

## Joining a meeting

1. Best Choice: Download Zoom application onto your computer, laptop, tablet, or smart phone.
2. Alternate Choice: Connect through a web browser without downloading. However, you may experience lower quality of streaming, buffering, and overall experience.
3. Phone Choice: Dial-In using any type of phone. However, if using a land-line phone you will not have video capabilities.

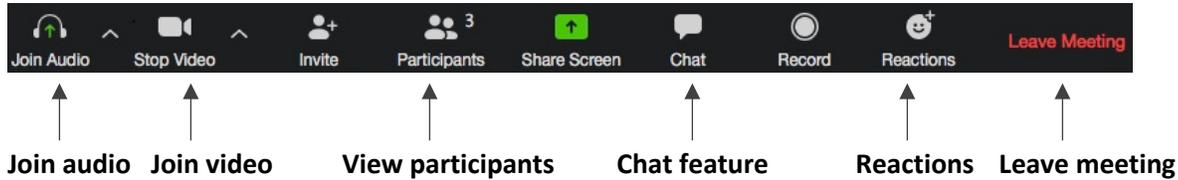
NOTE: You do NOT need a Zoom account to join a meeting.

<p><b>In Advance</b></p>	<p>In advance of your meeting, you will receive an email with a link, a phone number, and a meeting ID. To join by video with a smartphone, tablet or computer, click on the link and follow the instructions. To join by phone, call the number and enter the meeting ID.</p>
<p><b>Audio</b></p>	<p>If you join by smartphone, tablet or computer, you can use your device's audio. If you choose tablet or computer audio, make sure the volume is turned up. If you choose to use your cell phone solely for audio, you will need to call the number provided in addition to logging in on your computer.</p> <p>For the best sound, when talking or listening, it works well to use ear buds or a headset with the device you are using for audio.</p>
<p><b>Video</b></p>	<p>To have yourself appear on the meeting screen, you will need a camera built either into your device/monitor or as an attachment.</p> <p>If you have a bad internet connection, you might try using your computer for video but use your phone for audio.</p> <p>NOTE: it is not required to use a camera as a participant.</p>
<p><b>Practice</b></p>	<p>If you want to watch a how-to video, read instructions, download the software, find answers to your questions, and even try a test meeting, you can do all that here:</p> <p><a href="https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting">https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting</a></p> <p><b>Join a test meeting</b> to get familiar with the Zoom control bar and see how you look to others on video, <a href="https://zoom.us/test">https://zoom.us/test</a></p> <p><b>Frequently Asked Questions</b> for participants and users:  <a href="https://support.zoom.us/hc/en-us/articles/206175806">https://support.zoom.us/hc/en-us/articles/206175806</a></p>



## Navigating

Once joined you will see a control bar at the bottom of your Zoom screen like this:



You will use these controls most often during your meeting or webinar. They will allow you to:

<b>Join audio</b>	Turn audio on/off. This button also mutes/unmutes you during the meeting.
<b>Join video</b>	Join video so you will appear on screen
<b>View participants</b>	Select Gallery View in the top-right corner of your screen to view all participants at once, or Speaker View to see just the active speaker.
<b>Chat feature</b>	Participate in a chat during a session. Click on it to type something to everyone or to a particular person. Also, read what others have typed.
<b>Reactions</b>	Click and choose an icon to give a reaction
<b>Leave meeting</b>	Leave a meeting

NOTE: If your Zoom control bar seems to disappear, move the cursor to the bottom of your Zoom screen to make it come back.

## Tips for Overall Good Experience

- **Sign in to the meeting room 10 minutes early** to make sure your equipment is working. Use your full name so people can “recognize” you.
- **Center yourself on the screen.** Adjust the angle of your camera (or laptop cover with a built in camera) or adjust your seating until you see your face in the center of the screen.
- **Consider the lighting.** Position yourself or a light source so your face is illuminated and not in a shadow. Lighting from the behind you will cause your face to be in a shadow.
- **Natural lighting.** When in a room with natural lighting, position yourself so it shines on your front side if possible. Light from windows behind you may create a bright spot in your video.
- **When not speaking,** it is good practice to mute yourself so others won’t hear any background noise. Find the mute icon at the left end of your Zoom control bar.

NOTE: Be sure to unmute yourself when you want to speak. You may either click on the microphone icon at the bottom of the page, or hit the spacebar on your computer to unmute/mute yourself. If you are using a phone for audio and cannot see the tab to unmute, press \*6 to unmute yourself.

- **Look for guidelines from the host** about how to ask a question or make a comment. Some encourage questions using the Chat feature. Alternatively, some hosts ask that you raise a hand using the Reactions feature. Both features are on the Zoom control bar.

