

# Zoom Quick Tips

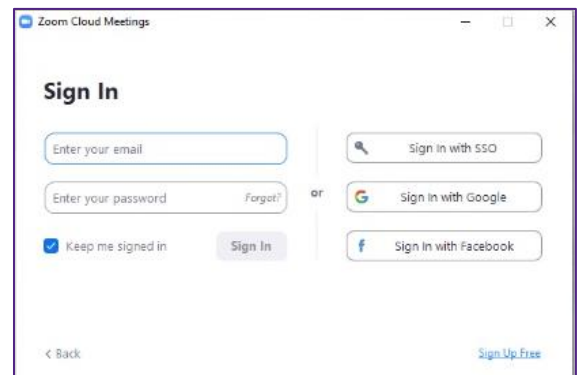
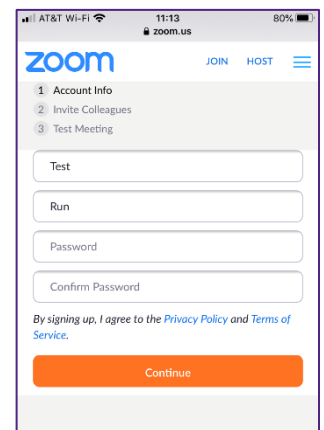
## At least 10 minutes before the meeting:

### Install the Zoom app on your personal device

1. Mobile
  - a. From the Apple/Google Play App Store, download “ZOOM Cloud Meetings” app
2. Personal PC/Mac
  - a. Go to <https://zoom.us/download>
  - b. Download “Zoom Client for Meetings”

### Set up a Zoom account and test your capabilities

1. Mobile
  - a) From the home page of the app, type “Sign Up” – requires email, name
  - b) Click confirmation link in your email to activate and start using your Zoom service. It will redirect you to Zoom and ask you to set a password. (Screenshot at right)
  - c) Test out your audio/visual settings to make sure Zoom is set up and ready for use.
2. Personal PC/Mac
  - a) Open the Zoom Client program
  - b) On the home screen, select “Sign In”
  - c) On the bottom right hand corner of the Sign In screen, click the link to “Sign Up Free” and enter the email you wish to use. (Screenshot at right)
  - d) Click confirmation link in your email to activate and start using your Zoom service. It will redirect you to Zoom and ask you to set a name and password.
  - e) Test out your audio/visual settings to make sure Zoom is set up and ready for use.



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## To start the meeting:

### Option 1: Desktop: Run the Zoom program

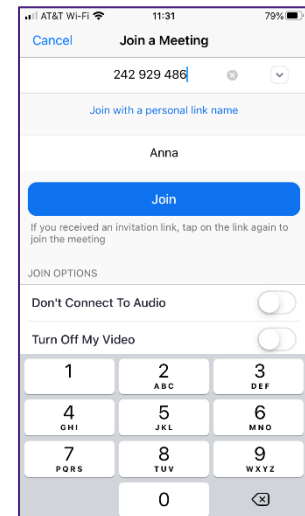
1. On home screen click blue “Join a Meeting” button (screenshot at right)
2. Enter Meeting ID (10 or 11-digit number)



### Option 2: Click the Zoom link (note that this sometimes prompts you to re-download the Zoom application first) in the calendar invite

### Option 3: Open the app on your mobile device

1. On home screen click blue “Join a Meeting” button
2. Enter Meeting ID (10 or 11-digit number) (screenshot at right)



### Option 4: Audio Only

1. From the calendar invite, you may select one of the “One tap mobile” numbers to dial in, which will automatically enter the meeting ID followed by pound when prompted. It will not require a password, nor do you need to enter a Participant ID. Simply hit # again to record your name and then enter the meeting.

## Set Audio (Options 1-3 only):

1. “Join with Computer Audio” (“Call using Internet Audio” on iPhone app) uses your Wi-Fi bandwidth and is the preferable option if you have strong internet service
2. “Phone Call” (“Dial in” on iPhone app) provides dial-in information to join from a phone

## Zoom Shortcuts for Audio and Video:

Alt + A = Mute or unmute your line

Alt + V = Turn your video off or on