

Zoom Basic Instructions

Equipment and Technology Requirements

- Desktop Computer, Laptop, Tablet, or Smartphone.
- Speakers/Headphones – Most laptops, tablets, and smartphones have built-in speakers.
- Webcam – Recommended, but not required. Most laptops, tablets, and smartphones have built-in webcams.
- Internet or Data Connection – It is important to note that the audio and video quality of the connection directly correlates with the quality of your internet connection.

Joining a meeting by phone only

1. Dial an in-country number. If you dial a toll number, your carrier rates will apply. You can find the numbers on your meeting invitation or a full list of international dial-in numbers at <https://zoom.us/zoomconference>.
2. You will be prompted to enter the meeting ID - the nine (9), ten (10), or eleven (11) digit ID provided to you by the host, followed by #.
3. If the meeting has not already started and join before host is not enabled, you will be prompted to enter the host key to start the meeting, or to press # to wait if you are participant.
4. You will be prompted to enter your unique participant ID. This only applies if you have joined on the computer or mobile device or are a panelist in a webinar. Press # to skip.

If you join by computer or mobile device later, you can enter the Participant ID to bind your phone and device session together and show your video when you speak on the phone. To enter your participant ID once you are in the meeting, enter #Participant ID# on your phone.

Instructions for Using Zoom

- Plan on joining the meeting a few minutes before it is scheduled to begin.
- To join a Zoom meeting click on the link provided in your email or go to www.zoom.us, select **Join A Meeting** and enter the meeting number.
- When you join a meeting, your microphone might be on mute to prevent audio interference. If not, please select mute (look for your controls under Participants – mute/unmute microphone symbols)
- To speak during the meeting un-mute, then talk.
- You can adjust your screen to Speaker View (the person speaking has the main screen) or Gallery View (all participants in a grid).
- If you can't hear well or participants can't hear you may want to use your phone to call in and use your computer for video only.