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

BEFORE YOU JOIN AN ONLINE MEETING

Prepare your Equipment. You will need the following hardware and software:

1. 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*.
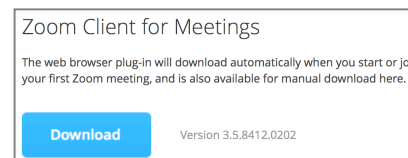
Zoom Help Center.

1. For assistance on the software installation:
   https://support.zoom.us/hc/en-us/sections/200704559-Installation

2. For more details on system requirements:
   https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-and-Mac

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.

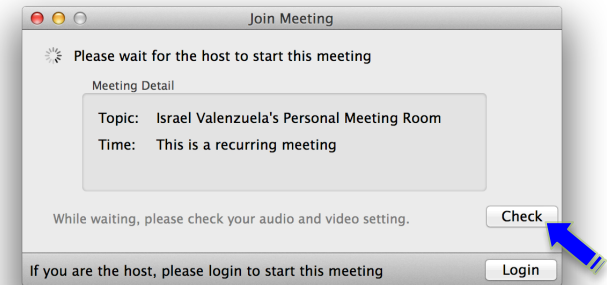2. Click **Join a Meeting**. (You do not need to sign in.)

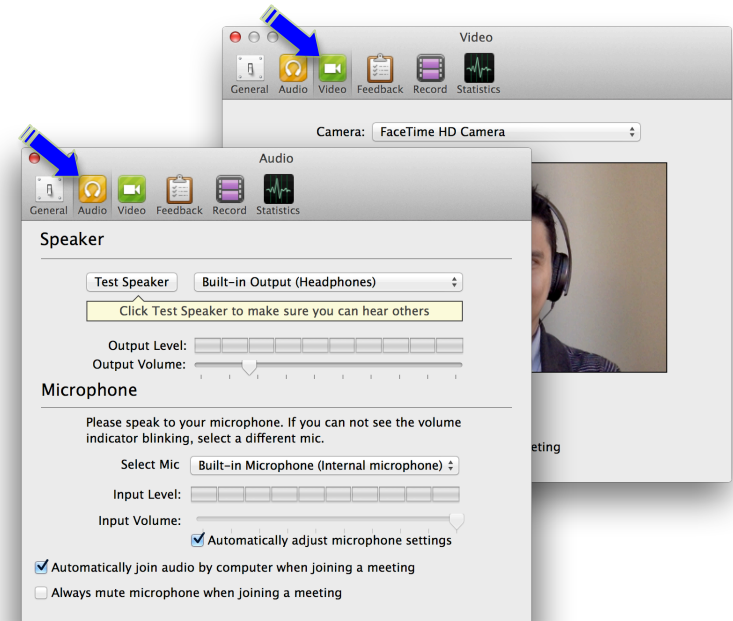3. Enter the Meeting ID (except the dashes) and your full name. Click **Join**.
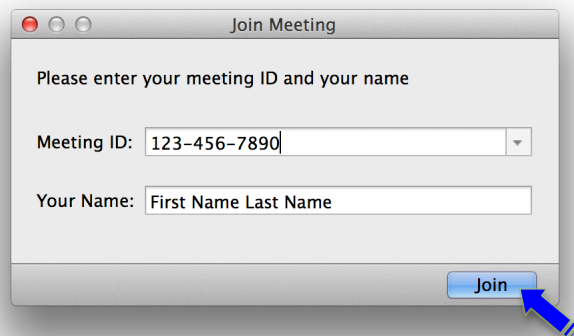
4. You will now enter the room. If the meeting has not started, you may need to wait a few minutes.

   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:

Edit audio, video, and other settings

Share your desktop or a window on your computer

Mute/Unmute your audio

Start/Stop your video feed

Chat with others in the room (use this feature to communicate when you are having technical trouble)

Choose one of two options to hear the meeting audio:

1. **Computer Audio** (default) – use your computer speakers and mic
2. **Join by Phone** – call the number listed (landline recommended)