Zoom Overview/Getting Connected

You will need:

- An internet connection - broadband wired or wireless
- Webcam - built-in or USB plug in
- Headset/earbuds with microphone (or internal computer microphone)

Download and install Zoom

Click on the link below to access the Zoom downloads page. Download the “Zoom Client.” Once downloaded, open the installer by clicking on the downloaded file. Now you can join meetings.

https://zoom.us/download

Getting Started

It is recommended that you test your computer prior to attending a meeting. You can do this by going to **maine.zoom.us/test**. You will be prompted to download and install the zoom.us app. If nothing happens, click **Download and Run Zoom**.

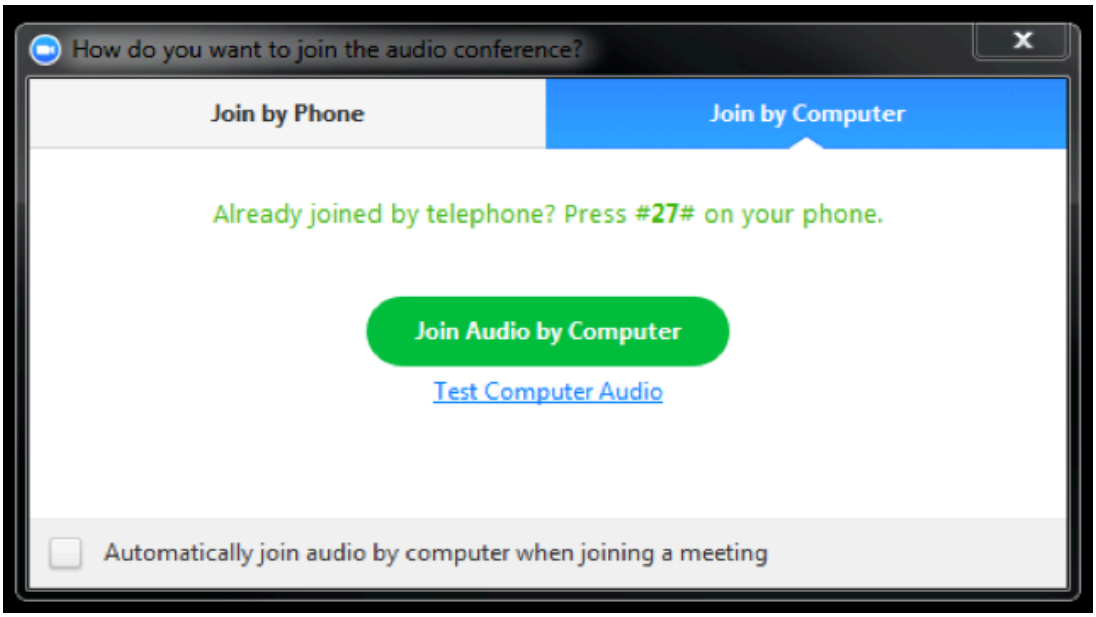
Enter the Zoom Meeting

Your meeting host/instructor will provide the URL to the Zoom room. Simply click the URL or paste into your browser of choice to open the meeting. It should be of the format:

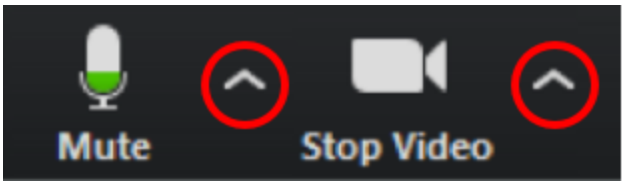
https://maine.zoom.us/j/1234567890

Audio and Video Setup

After launching the Zoom meeting from the meeting URL, you will be prompted to join the room’s audio. Zoom allows audio participation through your computer’s internal speakers, a headset, or a phone line. The initial step of joining the audio by computer looks like this:



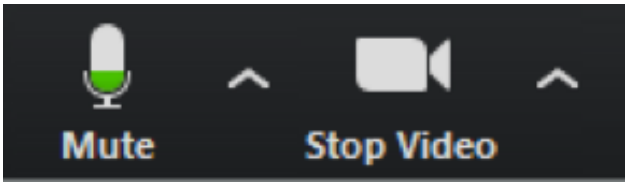
Should you experience problems connecting your audio, click the arrow next to the microphone icon (circled in red below) in the bottom-left hand corner, choose “Audio Options”, then “Test Computer Audio”. Built-in and peripheral webcams will turn on automatically when the meeting launches.

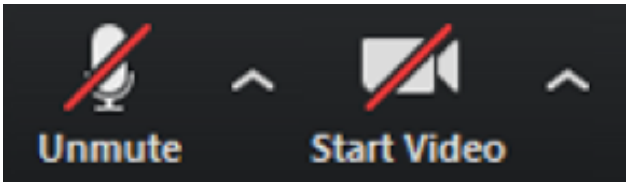


If you need to change your audio/video input device, click the arrow next to the microphone/camera icon and select the appropriate device.

Mute Yourself

To mute yourself so others cannot hear you, click on the microphone icon in the bottom-left corner. To unmute, click the microphone icon again. Follow the same process to turn the webcam on and off.





Share Screen

Participants are able to share applications or documents using Share Screen. After selecting “Share Screen,” Zoom will present a list of all active applications and available desktops on your computer. It is recommended to share your Desktop in order for participants to see everything on your screen.

When the screen is shared, the bottom navigation menu will move to the top of the screen. To reposition the menu, simply click and drag.

> *NOTE: By default, screen share opens in full screen. If you have the participants list and chat windows open (they will display on the right-hand side of the meeting), your windows will be hidden in full screen. Either click "Exit Full Screen" in the upper right corner or re-enable the windows by clicking "Manage Participants" and "Chat".*

The annotation toolbar allows participants to draw and make comments on the shared screen. Your instructor may choose to disable this feature.
To end the screen share, choose "Stop Share" from the menu at the top of your screen (pictured below).

