

Zoom Meetings: Participant Guide

Getting Started:

You do not have to have a Zoom account to attend a Zoom meeting or interview. You will be prompted to download the software, once you have clicked on the link that you have been provided. You may also wish to create an account, but that is not required to participate in a Zoom meeting.

Please see the System Requirements at the following URL to ensure that you are ready to go:
<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-and-Mac>

You will need a computer or device with a webcam and microphone to participate in a Zoom session.

If you do not wish to have an account, all you'll need to do to participate is click on the link for the class that your contact will send to you via an email invitation.

Step 1:

Click on the link provided in the email.

Step 2:

Download the Zoom Desktop Client. Simply follow the prompts to download the correct Zoom desktop client for your computer and operating system.

Step 3:

Your Zoom Desktop Client will download. You will then need to install the client. Note that you may also download clients for IOS and Android devices.

Step 4:

Once you have downloaded the desktop client, you can now join the meeting. **You may have to click on the link again in the email to connect to the meeting, once you have installed the client.** The Zoom desktop icon looks like the one to the side.



You may wish to review the following additional support documents available at the following URL. <https://support.zoom.us/hc/en-us>

Zoom User Tips

These are some following tips to help make sure you have the best experience.

1. **Obtain a high quality web camera** if you are using a desktop. For laptops, if your computer is less than 5 years old, the built-in camera (if it has one) should be adequate.
2. **Obtain a computer headset.** This will greatly reduce the chance for feedback and improve your voice quality for those who are communicating with you on the other side. Headsets that connect via USB are the best choice.
3. When possible, **connect to the internet with a fiber optic connection, not a dial-up connection.** This will give you much greater speed and service.
4. A laptop or desktop is preferred over a smartphone or tablet.
5. **Don't be outside.** Wind and background noise makes your device's microphone adjust and your voice may sound muffled.
6. Don't have several programs running while using Zoom. Close all unnecessary applications during your call so all processing power can be used to maximize the quality of your Zoom session.
7. Pay **attention to your background.** Too much light behind you and you appear to be only a dark figure. Don't have anything behind you that may be distracting to those who are on the other side.
8. To counteract back lighting, make sure you have a good source of light in front of you and behind the camera that you are using with your computer.
9. Pay attention to your attire. Don't wear stripes or anything too bright. Solid colors are best.
10. Avoid **too much moving** your head or "talking with your hands." Video via Zoom is a little different than television, and too much movement can cause the video to pixelate and degrade.