

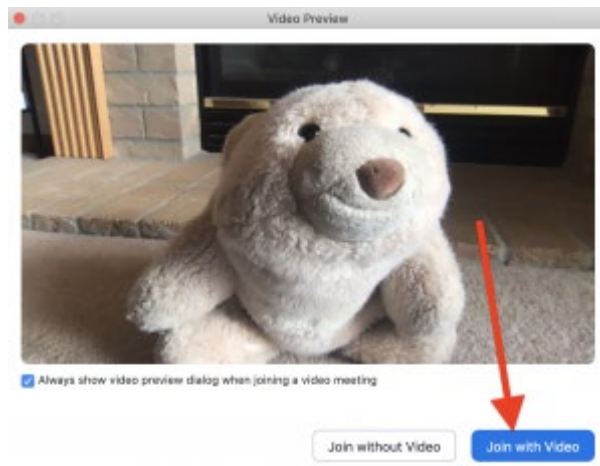
## Zoom Instructions and Best Practices

### Before a videoconference:

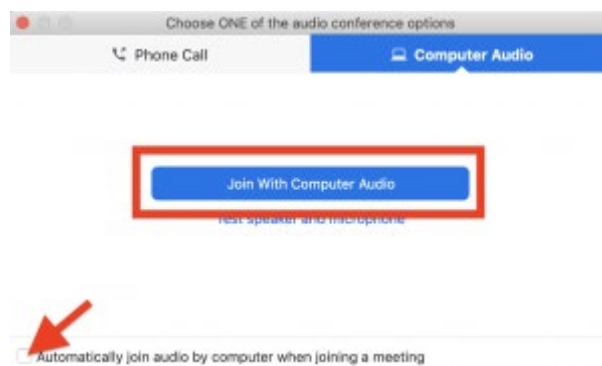
- You will need a computer, tablet, or smartphone with speaker and microphone or headphones with a microphone.
- Make sure your device is connected to internet. When possible, connect with a hard line Ethernet cable to obtain the fastest and most stable connection or ensure you have a strong and secure Wi-Fi connection.
- Choose an uncluttered location inside, quiet and free from interruptions.

### Joining a videoconference:

1. At the start time of your meeting, click on the link in your invitation to **join via computer**. You may be instructed to download the Zoom application. You can choose to join via web browser or download the application.
2. Zoom will then ask if you want to join the meeting with video. Choose **“Join with Video.”**



3. Next, you'll be asked if you want to join with audio. Click on the big blue button that says **“Join with Computer Audio.”**



4. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.”  
Once you are satisfied that your audio works, click on “Join audio by computer.”

**NOTE:** You may also join a meeting without clicking on the invitation link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided by the meeting organizer.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the Meeting ID number (also provided in your invitation) when prompted using your touch-tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

**Participant controls in the lower left corner of the Zoom screen:**



- Using the icons in the lower left corner of the Zoom screen, you can:
- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

### **Tips for a successful videoconference:**

- Before joining the meeting close all unnecessary applications so all processing power can be used to maximize the quality of your Zoom experience. In addition, turn off all sound notifications (on your computer/ cell phone/ tablet, etc.) to avoid any audio or visual disruptions.
- Pay attention to the lighting in the room. Too much light behind you will make for a dark screen. To counteract back lighting make sure you have a good source of light in front of you.
- Use a professional virtual background.
- Look into the camera.
- Think about your actions on camera. Remember that everyone can see and hear you at all times when your microphone is unmuted and your camera is on.
- Your meeting will have the best audio experience if all participants mute their microphone until they are ready to speak.
- **Be on mute, unless you are speaking.** Have your microphone on mute at all times unless you are speaking. Background noise and playback can be distracting to other participants.