

You've been invited to join a Zoom Meeting. And nothing works.

Don't throw your laptop out the window quite yet. You can always go to Zoom's help center. But here's our quick triage list.

### Signing into a Zoom meeting for the first time

- If you know you're going to have to join a Zoom meeting, we suggest downloading the software ahead of time.
  - Zoom Download Center
- You can also join a <u>"test meeting"</u> to try it all out first (highly recommend!)
- If you're going to have to make peace with Zoom for the foreseeable future, we suggest just going ahead and making an account.
- If you're on a Mac, check your security permissions ahead of time

# Ways to Join a Meeting

- Add a meeting manually
  - Open Zoom.
  - Sign in
  - Copy/Paste the Meeting ID from the invite you received
- Click through directly
  - Open the invite you received
  - Click the Zoom link
  - o It will prompt you to sign in



# OMG I can't [INSERT UNFATHOMABLE GLITCH HERE]

- ...USE IT AT ALL!!
  - If you are on a Mac and are running Catalina, there's a pesky privacy setting you
    have to fix before you can use Zoom. It theoretically should walk you through the
    permissions but if it doesn't <u>Full article here</u>. Quick steps below.
    - Click your apple in the top left corner
    - Click System Preferences
    - Click Security and Privacy
    - Click the lock icon at the bottom left corner of the Security & Privacy window.
    - Enter your OS administrator username and password.
    - Click Unlock.
    - One at a time, click the permission that you need to change: Camera, Microphone, Screen Recording, Files and Folders or Accessibility.
    - Click the checkbox next to zoom.us and/or Zoom Rooms.
       Note: For Local Recording on Catalina, you need to click the checkbox for at least the Documents Folder option under zoom.us.
    - A window will appear asking you to restart Zoom or the Zoom Rooms application.
      - If you need to allow other permissions, click Later. Repeat steps 7 and 8 for any additional permissions you need to enable.
      - Once you've allowed all necessary permissions, click Quit Now.
    - Reopen Zoom or Zoom Rooms and you should now have full access.

#### ...HEAR!

- Make sure you've checked the privacy permissions for your audio (above)
- After joining a meeting, click Test speaker and microphone.
- The meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click No to switch speakers until you hear the ringtone. Click Yes to continue to the microphone test.
- o If you don't hear an audio replay, use the drop-down menu or click No to switch microphones until you hear the reply. Click Yes when you hear the replay.
- Click Join with Computer Audio.
- Click Join with Computer Audio to join the test meeting with the selected microphone and speakers.



#### • ...SEE!

- Make sure that all other programs that utilize the camera, such as Photo Booth and Facetime, are closed.
- o Restart your computer.
- If the camera still does not work in Zoom after restarting, check if the camera works in a Mac app, such as Photo Booth or Facetime.
  - If it works elsewhere, uninstall the Zoom client and reinstall the latest version from our Download Center.