

ZOOM Videoconferencing Tips

How to join a meeting on Zoom:

<https://youtu.be/vFhAEoCF7jg>

Prep work:

A link will be shared with you, that will connect you directly to your individual class Zoom meeting. In order to open the link, you will need to have registered for a free Zoom account and set up your user name. It is quite easy. If you don't already have one, go to www.zoom.us and add a free account.

Once that is complete, you can download the desktop version (recommended). Then you can simply click on the link that you will be sent and agree to the connection.

When you click on the join by computer/computer audio, you will simply need to have your headset plugged in to your computer (as you do with other programs like Skype). This makes for the best sound quality and visual video interface.

If for some reason you are either not on your computer or only have desire to access via a phone, you can call in to the phone number and meeting ID that will be provided with the invitation to join the meeting. This will connect you to the class, but without video. **Note that smart phones and iPads or tablets can connect to the video as well, Simply be sure that you have a strong internet connection.*

TIPS

- Close all shades or blinds as sunlight can affect the camera picture visibility and overpower the room's lighting.
- Have your phone ringers and pagers turned off.
- Remember you will be on video, so prepare for that and be sure to make eye contact with the camera.
- Turn off your audio (by clicking on the microphone icon at the bottom of your Zoom Screen), once you join. This will assist in managing any noises. Remember to un-click when you want to speak!!
- If you connect on line on your computer and you prefer not to be seen, you can also simply turn off your video by clicking on the picture of the video projector at the bottom of the Zoom screen, next to the audio link)