

Zoom meetings – instructions and tips

How to join a Zoom meeting:

- You might receive a meeting link from the meeting host. If yes, click on the link and you should be taken directly to the Zoom app and the meeting with no need to enter the code. In some cases you may be asked to launch Zoom or sign into your Zoom account. Once you do that, enter the Meeting code and passcode provided by the meeting host.
 - You can also copy and paste the meeting url into your address bar. This should take you to the Zoom.us site and launch the meeting.
- If you have not received a meeting link, login to your Zoom account, click “join a meeting” enter the meeting number, and then passcode when requested.
- For security purposes, most meetings require you to be “admitted” to the meeting, so it may take a few minutes for the host to admit you.
- Once you are in the meeting, please use the “Chat” feature for any issues.

Recommendations and tips for a **better meeting experience**:

- Device: for the best visual experience, use a computer or iPad
- For better sound quality, use a headset with your device. You can adjust the volume on both the Zoom screen as well as your device.
- Video and microphone: upon entering the meeting, all participants will usually be Muted and have their Video Off. You will be able to unmute yourself and turn your video on, and the host can mute participants as well. Unless/until you are actively participating, you should stay on mute to reduce background noise. In larger meetings it is best to hide your video as well, in order to reduce distractions. and distractions are kept to a minimum.
- Screen view: the screen video of the current speaker will be enabled, and he/she will share their presentation on screen. We suggest you “pin” the speaker and move it to the side of your screen or do a split screen of speaker and presentation. To do that hover over the “...” on his/her video and choose “pin speaker”.
- Questions: you can ask questions via the “chat” box. It is best to wait until the host requests questions to ensure they are monitoring the chat box.

Most users find Zoom very intuitive and easy to use. However, if you have not used Zoom before and want to be sure you can participate, you might want to try it once prior to any meeting (have a Zoom with a family member!)