t CLAREMONT SCHOOL OF THEOLOGY

ZOOM ONLINE MEETINGS | WINDOWS AND MAC OS | STUDENT GUIDE | 2015 SPRING

BEFORE YOU JOIN AN ONLINE MEETING

<u>Prepare your Equipment.</u> You will need the following hardware and software:

- Laptop or desktop computer with updated Windows or Mac OS, and current version of a web browser such as Firefox or Safari.
- 2. Webcam, either external or built-in to your computer.
- 3. Microphone and speakers, either external or built-in to your computer.
- 4. Earphones or a headset.

Obtain the Meeting Information. In order to participate in an online meeting, you will need the:

- 1. Meeting ID. The nine- to ten-digit ID that allows you access to an online meeting room.
- 2. Time and date of the online meeting. Your instructor may send an email invitation with this information.

Install the free Zoom software.

- 1. Go to the Zoom Download Center: https://zoom.us/download
- 2. Download and install the Zoom Client for Meetings.



Zoom Help Center.

- 1. For assistance on the software installation: https://support.zoom.us/hc/en-us/sections/200704559-Installation
- 2. For more details on system requirements: <u>https://support.zoom.us/hc/en-us/articles/201362023-System-</u> <u>Requirements-for-PC-and-Mac</u>

JOINING A MEETING - USING THE MEETING ID

To provide you with time to solve any technical issues, prepare to join the online meeting 20-25 minutes ahead of schedule. Also, note that you do not need a Zoom account to participate in a meeting.

1. Launch the Zoom software on your device.



2. Click Join a Meeting. (You do not need to sign in.)

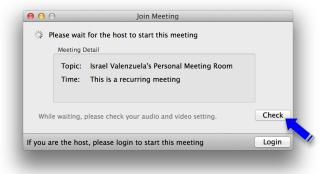


3. Enter the Meeting ID (except the dashes) and your full name. Click **Join**.

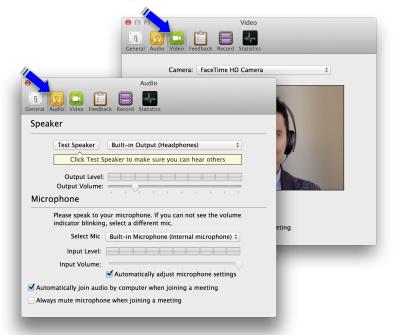
	your meeting ID and your name	
Meeting ID:	123-456-7890	T
Your Name:	First Name Last Name	
		Join

4. You will now enter the room. If the meeting has not started, you may need to wait a few minutes.

While waiting to enter, click **Check** to edit your settings.



Click **Audio** to check your speaker and microphone levels. Click **Video** to select your webcam.



5. Once you are in the meeting room, you have access to the settings and other features:

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Choose one of two options to hear the meeting audio:			having technical trouble)		
1. Computer Audio (defa	ault) – use your computer speakers and mic		-	,	
2. Join by Phone – call the	ne number listed (landline recommended)		Zoom Group Chat		
To hear others, please join audio Join by Phone Computer Audio - Connec	O O To hear others, please join audio	- Connected	Hello, everyonel Welco		
Leave Audio Test Mic & Speaker	+1 (646) 568-7788 Meeting ID: 830 697 1108 Participant ID: 64		Send to: All (Public to all part	icipants) Save Chat	
Automatically join audio by computer when joining a meeting					

Edit audio, video, and other settings