Zoom |Browser Guide & Best Practices

PLEASE NOTE: We do not intend to utilize any video feeds for this meeting, however there may be points where materials are shared by the host's screen. This meeting DOES NOT require a webcam.

Check Internet Bandwidth/Speed Capabilities

- Go to http://speedtest.net to check your network bandwidth. Generally, 1.2 to 1.5Mbps upload/download is recommended for an optimal experience on desktop or room systems.

Test Your Audio Settings

- Test your audio before your first meeting:
  - Check out, Testing your computer or device audio from Zoom Support if you'd like more information.

Best Practices: Before You Join the Meeting

- Get your coffee or beverage, go to the restroom, and so on, before the call so that you're not frustrated while on the call.

- If you have a mobile phone in the room, make sure it is silenced prior

- Look over any related materials before the call so that you can stay with the group during the call.

- Ensure that you are in an area where you will not be interrupted. This will minimize distractions for you, as well as the rest of the participants.

- Be on time for the call. Calls patching in after the conference has started are even more disruptive than late entrances to face-to-face meetings. If the call allows for you to join before the host, try to call in 3-5 minutes prior to the start of the meeting in order to ensure you are able to successfully connect.

Joining the Meeting

You should be able to join the meeting by selecting the "Join Zoom Meeting" link provided in the corresponding meeting invitation email.

- Click the meeting URL to join the Zoom meeting.
- You will then be prompted with a browser window. In that window, you should select the following option:

If nothing prompts from browser, download & run Zoom.

If you cannot download or run the application, join from your browser.
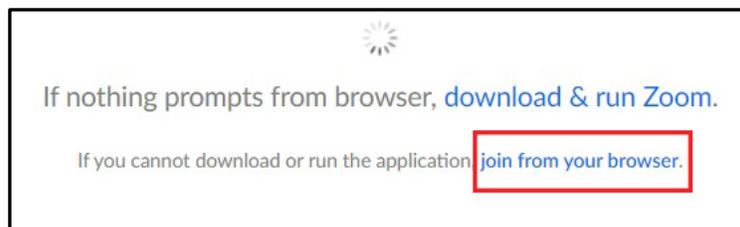
- You should now be taken to a screen where you can input your name.

- When entering your name, please include your full first and last name.
- Once you have added your name and information, select "Join".
- You should now be taken to the meeting "room", which may look like the image below:
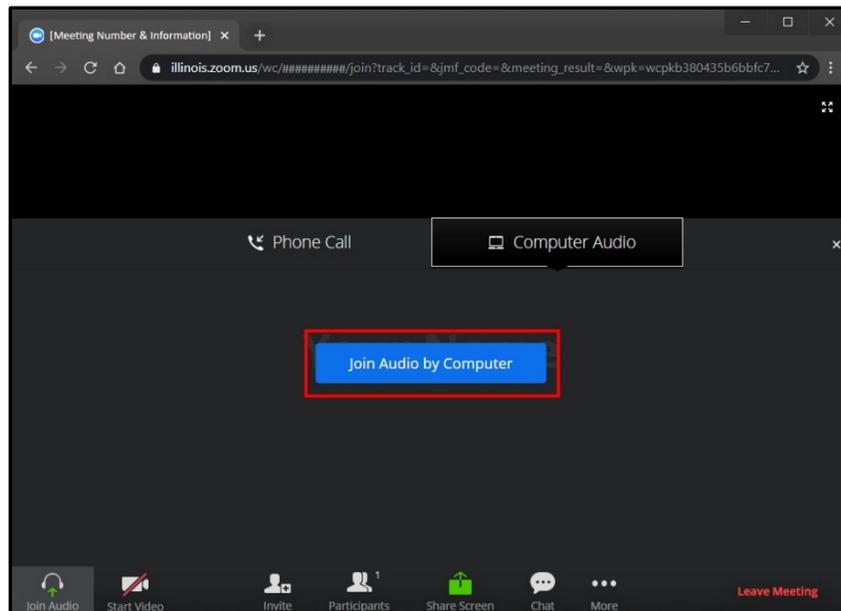
- Select the option to "Join Audio by Computer". If you need to adjust your in-meeting audio settings, you will be able to do so using the in-meeting control bar

In-meeting Control Bar

Below is the bar you will see upon joining the meeting. Please see the corresponding list for instructions on what each option does. ***Please note:*** *Some of these options may be turned off by the host, and therefore may be unavailable for your meeting.*
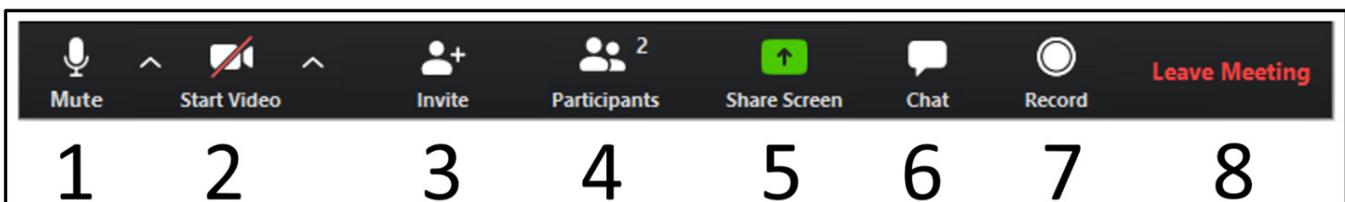
1. This button will allow you to mute and unmute your mic. When the mic is muted a red line will be drawn diagonally through it. The mic is currently NOT muted above. The ⌃ symbol to the right of "Mute" will allow you to control your audio settings within a meeting. You can set your audio to the device you're using or sync it to your system audio.
2. The video button will start and stop your camera. Because this meeting will not utilize video, this button should look the same as the image above.
3. If you have permissions to invite, you will be able to invite other users to your meeting here.

4. View the participants in the meeting if you have permission.
5. Share your desktop or an individual application.
6. The chat button will allow you to open the in-meeting chat. You can send messages to one participant or the entire group. Please speak to the meeting host to find out more about how Q&A will be handled in your meeting. Chat messages are directed to the entire group by default. If you send a message to a specific participant, be sure you have selected the correct name prior to sending your message.
7. If you have permission to record the meeting you can do so here.
8. Click here to leave the meeting.

How to Raise Your Hand

Raising your hand can be done by clicking "Participants" (button #4 above) in the in-meeting control bar and clicking the "Raise Hand" icon highlighted below:

After you have clicked the raise hand button, the hand icon will appear next to your name in the participants listing. Please wait patiently for the host to notice and call on you. Be ready to unmute yourself (button #1 or the option provided by your name) and speak slowly and clearly.

Best Practices: After You Join the Meeting

- Familiarize yourself with the location of the mute option for your microphone. When not actively speaking, be sure to have your microphone muted. This will prevent the sound of your keyboard or other ambient noises from being picked up and disrupting the current speaker.

- Try to stay on the line for the whole call. If you must leave before the scheduled ending time, announce your situation at the start of the call. Accept decisions made by others in your absence.

- Keep notes about points you want to make. Don't offer your thoughts immediately. Wait until it's your turn, or until you have several things to say.

- If you would like to provide some input, be sure to use the "Raise Hand" feature.

- Always pause before speaking, just to ensure you do not end up talking over someone else.

- Always state your name before commenting. Also, state the name of the person to whom you are addressing your comments. Research indicates that both practices improve audioconference productivity.

- If you are using a handset, hold the receiver away from your mouth. Breathing noises may cause interference on all the phone lines.

- Enunciate clearly, and use concrete examples. Speak at slightly slower than normal speed. Experienced communication observers report that conference participants are heard more clearly if they slow down their delivery a bit.