

If you have never used zoom before, zoom will download automatically when you click on a meeting link. (It doesn't take long to download, but you may want to click on it now and download zoom. Closing zoom will not stop you from joining the meeting later.)

If you are early that is ok, just wait for others.

It is best to select "join meeting using computer audio".

The video will begin with the audio muted. There is a microphone icon in the bottom left hand corner of the zoom screen with a red line through it. If you click on that icon, your microphone will come on. The red line should disappear. In large groups, if you are not speaking, leave your audio muted.

A Few More Suggestions:

- If you are speaking, using earphones with a mic attachment provides a clearer sound.
- If you are connecting from a laptop, try to plug in to wall power. Battery use can adversely affect video quality.
- A wired Ethernet connection is likely preferable to wifi for speed.
- Adjust the camera angle or seating position so no artificial light or window is right behind you. Neither should the room be dimly lit.
- Connect early to allow time to troubleshoot and resolve any potential issues with equipment. If this is your first time with the particular software, test it the day before.
- To speak, press the "space bar" on your keyboard. This will toggle your microphone after a short delay. Watch the microphone icon to determine when you are muted.
- Use the "Chat" feature. If you have trouble, or questions, or something to share, chose host and type it in the chat.