Zoom Tips for Participants

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We are going to use an on-line meeting program called Zoom. It is a well-established program used by schools, business and other large institutions. It works well with both high bandwidth and low bandwidth connections.

Preparation

- **Devices** - Both Windows and MAC computers are supported. Tablets also work such as iPads. You can also just call in by phone, but you will miss any documents we may be showing on screen.
    - Good idea to reboot your Window computer before the meeting
- **Software** - You do not need to download any software in advance. When you join the meeting, Zoom will download a small program – your browser may ask for you to allow it to be installed – say yes. If you have been in a Zoom meeting you already have it on your computer.
- **Test** - test your microphone and speakers to make sure they are working. You can do it with your device's Settings if you know how to do so. You can also download the Zoom application for free at https://www.zoom.us/pricing (select Free) and use that to test both audio and video. If you have been on a Zoom meeting, you already have this application. To test, start Zoom, click on your picture in the upper right corner, click on *Settings,* then *video and audio* to test.
- **Audio** - Use a headset or be in a quiet room
- **Video** - Video camera is nice but not necessary
- **Check your lighting** – a bright background will make your face very dark.
- **Point your Camera** – Monitor your picture so we are not looking up your nose or just see your forehead. Also let people know you are on-line with video so nobody walks into the room with inappropriate dress.

During the Meeting

- **Audio** - It works best for everyone if you mute your audio while listening and unmute to speak. To mute, click on your picture window and in the upper right click on *mute/unmute*
    - Alternately the host may mute everyone and ask that you use the chat window to say something or use the Raise your Hand feature. In a small group, this is usually not necessary. In a large group it is an absolute requirement.
- **Record** – The Host may can also record the meeting for anyone who wants to listen to it later or could not join. The Host will send out the link after the meeting if a recorded session is to be made available.
- **Viewing** - There are two view modes – Gallery View and Speaker View. Try both to see what works best for you. Speaker View will put the speaker in full screen. In Gallery View and lots of people, you can scroll left and right to see others not in the main window.
- **Name** – you will be logged in with the name of the device which for some makes no sense to others. To chance the displayed name, click on the (….) in the upper right of your window and select *Rename*

Keyboard Shortcuts –

- Alt + V: Start/Stop video.
- Alt + A: Mute/unmute audio.
- Alt + S: Launch share screen window and stop screen share.