

Getting Zoom Set Up at Home

Videoconferencing is possible on any computer equipped with a camera and microphone, either a desktop or laptop, or with a tablet.

Test your computer setup in advance of the meeting by joining a Zoom test meeting at: <https://zoom.us/test>

- The first time you run the test, you'll need to download and install the Zoom application. Once you do this and Zoom is running on your computer, click on "Join."
- Test the sound by clicking the ^ next to the Mute icon and pick: "Test Speaker & Microphone". Adjust your speakers or headphones and mic levels to ensure you can hear and be heard clearly.
- Tutorials and videos on using Zoom are available on YouTube and at this link:
 - <https://support.zoom.us/hc/en-us>
 - The "Joining a Meeting" and "Meeting Controls" videos are helpful to get started.

Joining the Meeting

Before the first session, the host for the meeting will email you a link to your Zoom meeting. At least ten minutes before the scheduled time, click on the link and wait to be admitted. The moderator will have joined the meeting earlier, but if you try to join a meeting after it's started, you might not get in.

If, after clicking the link to the Zoom session you see the message "This link needs to be opened with an application," make sure that the words "Zoom Meetings" are highlighted in blue and then click on "Open link."

Once you're admitted to the meeting, click on "Join with Video". Make sure the Zoom window is in Full Screen view. You will be automatically muted on joining. You will be unmuted if you raise your hand during the meeting (see below).

You may need to click the camera icon at the bottom left of the Zoom window to start your video.

During discussion, choose “Speaker View” so the speaker’s face fills your screen.

Asking Questions and Moving Motions:

If you want to ask questions, or move or second motions, raise your hand. You can do this by using “**Alt+Y**” on a PC, or “**Option+Y**” on a Mac. On Mobile devices simply tap “**Raise Hand**” at the bottom left corner of the screen. Try to look at the camera when speaking, this will give everybody virtual eye contact.

Internet Connection Problems

If you have difficulties with Zoom, including poor video quality, here are some steps to try:

You need a good Internet connection. To test your Internet speed, go to www.speedtest.net . Zoom recommends at least 1.5 Mbps download and 1.2 Mbps upload. If you don’t meet these values you may experience poor quality video.

If you’re using Wi-Fi try moving closer to the router or connect directly to it by cable. You can also try connecting the cable from the modem directly to the computer.

If all else fails, leave the meeting and rejoin it by re-clicking on the link that you received by email. This will often allow you to continue in the meeting.