

# APCUG - TIPS FOR PARTICIPATING IN A ZOOM MEETING

## Do I need a Zoom account to participate in a meeting?

No; only the person who hosts the meeting needs an account.

## What do I need to participate in a Zoom meeting?

Computer with a webcam\* & microphone

Laptop

Tablet (Android or iOS)

Smartphone

\*If you do not have a web camera, you can still participate in the meeting. You will be able to hear and see everyone; they will not be able to see you. They will see a silhouette, your picture, or username.

## Laptop vs PC

Laptops have a microphone, speakers, and camera whereas PCs do not. If you have a PC and want to interact with the group you will need a microphone, webcam, and speakers.

## How do I download Zoom?

Go to <https://zoom.us/download> and download the app for the device you will be using to participate in the meeting. The first option is for computers.

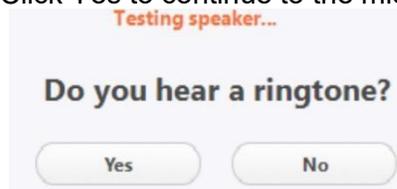
If you haven't downloaded Zoom when you click on the encrypted Zoom URL in the invitation email, you will be prompted to download the app.

## PRIOR TO THE MEETING

### Test your Internet connection, speakers & mic

Go to [www.zoom.us/test](http://www.zoom.us/test)

- You will see: Join Meeting Test. Click the "Join" Button.
- After the Zoom window opens, Click Join with Video.
- The main window will open with a "testing Speaker dialog box open. Click "Yes" if you hear the tone.
- If you don't hear the ringtone, use the drop-down menu or click No to switch speakers until you hear the ringtone. Click Yes to continue to the microphone test.



- If you don't hear an audio reply, use the drop-down menu or click No to switch microphones until you hear the replay. Click Yes when you hear the replay.



## How do I get the information I need to participate in a meeting?

- Prior to attending a Zoom meeting, reboot your device.
- You will receive an invitation email, created by the coordinator/host, with the date and time of the meeting as well as the Zoom URL and Meeting ID.
- Click on the URL (includes the meeting ID and the encrypted password)
- The *If nothing prompts...* screen is for those who haven't downloaded Zoom
- You might enter the meeting Waiting Room; everyone will be admitted when the meeting starts. Late entrants will be admitted one by one.

## Video

- After you have joined the meeting, go to the lower-left corner to check your video. If there is a red diagonal line across the camera icon, click on it to start your video so other participants can see you.
- The more people in a room using the same wi-fi can affect the quality of the connection.
- Most webcams will have an indicator light to show it is "on the air." If your light is not on, the camera may not be detected by the computer. The camera must be connected before you start the conference. Unplug the camera (if not built-in) and plug it back into a new USB port if possible. If that fails, restart the computer and/or run the setup software for your webcam.

## Audio

- Check that your speakers are turned on and the volume in the device you are using is turned up.
- Click on the arrow to the right of the microphone in the lower menu bar and test your speaker(s) and microphone.
- If you don't have audio, you might need to choose another source or troubleshoot it via your OS.
- To Mute/Unmute yourself, click on the Mute icon
- You can also press and hold the space bar on your keyboard to temporarily unmute yourself.
- You can help prevent feedback by wearing headphones or earbuds.
- If there are two participants in the same room, it's a good idea for both to be muted until one wants to talk. Otherwise, there is feedback.



## Preventing Freezes, Video Lags

Close all programs that are working in the background such as:

- All Cloud backup programs
- Is your anti-virus program scheduled to update/scan during the meeting?

## Being Courteous

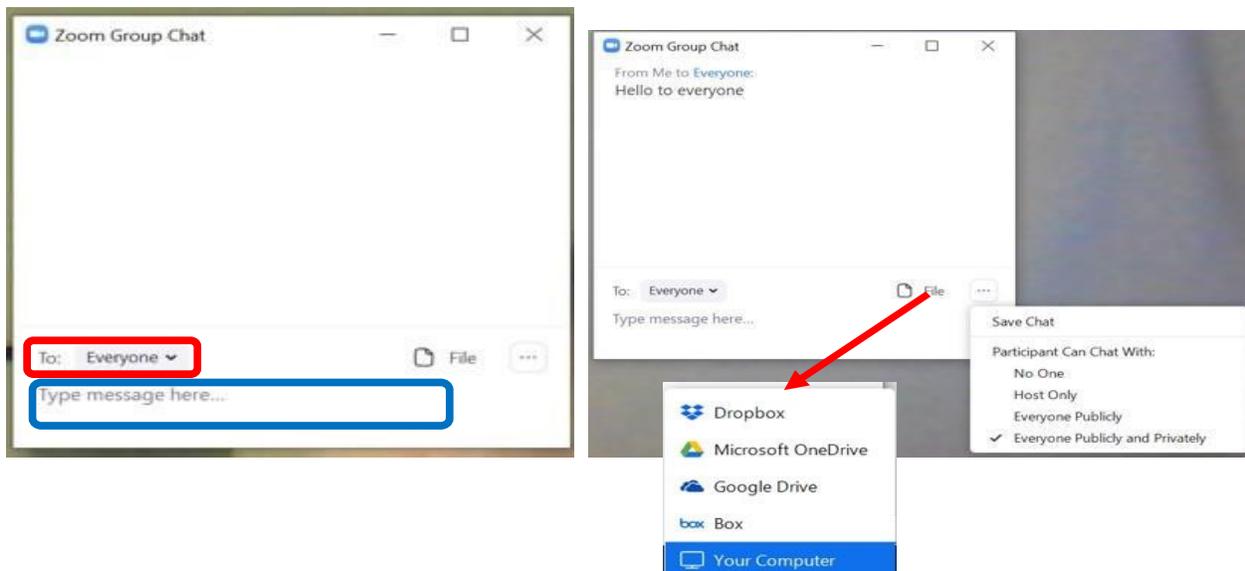
Since everyone can see/hear each other during the meeting:

- Please make sure your home/office phone has been turned off or moved to another room.
- Is it too dark in your room? Turn on a light (not a ceiling light); make sure it doesn't glare on your screen.
- Avoid having "busy" items such as moving ceiling fans in your video.
- Don't wiggle in your chair.
- Check yourself onscreen to make sure everyone can see your entire face (not the ceiling or no forehead or chin, etc.)
- Don't eat during the meeting; drinking water, a soft drink or coffee is OK.
- Does the dog(s) need to be outside?
- Do you have the Windows 10 Night light on? If you do, your screen will be fuzzy—you might want to turn it off for an evening meeting.

## Using Chat



- Click on *Chat* to open the *Zoom Group Chatbox*
- You can send a message to *Everyone* or a *private message* to one participant.
- If you click on the *down arrow* to the right of *Everyone*, you will see a list of participants.
- If you want to send a *private message*, click on the *participant's name*.
- Type your message in the *Type message here...* box.
- Press *Enter* key
- At the end of the meeting, you can download everything in the *Chatbox* by clicking on the *3 dots* to the right of *File*.
- Click on *File* to choose where you want the message to download.
- If you choose *Your Computer*, it will download a text file to your Documents folder.
- Click *Save Chat*



## YOUTUBE VIDEOS FOR USING ZOOM

Zoom 101 Sign Up & Download Meeting Client (app) <https://bit.ly/3arLeel>

How do I Join a Meeting? (GeeksOnTour)

<https://bit.ly/2QWBjw3>

Sharing Your Screen (the host and all participants can share their screen)

<https://bit.ly/3dDDM1l>

How to Join a Zoom Video Conference Using Your Phone <https://bit.ly/39ptY8b>

Basic Zoom meeting controls Tutorial Video 615 (GeeksOnTour)

<https://bit.ly/2UpXuLD>