

ZOOM

HOW-TO GUIDE

@ THADDEUS STEVENS
COLLEGE OF TECHNOLOGY

WHAT DEVICES CAN BE USED?

Laptop/Computer
(PC/Mac)
recommended

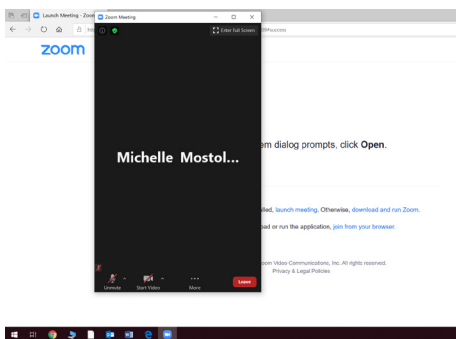
Smartphone
(Apple iOS, Android)

Tablet
(Apple iOS, Android)

Preparing for a Zoom Meeting *in 3 easy phases*

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."

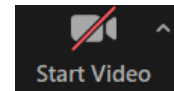


Minutes Before

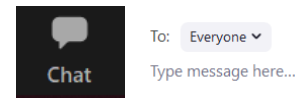
- Find a quiet space with strong Wi-Fi that is free of distractions. You can test your internet connection speed by visiting Zoom's suggested third party bandwidth tester, Speed test. (<https://beta.speedtest.net/>)
- Open Zoom through the downloaded program
- Test the usage of the headphones, microphone, 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 appearing in a pop-up window the first time you open a Zoom Meeting; carrying over to future meetings). If you declined permissions in the past, you will need to go into your PC or Mac's settings to give Zoom permission.

During Meeting

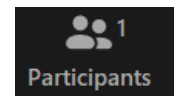
- Click Start Video to begin broadcasting from your webcam.



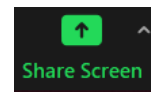
- Click the Chat bubble to ask questions via text or share links. You can chat to everyone in the meeting, just the presenter/host, or a specific person.



- 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.