

Attending a Zoom meeting

(If you have trouble, there is a list of resources at the bottom)

If you have never used your computer or phone for a Zoom meeting before:

You will want to “practice” to see if you can see or hear correctly and the Zoom program is loaded on your machine, this takes a few minutes to load and better to do in advance:

Go to www.zoom.com. In upper right corner select “host a meeting” “with video on”

Follow the instructions to install Zoom on your machine and test your camera and sound.

For every Zoom meeting, to get started:

You will receive an invitation link to the meeting giving phone numbers to call and a link to connect online.

Select the invitation link at the appropriate time, and you will get a screen telling you to download or run Zoom if this is your first time. Otherwise you will get a popup message to “open Zoom” and a link to select if the “open zoom” window does not appear.

Next popup is “use computer audio” or “phone.” Select the one you intend to use.

When you get in the meeting room (every meeting) your sound and video are automatically muted. You should get a popup screen to select computer sound or use the phone.

If you select computer sound you will get “test your sound.” Select that to test your incoming sound and your microphone sound. If you hear the incoming sound, you will be able to hear everyone talking in the meeting. If the test on incoming sound doesn’t work, then you need to troubleshoot your sound problem. If you can hear the incoming sound but not the microphone sound, you will be able to hear everyone but they won’t be able to hear you. Some of the things you can do: make sure your computer speaker volume is not too low or muted, make sure the microphone in the lower left corner of the screen is not muted, or see the sound troubleshooting link below. If you cannot get the sound to work, call in on the phone number in the invitation.

If the sound test works properly, you can continue with the meeting.

In the lower left corner of the screen, select the microphone icon to unmute your sound so that others in the meeting room can hear you. In a large group it is better to keep it muted (select the microphone again to mute it) except when you are speaking, but good to test it when you arrive so you know others can hear you. If your sound does not work, you can call in on your phone (phone numbers on the invitation) to hear others and be heard, or use the chat box to type your comments.

Lower left corner of screen has a video camera icon so you can turn on your video. If you do not turn the video on or don’t have a camera, people won’t be able to see you, but if you have a screen in front of you, you will be able to see them. If you have internet reliability problems, keeping your video off may improve your access. In a large group or webinar it is recommended you turn your video off.

Other things you can do in the meeting:

Upper right corner you can make the meeting full screen on your computer. Select ESC to exit out of full screen.

To change your view of meeting participants- upper right you can select “speaker view” – whoever is speaking will be the picture you see – or “gallery view”- everyone attending the meeting will be in view.

Put your cursor in the bottom middle you can open up a chat window- will allow you to type a message to all participants, or you can select a participant to type a message to privately. Use the chat to type your questions during a webinar.

Contact Liz Jackson at 765-409-3272 or jackson@purdue.edu if you would like to do a test run at any time.

Other Resources

Here are some helpful explanations and video tutorials on the Zoom website:

<https://support.zoom.us/hc/en-us/categories/200101697>

How do I join a meeting? <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

Testing audio and video: <https://support.zoom.us/hc/en-us/categories/201137166>

Joining the meeting by phone:

Use this when you don't have access to a microphone or to internet service:

<https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>