ZOOM QUICK GUIDE

ARE YOU A ZOOM NOVICE? WHETHER YOU'RE JOINING COLLEGE OF ARTS & SCIENCES FOR A LIVE ONLINE EVENT, FACILITATED MEETING, OR OTHER ONLINE ENGAGEMENT, HERE ARE A FEW TIPS.

WAYS TO CONNECT

Consider how you'll connect. A desktop computer, laptop, or tablet will likely provide a better experience than connecting via your smart phone.

- Although you may be teleworking via remote desktop, connecting to Zoom remotely may not be optimal. Instead, for full video and audio capabilities, connect directly from your computer or device.

- It's likely that your computer or device has a built-in camera and built-in mic. If not, a webcam plugged into your computer or device will work.

If it's your first time to use Zoom, you'll probably be prompted to download the application.

BE A ZOOM SUPERSTAR

★ Allow yourself time to get logged in and check your video and audio. If it's your first time joining a Zoom meeting, please allow yourself 10 - 15 minutes to get set up.

★ It's ideal to connect on a device that will allow you a full video and audio experience.

★ In group meetings, it's common for all participants except the host or facilitator to mute themselves when they're not speaking. This reduces background noise.

★ You can also stop and restart your video as needed if you need to step away or tend to something or someone at your work site.
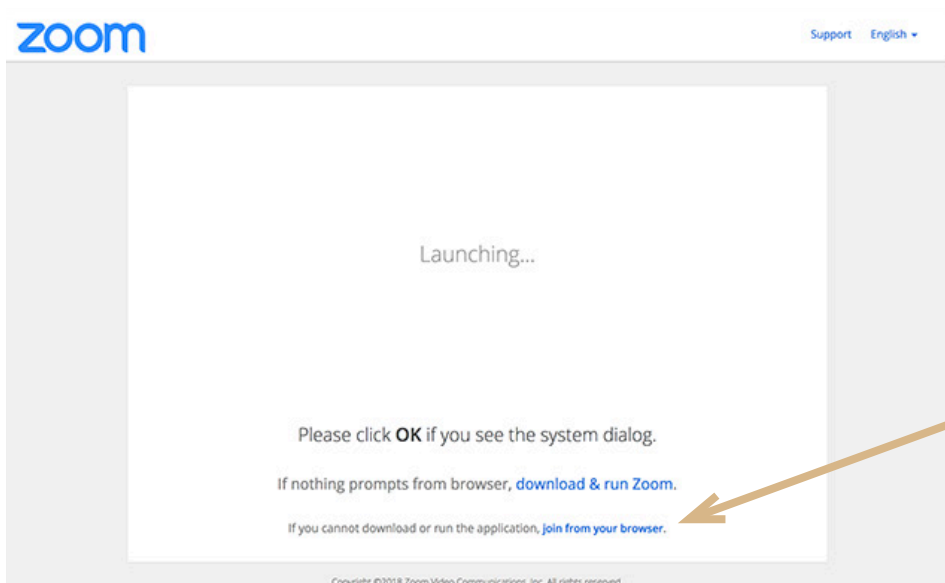
JOIN THE MEETING

1. The quickest and easiest way to join will be to **click on the link** that will be provided via email.

2. It isn't necessary to download or run the Zoom application to join a meeting. Simply click **join from your browser** in the bottom, right of your screen and the meeting will open.

3. **Enter your name** to join the meeting, then click **Join.**

MEETING CONTROLS

Once you're logged in to Zoom, you should see these options at the bottom of the Zoom screen (you may need to hover with your mouse for this bar to appear). From this bar, you can quickly **mute/unmute**, stop/start **video**, open the **chat** window, and **leave** the meeting.