

# BEFORE ZOOM

## 1 REQUIREMENTS



Internet connection



Device with webcam and speakers



Headset (optional but recommended)

## 3 AUDIO & VIDEO



Select **Join with Video**.



Click **Test Speaker and Microphone** (optional).

## 2 JOINING A MEETING



### VIA URL

Click on the meeting URL in the invitation (Zoom account not required).

- OR -



### VIA ZOOM APP

Open the app (Zoom account required). Enter the meeting ID# and password.

## ADDITIONAL RESOURCES & SUPPORT

Click the URL, copy and paste the address into your web browser, or scan the QR code with your phone to access the resources below.



Support for Mobile Users



<https://bit.ly/2Y07tmG>



Support for Desktop Users



<https://bit.ly/2AxMJeb>



Troubleshooting Audio & Video



<https://bit.ly/2U8gqJE>



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The Zoom menu bar is located at the bottom of the Zoom window. It will disappear after a few seconds when you are in full-screen mode. Move your mouse slightly to make the menu bar visible again.

## ZOOM MENU BAR



**MIC**



Click the microphone to mute yourself when you're not speaking. Click the microphone again to unmute yourself.

**VIDEO**



Click the camera to start video when the meeting begins. Click the camera again to stop video (if necessary).

**CHAT**



In the chat box, post comments and/or questions to be viewed by all participants.

**RAISE HAND**



Click **Participants** and select **Raise Hand** in the bottom right corner. Wait to be called on, then unmute yourself to speak.

## PARTICIPATING IN A BREAKOUT ROOM

When prompted, click **Join**. When the host ends the breakout room, select **Return to Main Session**.

## ADDITIONAL RESOURCES & SUPPORT

Click the URL, copy and paste the address into your web browser, or scan the QR code with your phone to access the resources below.



Zoom Video Tutorials



<https://bit.ly/2BH0NT9>



Zoom Help Center



<https://bit.ly/3cw6sl8>



Frequently Asked Questions



<https://bit.ly/2BFShDU>

# DURING ZOOM



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