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## Zoom

### Getting Started Guide for Participants

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#### **Joining a Zoom Conference:**

Click on the meeting link provided by the host, or copy the link provided to you and paste into a web browser to join the meeting.

You will see a screen that will say, “Your meeting should start in a few seconds”. Please be patient as it takes about 45 seconds to load and begin. If prompted, enter the name you wish to appear to identify you in the meeting.

#### **Connecting to the Zoom Audio:**

You will next see an Audio window appear. You have the option of using your computer’s Speaker/Microphone (we suggest headphones to listen if using VoIP) or a Telephone, for the audio.

If using your Speaker/Microphone, please click on the “**Test Speaker/Microphone**” option to test. After successfully testing your Speaker/Microphone click on the green box to “**Call Using Computer Audio**”.

If using a Phone, please click on the “**Call Using Phone**” option and proceed with calling the long distance number and following the automated prompts to enter the meeting ID followed by your participant ID (shown when you click on “Call Using Phone”).

#### **Participating in a Zoom Conference:**

Once you have joined a meeting, you can perform the actions below from the menu bar located at the bottom of the meeting window (move your mouse to see the options):

- **Screen share** your desktop or specific application window
- **Mute** and **unmute** your audio
- Select **audio options** (switch between using a Telephone or computer Speakers/Microphone)
- Stop and start your webcam **video** (if using this feature)
- **Leave** or end the meeting

**System Requirements for PC, Mac, and Linux:** <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>

**Getting Started with Zoom on PC, Mac, iOS or Android:** <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>

**Joining and Configuring Audio and Video:** [https://www.youtube.com/embed/HqncX7RE0wM?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/HqncX7RE0wM?rel=0&autoplay=1&cc_load_policy=1)

**How to Share the Computer Screen:** <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->

**Sharing Computer Sound During Screen Sharing:** <https://support.zoom.us/hc/en-us/articles/201362643-Sharing-Computer-Sound-During-Screen-Sharing>

**Join a Test Meeting:** <https://zoom.us/test>