

# Tips for Accessing and Using Zoom

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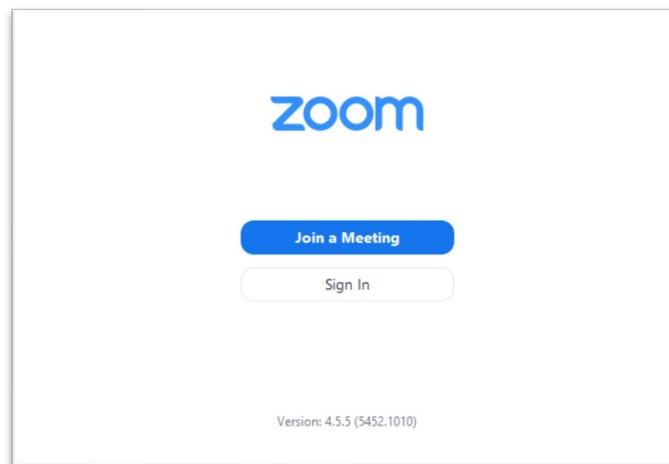
## *What is Zoom?*

Zoom is a free video conferencing software. Zoom features include integrated public and private chat, screen share, breakout rooms (for small group discussions), annotation/whiteboard tools, and recording capabilities. The easiest way to join a Zoom session is through the desktop client (PC/Mac) or mobile app (iOs/iPadOS/Android). You can also call in to your class or meeting from a cell phone or landline.

NOTE: You do not need a Zoom account to join a Zoom meeting. However, you **will** need a device with a camera (for video chatting) and a microphone (for audio).

## *Accessing Zoom:*

Download the Zoom client or mobile application (<https://zoom.us/download>). If you've downloaded the desktop client, you should see the screen below after you open the program. The mobile version looks very similar.

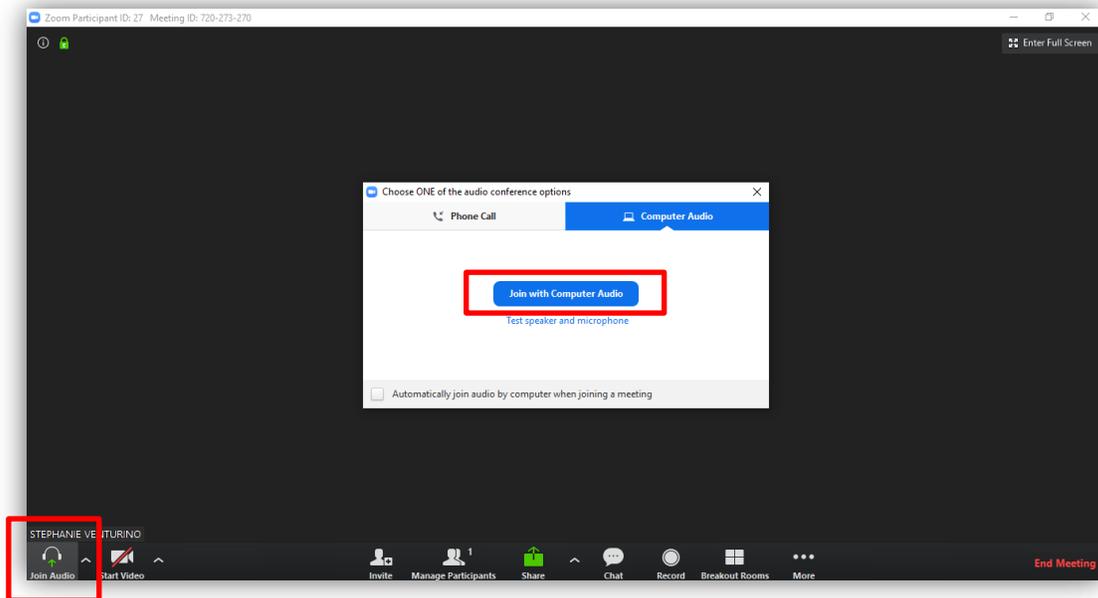


You will receive a specific link from your professor or TA. You may also receive a meeting ID and/or phone number. If you click the link, you will be automatically redirected to the Zoom client or app. Call the phone number provided if you need to join via phone; you will be prompted for the meeting ID. You can also join by inserting the meeting ID; to do so, click "Join a Meeting" on the screen above and enter the ID number.

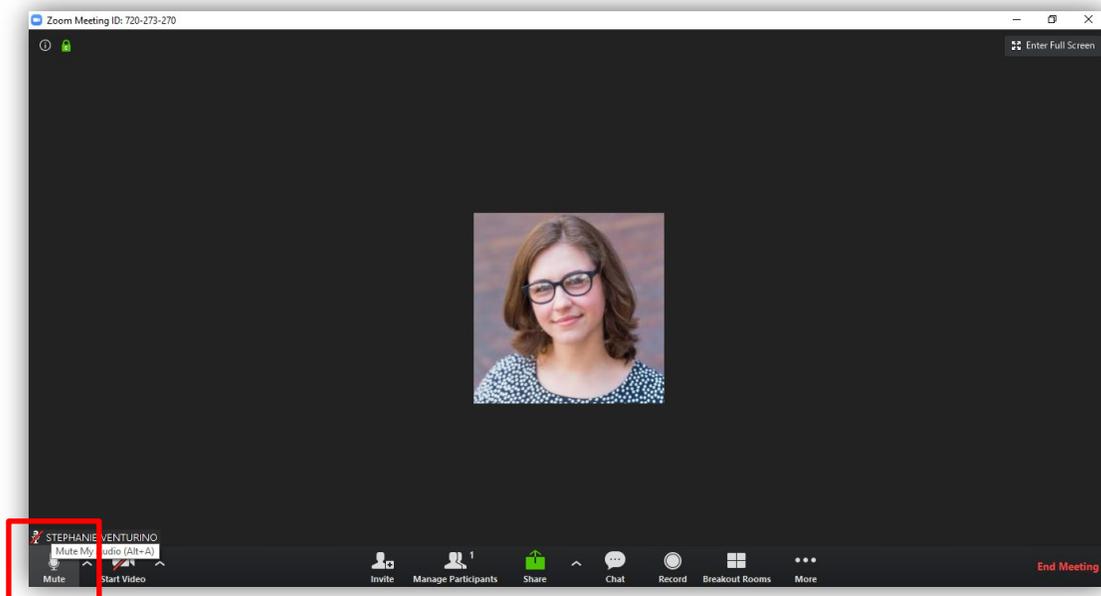
### Using Zoom:

Once you click on the link or type in the meeting ID, you will be given some audio and video options.

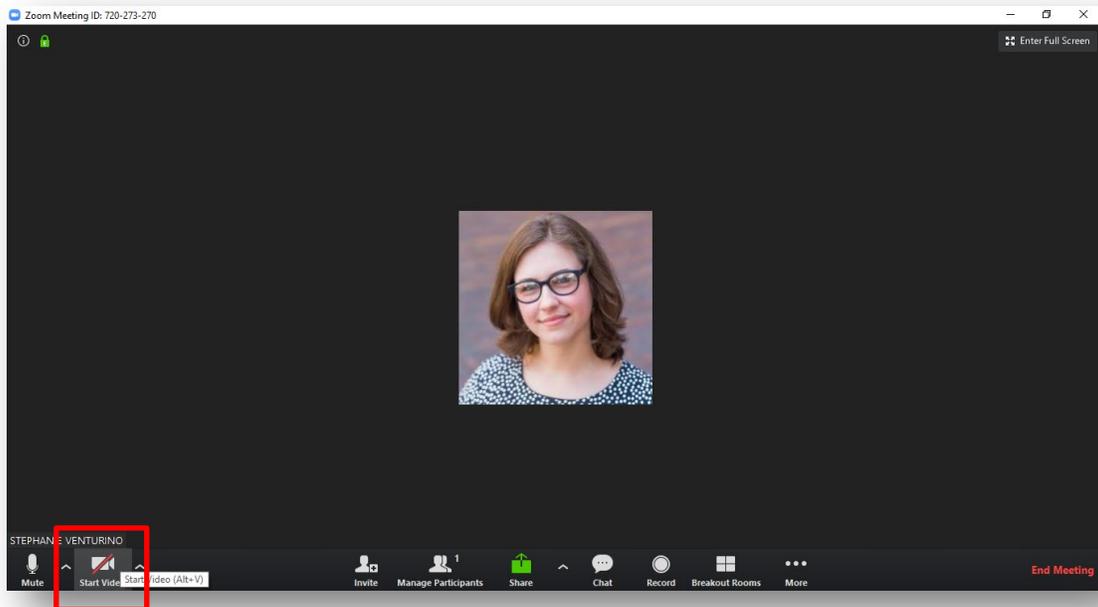
- a. Desktop client: Click "Join with Computer Audio." It's a good idea to test your speaker and microphone (see options below) before joining. If the prompt doesn't pop up, click the "Join Audio" button in the left-hand corner.



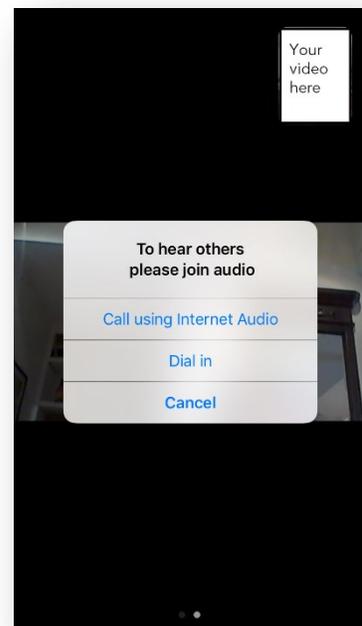
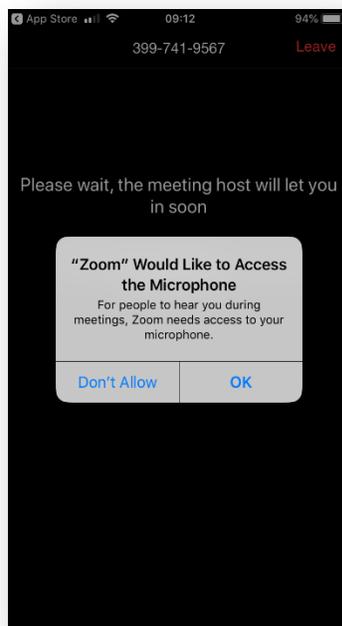
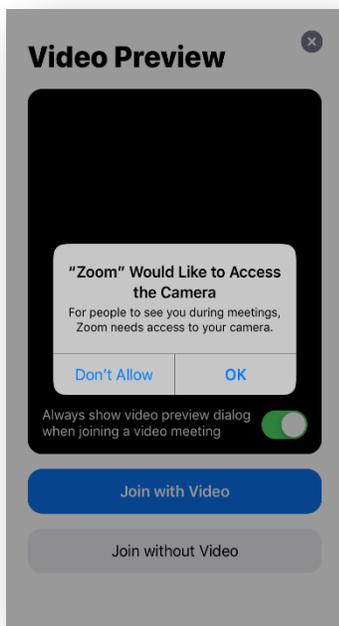
You can mute yourself once you've joined with audio. In general, stay muted unless you're actively talking with other participants or the host.



To turn on your video, click "Start Video" on the bottom menu. You can change the video source by clicking the small upwards arrow to the right of this button.



- b. Mobile app: You should be automatically prompted for both audio and video permissions. The screenshots below are from the iOS app. Click "OK" for all. You can join the call with Internet audio or by dialing in via phone.



### *Zoom User Tips:*

1. Use frontal light—this will allow the host and all of the participants to see you! (Don't sit in front of a window or a bright light.)
2. Know what's behind you in the shot, as everyone will see it. Avoid distracting backgrounds.
3. Put your webcam level with your eyes or slightly higher; try setting your device on a small pile of books.
4. Create a dedicated "videochat" space. This will make everything quick and easy.
5. Use headphones to cut down on any background noise.
6. When possible, connect to the Internet with a physical cable connection (Ethernet), not just Wi-Fi. This will improve your speed and quality of service.
7. Avoid running other programs while using Zoom. Unnecessary applications running in the background will lessen the quality of your Zoom session.
8. Be aware that other Internet activity on your network (from family members, etc.) may lessen the quality of your Zoom session.