

Zoom How-To Guide

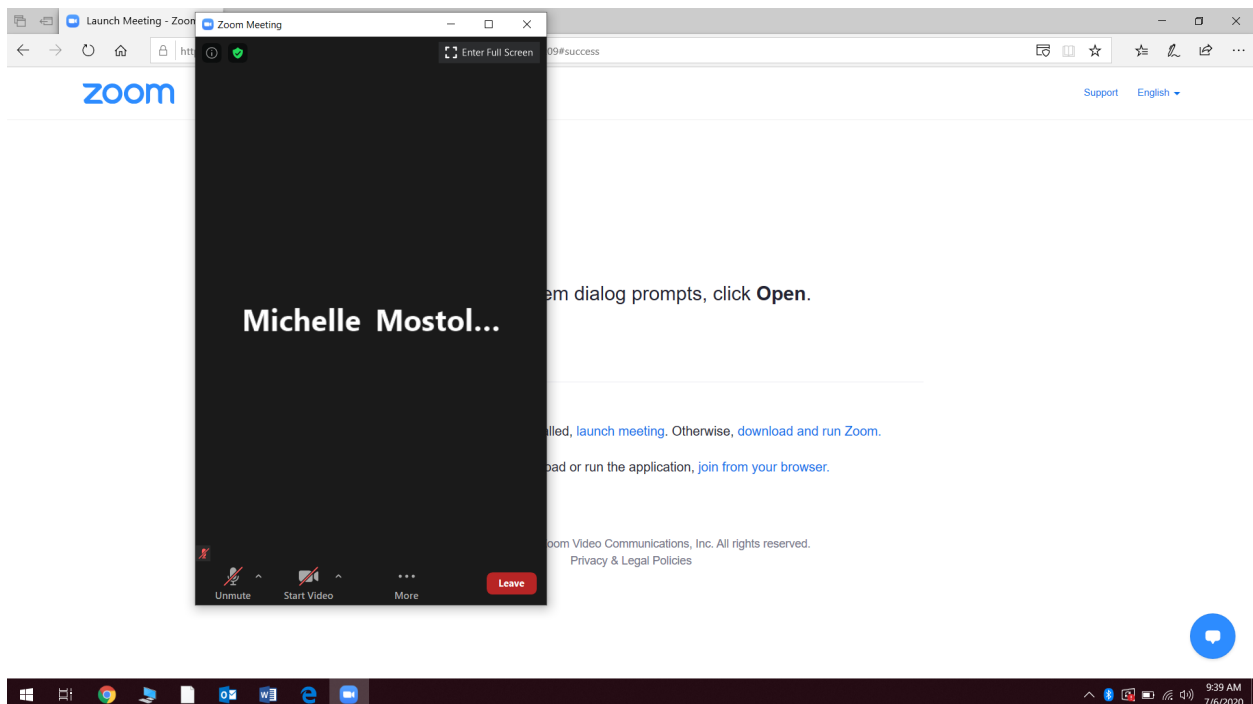
What devices can I use Zoom on?

- Laptop/computer (PC/Mac) -- **recommended**
- Tablet (Apple iOS, Android)
- Smartphone (Apple iOS, Android)

Preparing for a Zoom Meeting

Days Before

- Remember to download and install the Zoom launcher (PC/Mac) or the app (iOS/Android) in advance, as it can take several minutes to complete.
- Review Zoom instructions. More information can also be found at Zoom's [Getting Started](https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started) page. (<https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>)
- Join a Zoom Test Meeting (found by clicking [here](https://zoom.us/test)) to confirm your computer or device's capabilities. (<https://zoom.us/test>)
- In your test meeting, practice using the Zoom features listed below under "Views to choose from" and "The Zoom Menu."

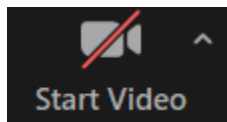


Minutes Before

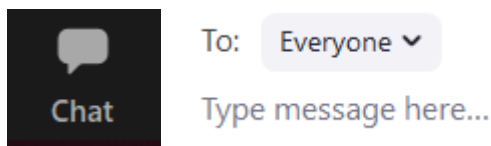
- Find a quiet space with strong Wi-Fi that is free of distractions. You can test your internet connection speed by visiting Zoom's suggested third party bandwidth tester, [Speed test](https://beta.speedtest.net/). (<https://beta.speedtest.net/>)
- Open Zoom via the downloaded program
- Test your headphones, microphone, and camera
- To test your microphone, click "Test Computer Mic & Speakers" in the pop-up window that appears when first opening a test meeting or beginning your scheduled meeting.
- To test your camera, just look at the Zoom window to see that you are clearly visible, non-pixelated, and can move and speak without noticeable delays. *You may need to give Zoom permission to access your camera and microphone beforehand. Typically, the request for permission will appear in a pop-up window the first time you open a Zoom Meeting, and will carry over to future meetings. If you declined permissions in the past, you will need to go into your PC or Mac's settings to allow Zoom to access your camera and microphone.*

During the Zoom Meeting

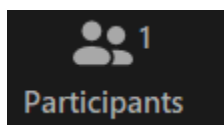
- Click **Start Video** to begin broadcasting from your webcam.



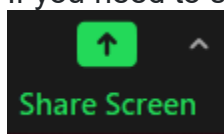
- Click the **Chat** bubble to ask questions via text or share links. You can chat to everyone in the meeting, just the presenter/host, or a specific person.



- Find out who else is in the meeting by clicking **Participants**. This is also where you can "raise your hand" to ask a question.



- If you need to share your screen with the presenter/host, click the share screen icon.



It will show everything on your screen.

- At the end of the meeting, click **Leave Meeting**.

Remember that everyone in the meeting can see and hear everything you are doing when logged on to the Zoom meeting.