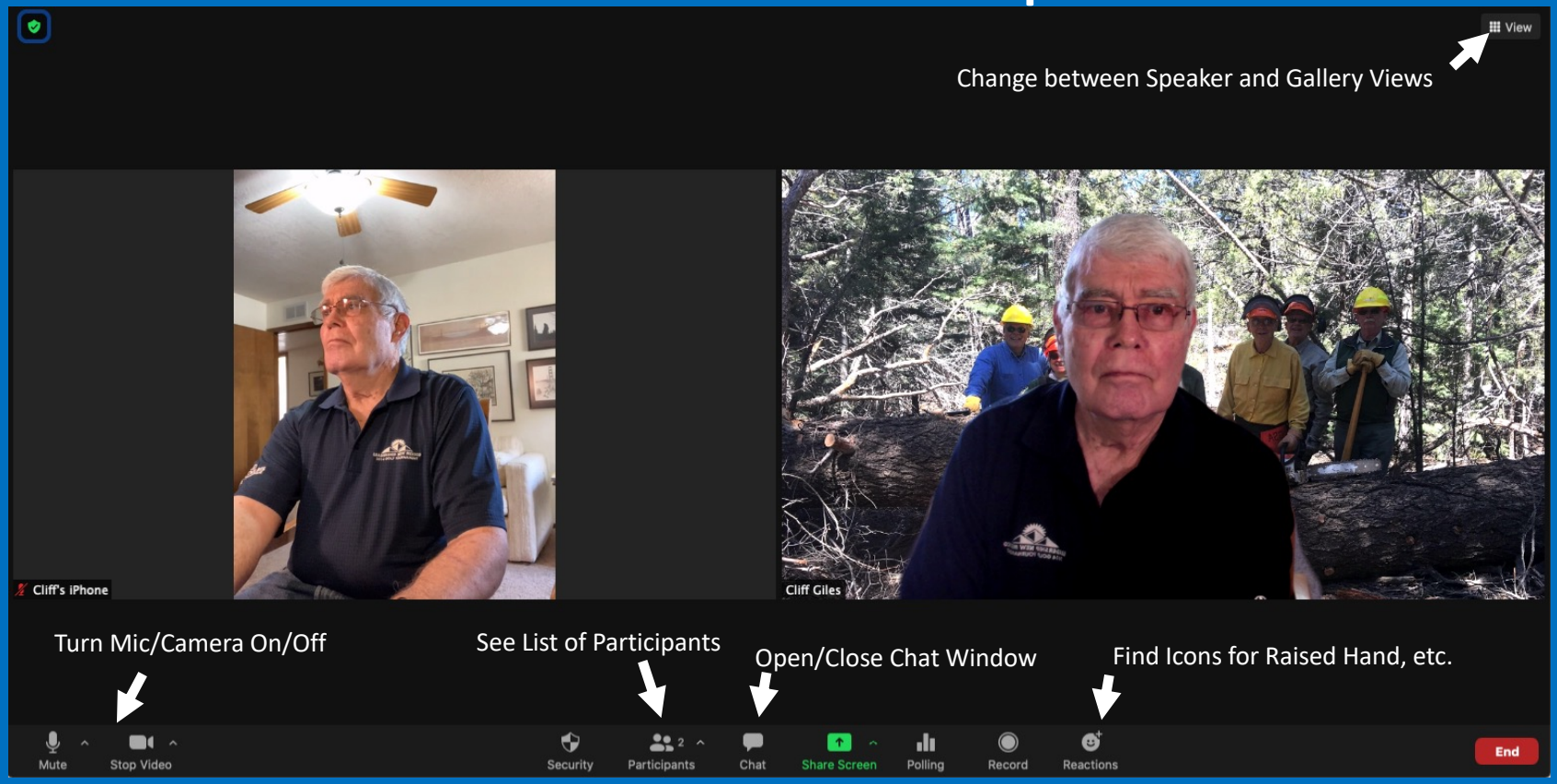
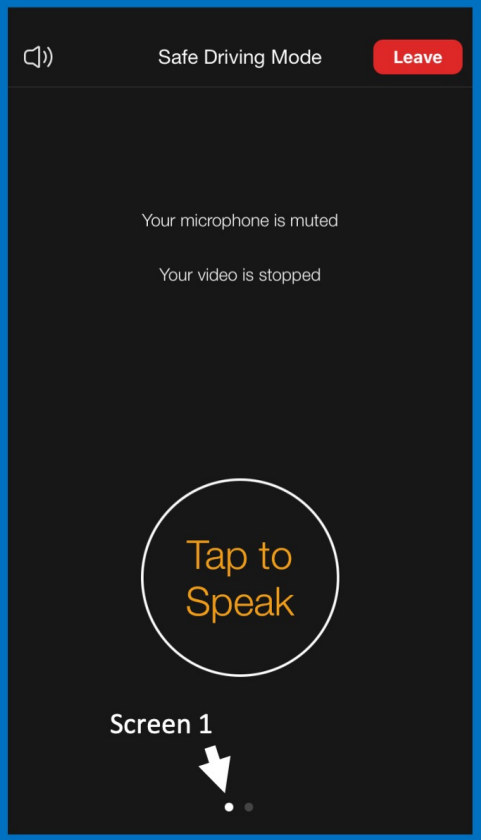
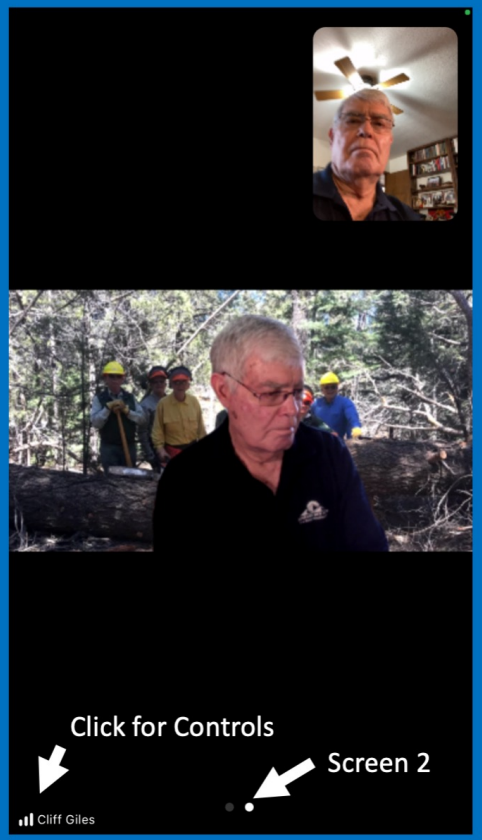
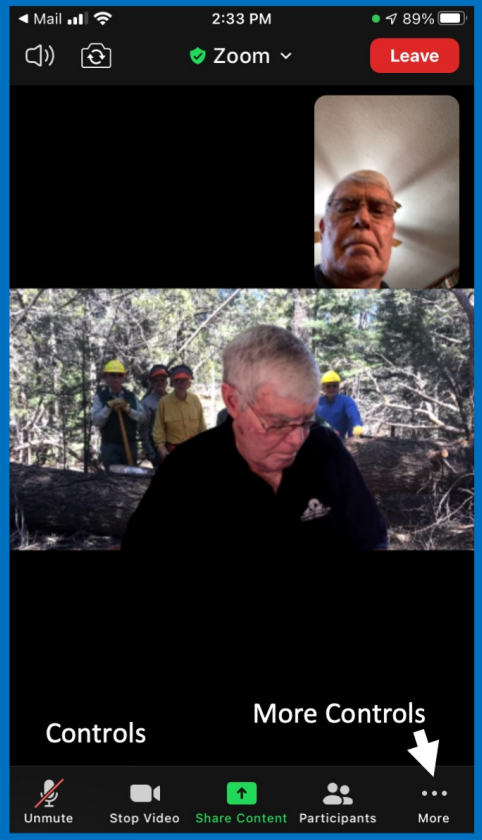
Zoom Basics

- 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=iagJnvy6lLY

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



Zoom Basics – Smart Phone or Tablet