# Zoom Meetings Quick Guide

Joining the Session

- A few minutes before the meeting, click on the link within your invite email
- Zoom will ask for or show your default name - please enter/edit your real name so we can recognize you
- If you have never run Zoom before, Zoom will ask you to download their software or app – this goes quick
- At some point, Zoom may ask you to "Enter With or Enable Your Video and/or Audio" – say "Yes" to both
- Zoom will then either put you in the meeting or into a waiting room until the host lets you join the meeting
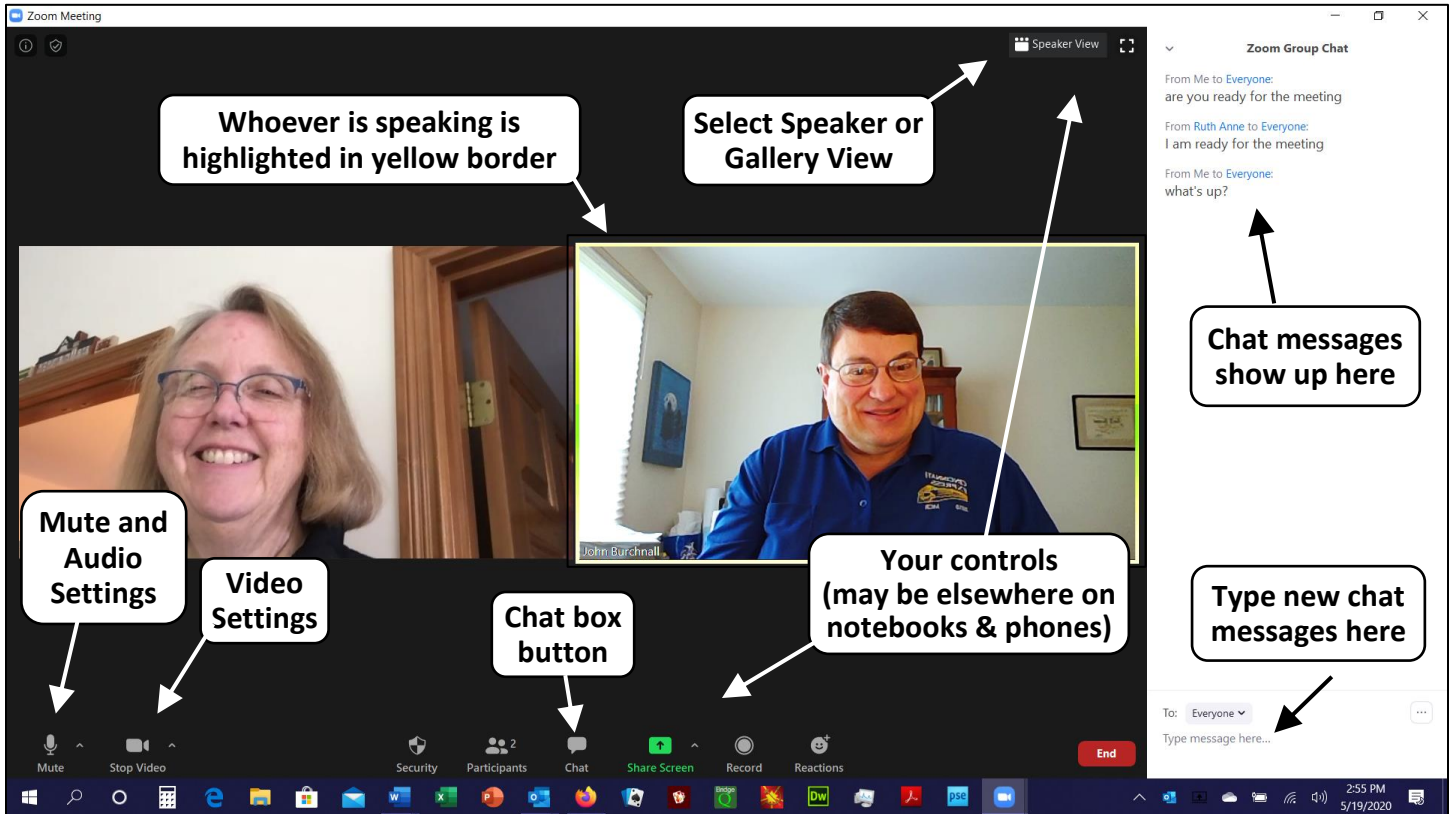
Once in the Meeting

- Once in the meeting, make sure your video and audio are initially enabled (on) using the lower left buttons
- Adjust your in/out sound volumes within the audio settings under the Audio/Mute button
- Initially set your view to Gallery View to see everyone the same size before the meeting
- Select the Chat button to activate a chat area next to your viewing window(s)
- Type "text" questions to others at the base of the chat area – especially useful during presentations
- Option: use a photo as a virtual background via setting in Video button (must have green screen capability)

During the Meeting

- Set your audio to "mute" so all your background noises will not interrupt the meeting/presentation
- Set your view to Speaker View to see the speaker larger
- Do not share your screen, unless the host specifically asks you to, using the Share Screen button
- Anyone sharing PowerPoint must first select "set up slide show" then "browsed by an individual (windows)"
- Most meetings will be recorded – act responsibly – the host can unilaterally kick out unruly participants
- Ask silent questions using the chat box – the host will group those and ask the presenter at the end
- After the host terminates the meeting for everyone, you should exit and/or close the Zoom app

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