

Zoom Basics

- Join meeting by clicking on URL in announcement
- Follow instructions for downloading and installing free app (if not already installed)
 - Make sure camera and microphone are enabled
 - Use dial-in number if you plan to speak but your computer doesn't have microphone (fees may apply)
- YouTube tutorials
 - Good treatment of how to join a meeting - <https://www.youtube.com/watch?v=9isp3qPeQ0E>
 - Mac-specific details for enabling camera and microphone - <https://www.youtube.com/watch?v=iagJnvy6ILY>

Zoom Best Practices

- Keep microphone muted except when speaking
 - Trick: use the space bar to unmute while speaking
- Use Chat to ask questions during presentations; delay oral questions until speaker has finished
- Physically raise your hand or click on the raised-hand icon to ask to speak
- Disable camera if you don't want to be seen (or your background seen)

Zoom Basics - Computer

The screenshot shows a Zoom meeting window with two video thumbnails. The left thumbnail shows a man in a dark blue polo shirt in an indoor setting, with the name 'Cliff's iPhone' below it. The right thumbnail shows the same man in a dark blue polo shirt in an outdoor setting with trees and other people in the background, with the name 'Cliff Giles' below it. At the top right, there is a 'View' button with a grid icon, and an arrow points to it with the text 'Change between Speaker and Gallery Views'. At the bottom, there is a toolbar with several icons. Arrows point to these icons with the following text: 'Turn Mic/Camera On/Off' points to the Mute and Stop Video icons; 'See List of Participants' points to the Participants icon; 'Open/Close Chat Window' points to the Chat icon; 'Find Icons for Raised Hand, etc.' points to the Reactions icon. The 'End' button is visible in the bottom right corner of the toolbar.

Zoom Basics – Smart Phone or Tablet

