Simple Zoom Meeting Instructions

Before your first Zoom Meeting

1. You will need: a device with an internet connection, a camera, and a microphone. This can be a smart phone, tablet like an ipad, laptop, or desktop computer with a web camera.

Note: If your internet connection is weak, or you do not have the necessary computer equipment, you can always use a phone to call into a zoom meeting. The call-in phone number will be provided in the meeting invitation sent to you by the meeting host. When calling-in, you will be prompted to enter the meeting ID, also provided by the host, followed by the # sign. When asked to enter the participant ID, just press #.

2. **Test your equipment.** Go to http://zoom.us/test to experience a test meeting and test your equipment. When starting the test meeting you will be asked to download the Zoom app. For the best quality experience download the Zoom app. (See the troubleshooting tips at the end of this document if you experience problems during the Zoom test meeting.)

You can also test your microphone and camera at onlinemictest.com .

3. The leader of your group will send you an **email invitation** with the link to join the Zoom meeting. Keep this email until your scheduled meeting time.

At Meeting time

4. Be sure you are located with your device in a quiet place.

5. When it is time for the meeting, just **click on the link** in the emailed invitation to join the meeting.

6. If you don't have the Zoom program installed on your device, you may need to do that the first time, but the Zoom program will tell you how to do that, and it only takes a jiffy.

7. When the Zoom meeting screen comes up, **select whether to join with your computer audio or phone audio**. Your face should appear in a square on the screen with video of the other members of your group, just like Hollywood Squares!

NOTE: If you join by phone audio <u>and</u> computer for video, you will need to associate your video (of you) with your phone audio by selecting "phone call" when asked "join by computer audio" and entering the meeting ID followed by # and participant ID number followed by # that are shown on your screen.

8. When you are not speaking during the meeting, you can **mute** your microphone. Move your mouse to the upper right corner of your own picture and click on the blue "Mute" button that will appear.

9. When the meeting is over, you can simply leave by clicking "**Leave Meeting**" which is in red letters in the lower right corner of your Zoom window; if you move your mouse into that area it will appear.

Equipment Issues:

If you do not own zoom compatible computer equipment, you can always use a phone to call into a zoom meeting. You will not be able to see the other participants, and they will not see you, but you will still be able to participate in the discussion. Phone numbers for calling into the meeting are provided in the meeting invitation sent by your group leader.

Internet Connection Issues:

If your internet connection is weak, you may want to connect to the zoom meeting via computer to view the video, but also call in by phone to speak and hear the audio. If your video goes out, you will still be able to participate on your phone.

Software Issues:

If your computer's operating system is not compatible with Zoom. Often you can still use zoom in a browser, such as Chrome or Safari. Use this URL join.zoom.us or select "join from your browser" after clicking the join meeting link. You will be prompted to enter the meeting ID provided in the meeting invitation. If the meeting is password protected, you will also need the password provided by your meeting organizer.

If you experience difficulties, contact Ann LeDuc at 812-720-3688 or email connect@uubloomington.org . Extensive zoom instructions, videos, and online workshops are available at https://support.zoom.us/

Zoom updates:

The Zoom application should check for updates automatically. If the application does not update automatically, check for updates manually in the Zoom application as shown below.