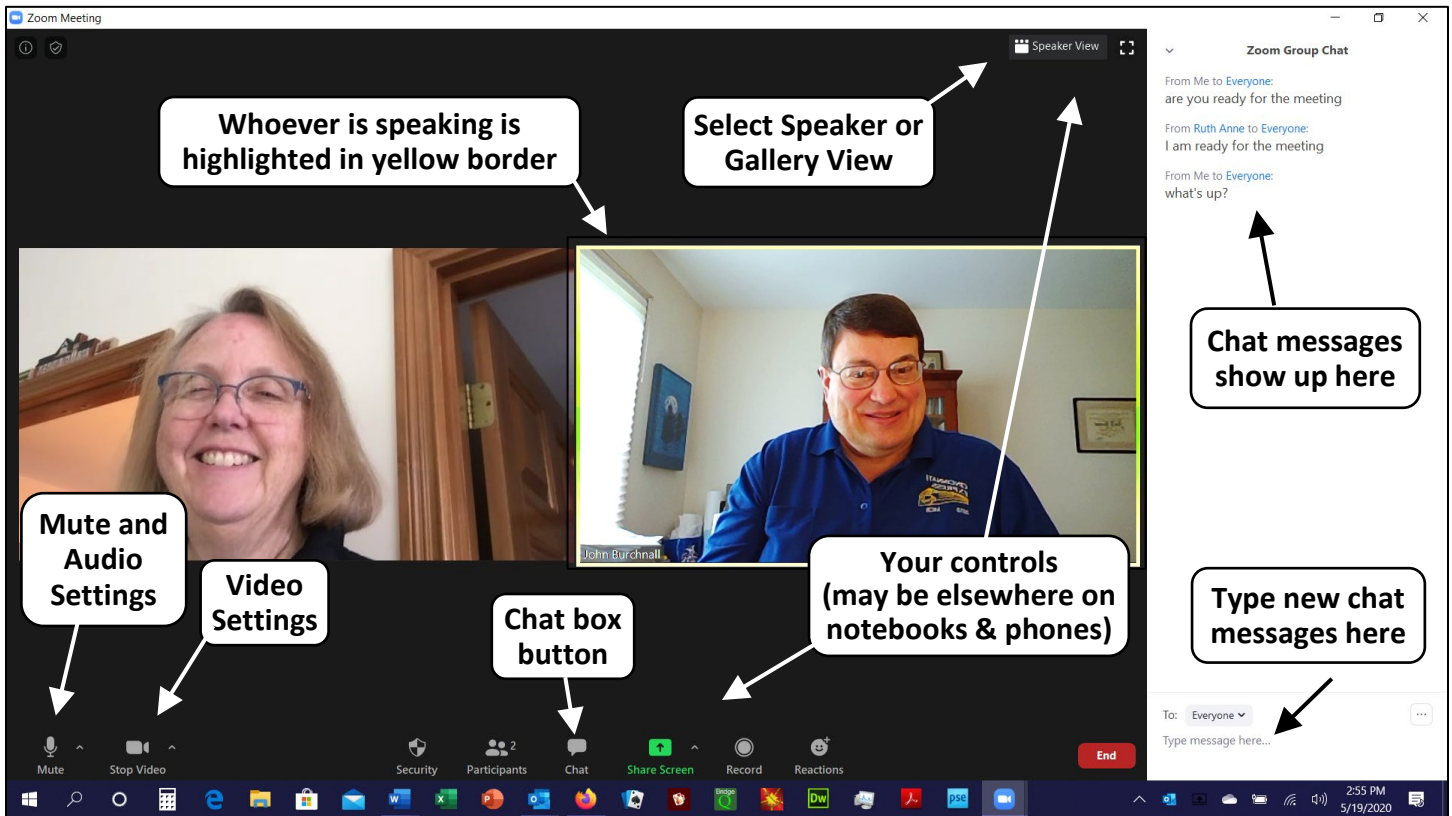


Zoom Meetings Quick Guide

Joining the Session

- A few minutes before the meeting, click on the link within your invite email
- Zoom will ask for or show your default name - please enter/edit your real name so we can recognize you
- If you have never run Zoom before, Zoom will ask you to download their software or app – this goes quick
- At some point, Zoom may ask you to “Enter With or Enable Your Video and/or Audio” – say “Yes” to both
- Zoom will then either put you in the meeting or into a waiting room until the host lets you join the meeting



Once in the Meeting

- Once in the meeting, make sure your video and audio are initially enabled (on) using the lower left buttons
- Adjust your in/out sound volumes within the audio settings under the Audio/Mute button
- Initially set your view to Gallery View to see everyone the same size before the meeting
- Select the Chat button to activate a chat area next to your viewing window(s)
- Type “text” questions to others at the base of the chat area – especially useful during presentations
- Option: use a photo as a virtual background via setting in Video button (Intel i7 CPU for this to work okay)

During the Meeting

- Set your audio to “mute” so all your background noises will not interrupt the meeting/presentation
- Set your view to Speaker View to see the speaker larger
- Do not share your screen, unless the host specifically asks you to, using the Share Screen button
- Anyone sharing PowerPoint must first select “set up slide show” then “browsed by an individual (windows)”
- Most meetings will be recorded – act responsibly – the host can unilaterally kick out unruly participants
- Ask silent questions using the chat box – the chat manager will ask the presenter at the end to respond
- After the host terminates the meeting for everyone, you should exit and/or close the Zoom app