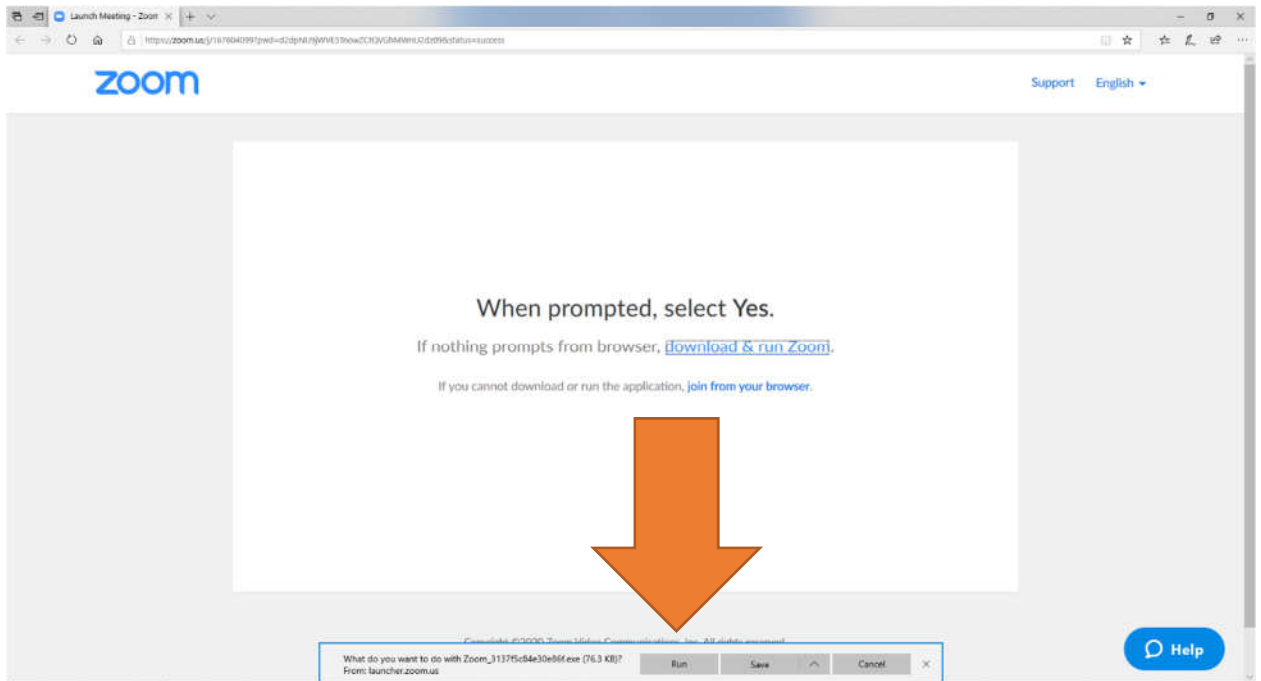


The image shows a screenshot of an email notification. At the top, there are icons for 'Reply', 'Reply All', and 'Forward'. Below these is a placeholder for a profile picture and the date and time 'Tue 4/7/2020 10:30 AM'. The main text of the email says 'Please join Zoom meeting in progress'. Below this is a section titled 'Join Zoom Meeting' with a blue hyperlink: <https://zoom.us/j/167604099?pwd=d2dpNU9jWVE5TnowZCtQVGhMWnU2dz09>. To the right of this link is a large orange arrow pointing left. Below the link, the meeting ID and password are listed: 'Meeting ID: 167 604 099' and 'Password: 541161'. There is also a section for 'One tap mobile' with two phone numbers: '+19292056099,,167604099# US (New York)' and '+13126266799,,167604099# US (Chicago)'. A 'Dial by your location' section lists several phone numbers for different US cities: '+1 929 205 6099 US (New York)', '+1 312 626 6799 US (Chicago)', '+1 301 715 8592 US', '+1 346 248 7799 US (Houston)', '+1 669 900 6833 US (San Jose)', and '+1 253 215 8782 US'. At the bottom, the meeting ID and password are repeated, followed by a 'Find your local number' section with a blue hyperlink: <https://zoom.us/u/adnY4aHK9l>. A blue square is visible on the left side of the image, and a small upward-pointing arrow is at the top right of the email content area.

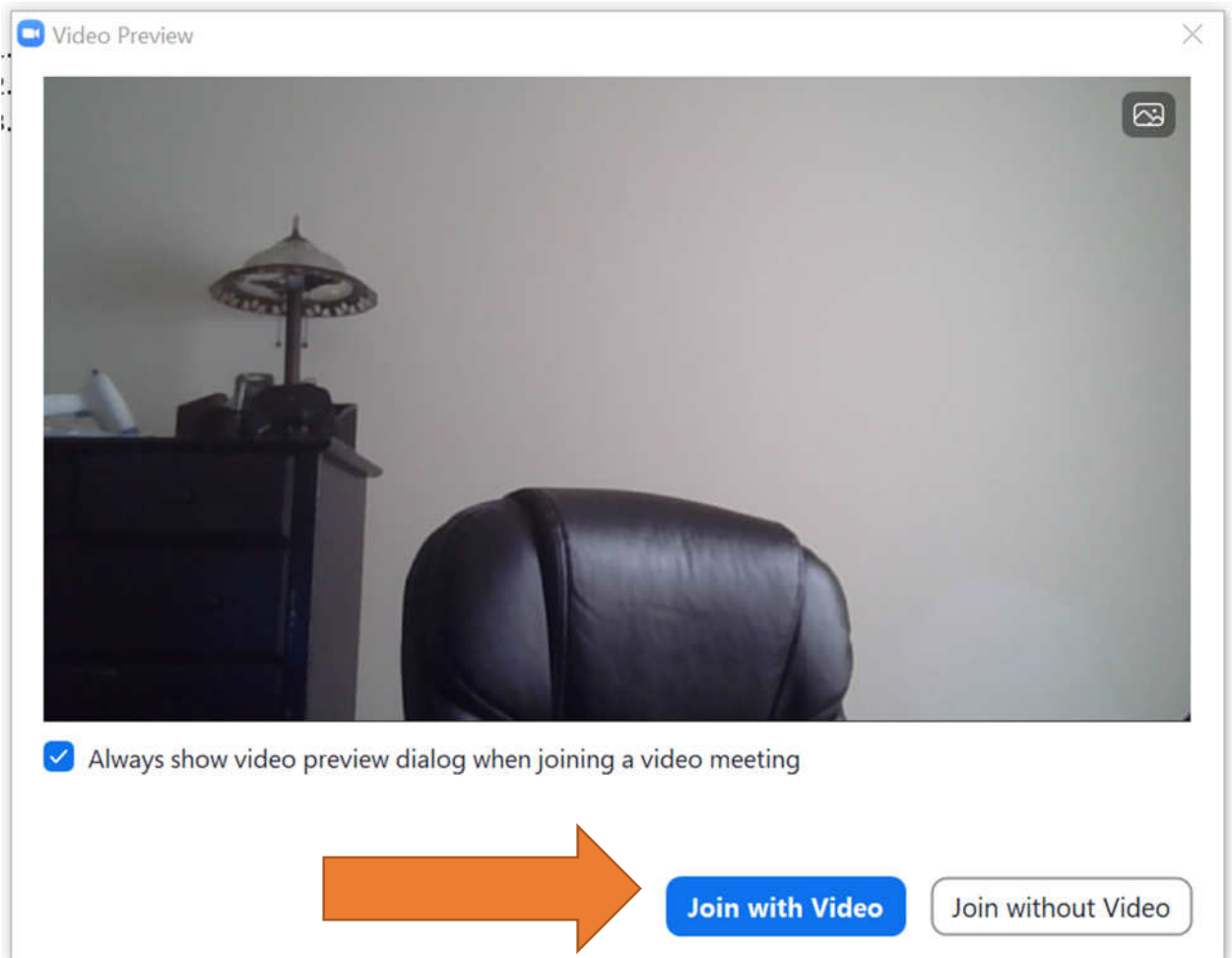
2. Click **Download & run Zoom**



3. Click **Run**

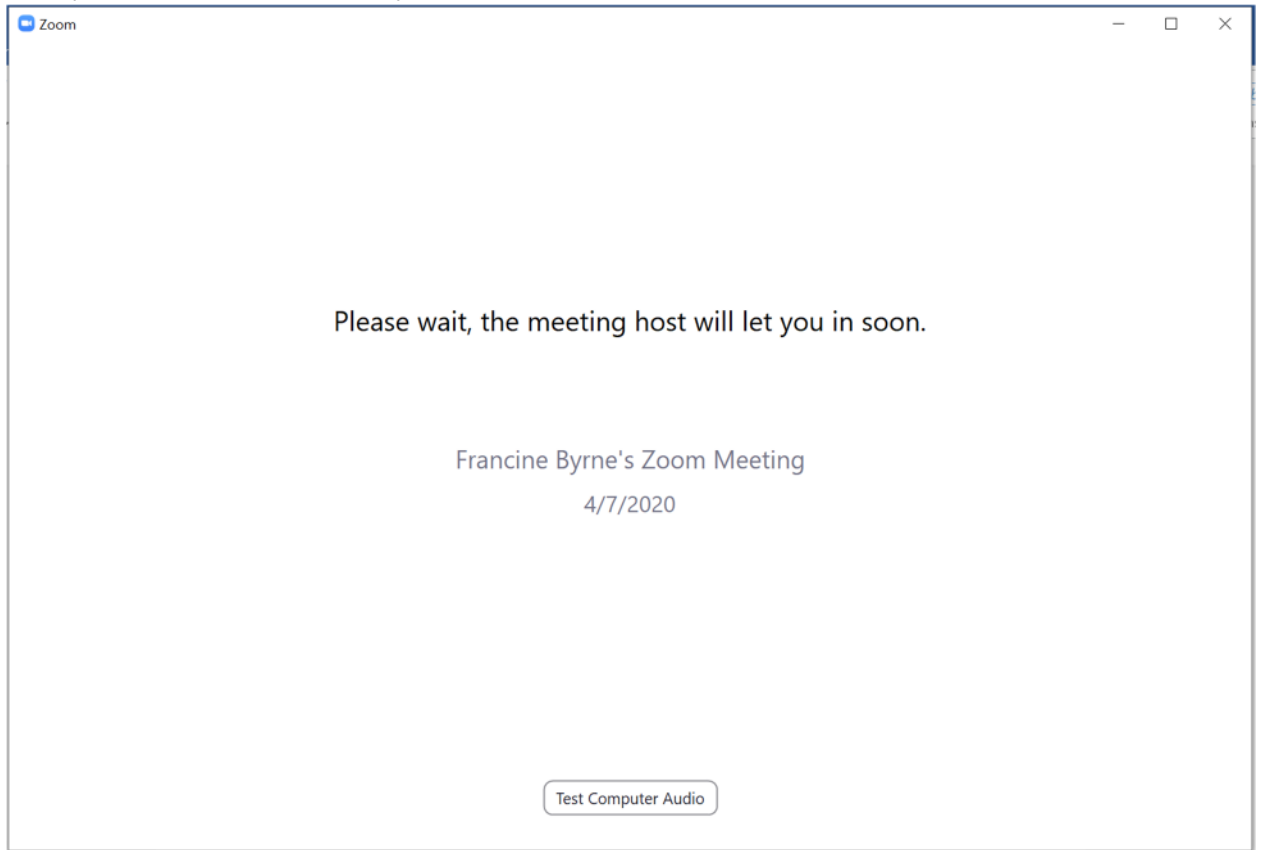


4. There will be a quick pop up screen with download counter % to show progress
5. Video preview screen click **Join with Video**



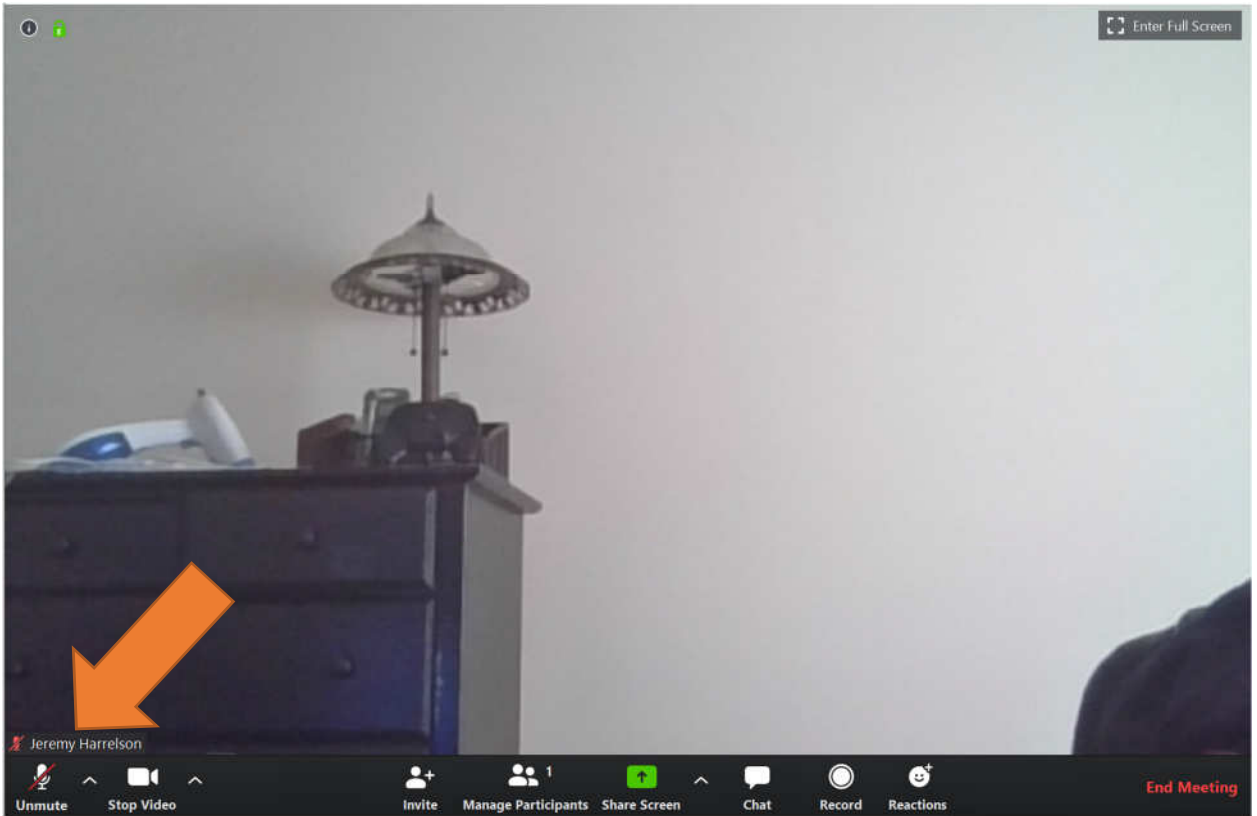
6. Adjust video if necessary *Please see video troubleshooter/tips below*

7. Prompted to wait for host to let you in

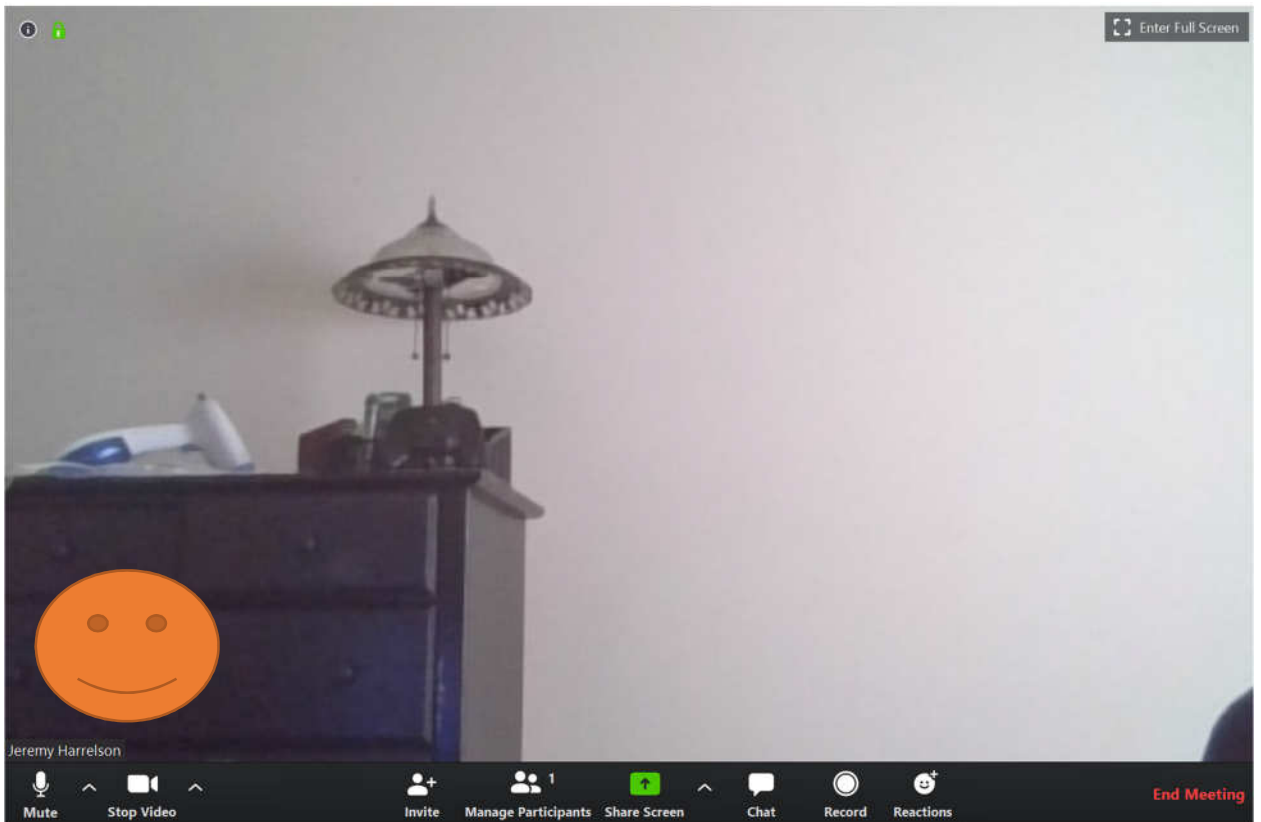


Once you are allowed into the meeting...

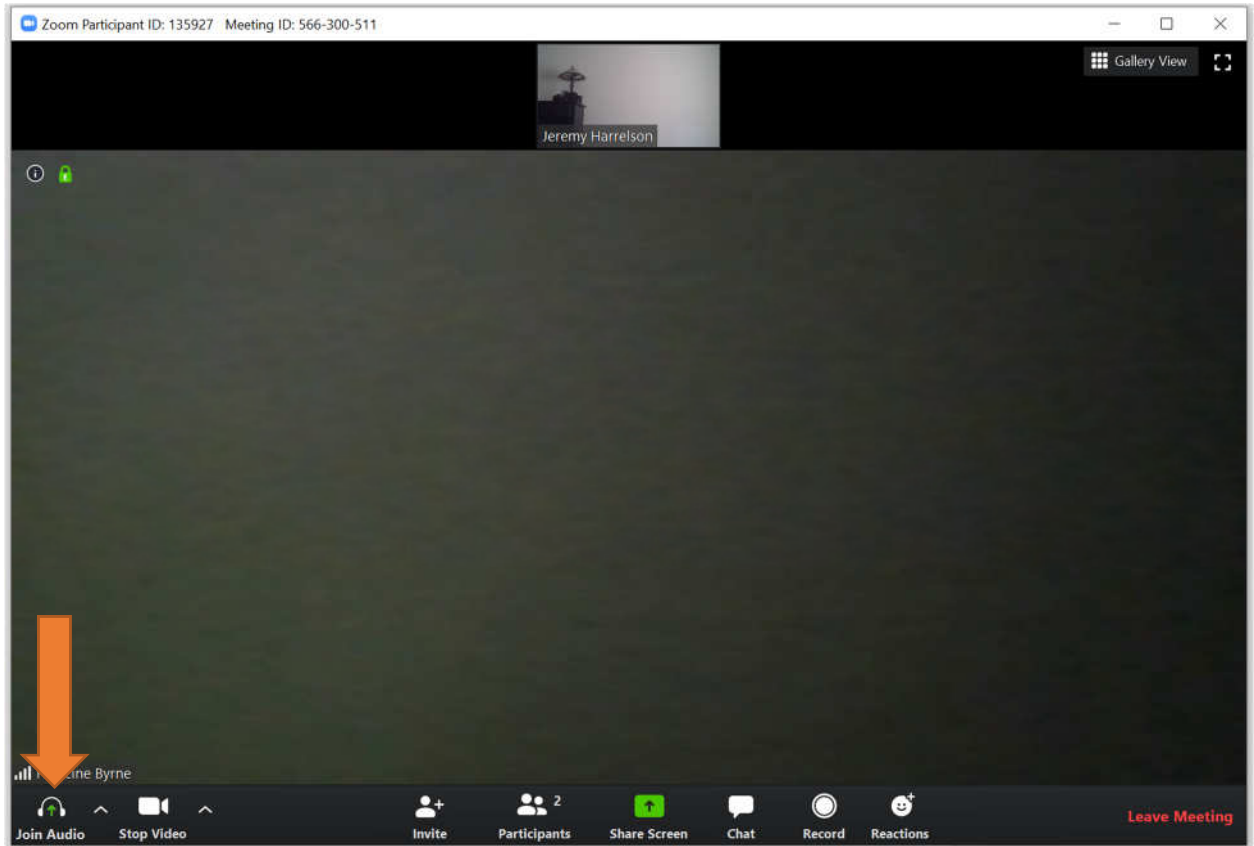
8. Adjust audio *Please see Audio troubleshooter/tips below for additional assistance*



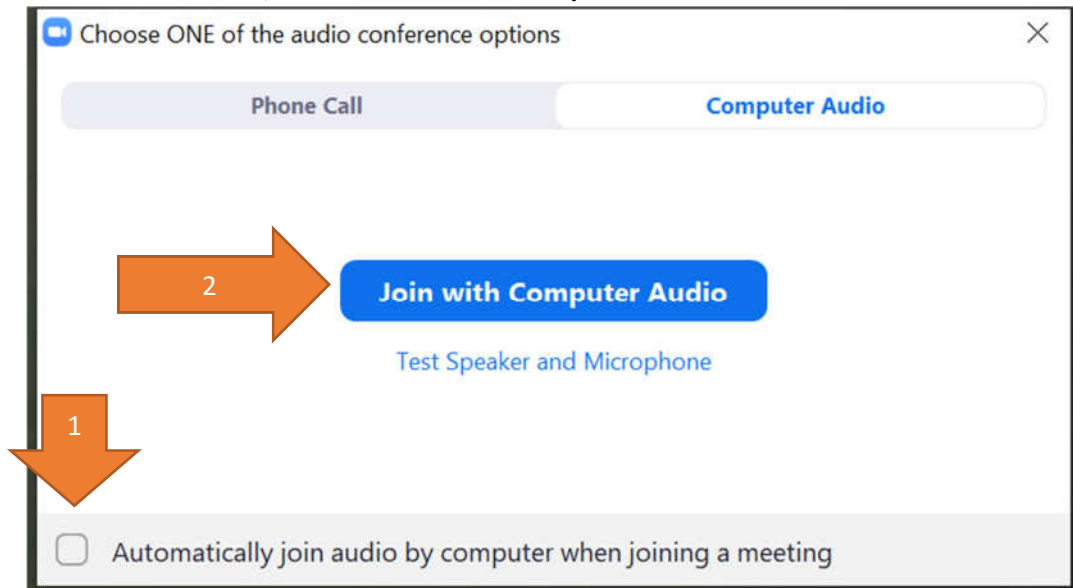
9. Click on unmute to allow others to hear you (must have an internal or external microphone).



10. You may encounter the following situation where there is no microphone to unmute, simply click **Join Audio**:



11. Select the checkbox, then click **Join with Computer Audio**



Video Troubleshooting & Tips:

If you see this:



It can mean one of a few things.

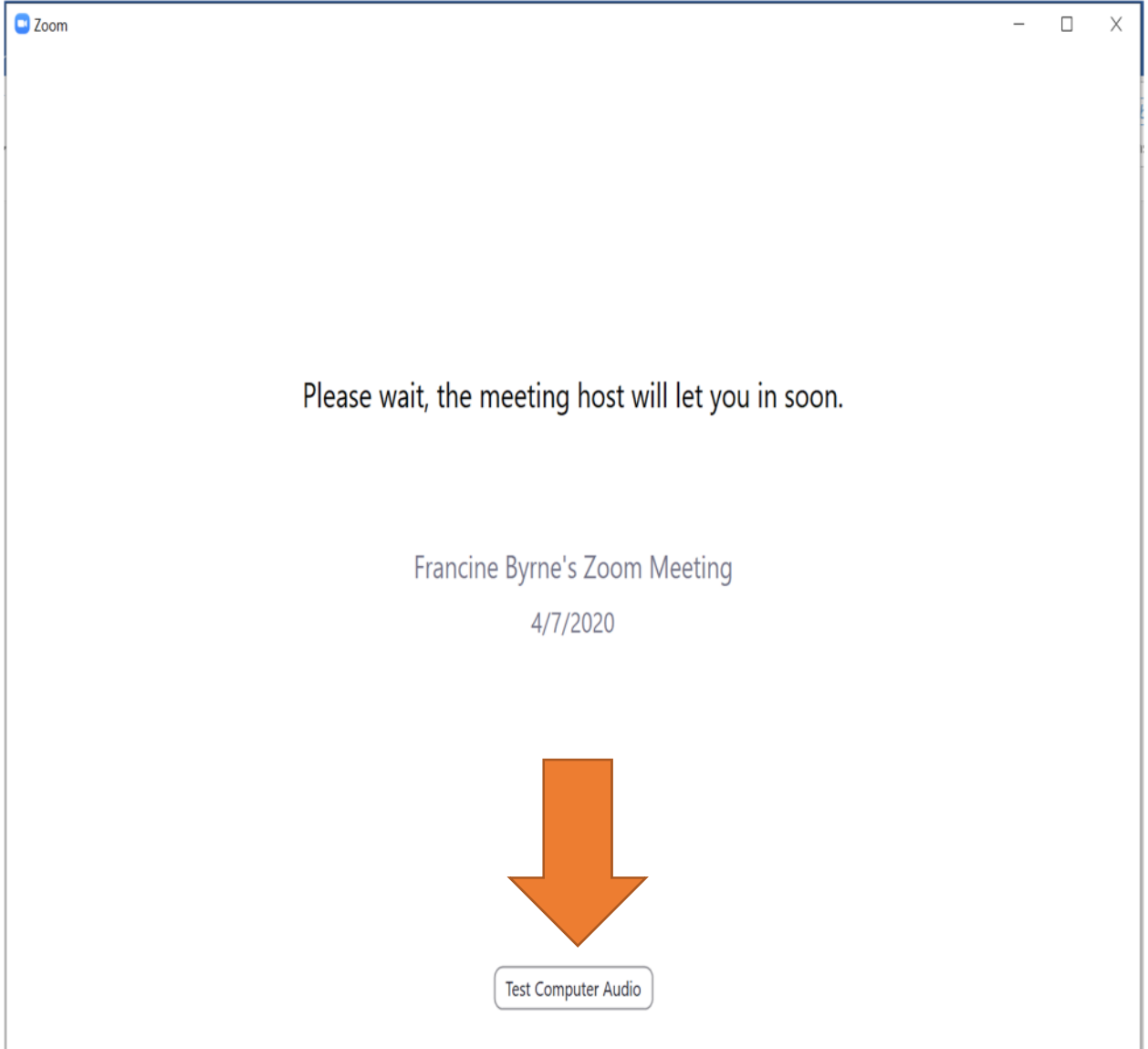
1. You have your camera covered by a shutoff switch. Check to see if there is a physical slide blocking the camera.
2. You need to allow the app to access your camera. Open **Camera Privacy Settings** and make sure the app has access to your camera. Contact your IT representative for assistance.
3. You do not have a camera, internal or external.

Additional Tips:

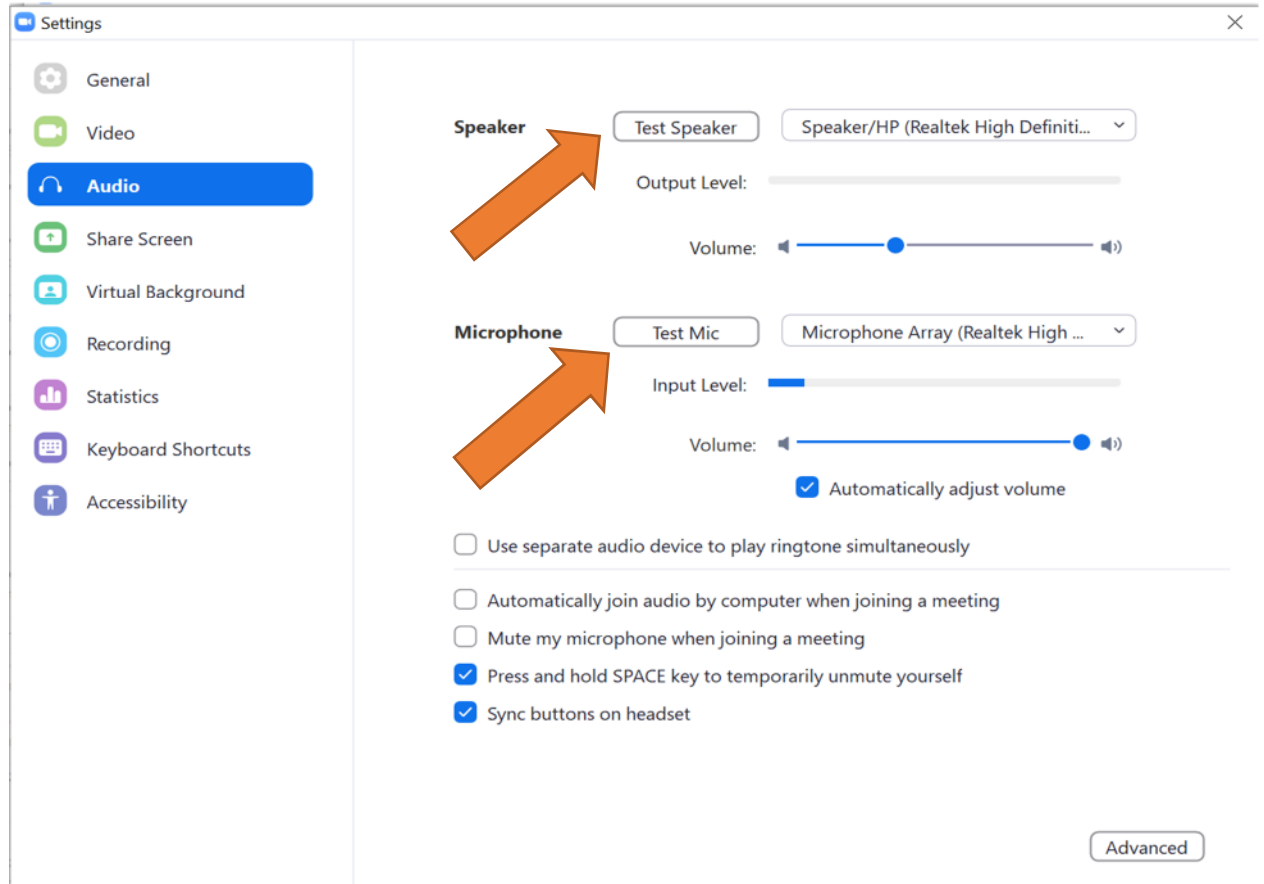
1. Be aware of your décor. Set the background around you to set a professional image. Remove any posters, images, or items that could be offensive to others.
2. Be aware of your surroundings. Having a light source behind you, such as a window or a lamp, can wash out your image and leave you looking like a silhouette. Be sure there is enough light in the room, low light images can make it difficult for people to see your beautiful face!
3. Turn off any additional audio sources (if possible); understandably, it may be difficult to duct tape children's mouths and silence barking dogs. Additionally, nobody wants to listen to your Little Mermaid soundtrack over and over again.

Audio Tips:

1. If you cannot hear anything, be sure that your volume has not been muted or turned down.
2. Test your sound and microphone with the built in troubleshooter.



Click each, one at a time, and follow any instruction.



The screenshot shows the Windows Settings application with the 'Audio' section selected in the left-hand navigation pane. The main content area is divided into two sections: 'Speaker' and 'Microphone'. Two orange arrows point to the 'Speaker' and 'Microphone' labels respectively. The 'Speaker' section includes a 'Test Speaker' button, a dropdown menu showing 'Speaker/HP (Realtek High Definiti...', an 'Output Level' slider, and a 'Volume' slider. The 'Microphone' section includes a 'Test Mic' button, a dropdown menu showing 'Microphone Array (Realtek High ...', an 'Input Level' slider, a 'Volume' slider, and a checked checkbox for 'Automatically adjust volume'. Below these sections are several unchecked checkboxes: 'Use separate audio device to play ringtone simultaneously', 'Automatically join audio by computer when joining a meeting', and 'Mute my microphone when joining a meeting'. Two checked checkboxes are also present: 'Press and hold SPACE key to temporarily unmute yourself' and 'Sync buttons on headset'. An 'Advanced' button is located at the bottom right of the settings area.

Settings

- General
- Video
- Audio**
- Share Screen
- Virtual Background
- Recording
- Statistics
- Keyboard Shortcuts
- Accessibility

Speaker Test Speaker Speaker/HP (Realtek High Definiti...
Output Level: [Slider]
Volume: [Slider]

Microphone Test Mic Microphone Array (Realtek High ...
Input Level: [Slider]
Volume: [Slider]
 Automatically adjust volume

Use separate audio device to play ringtone simultaneously

Automatically join audio by computer when joining a meeting

Mute my microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

Sync buttons on headset

Advanced