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ZOOM MEETINGS SETUP & BASIC OPERATION

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Getting Started & Installation

Prior to the meeting, you will have received an invitation e-mail for the meeting or webinar. Open the e-mail in your preferred mail client (Outlook, Gmail, etc.) and click on the **“Click Here to Join”** hyperlink in the e-mail body. This will open your default web browser and take you to the launch page for the event. If you already have the Zoom app installed on your computer, you can simply click the **“Open Zoom Meetings”** button on the dialog that pops up on your screen. We highly recommend using the Zoom App whenever possible instead of the web browser based version of Zoom

If this is the case, proceed to page 3.

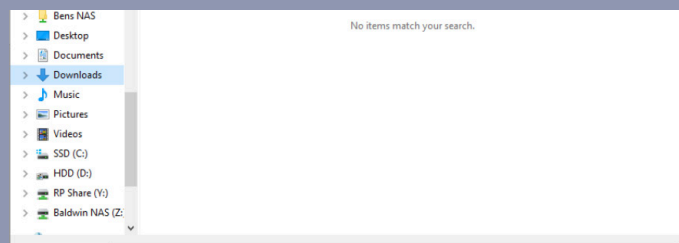
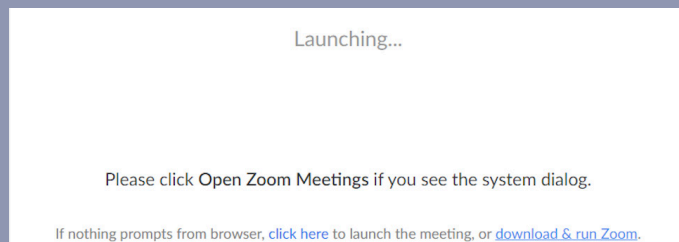
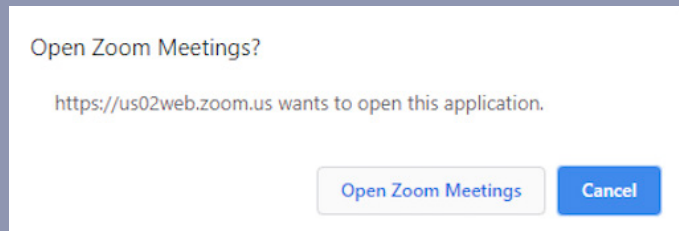
If not, your computer may open a save dialog, or install the software automatically depending on your browser preferences.

If that doesn't happen, you can click on the **“Download & Run Zoom”** hyperlink on the page.

This will either **save the application install file to your default Downloads folder or open a save dialog where you can choose the folder to save it to.**

Normally when you download a file in your web browser, it will show you an icon in the lower portion of the browser where you can open the file that was downloaded.

Click the icon to open the installation file.





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If this is not the case, open up file explorer and navigate to the folder where you saved the Zoom installation file and double click on it to execute.

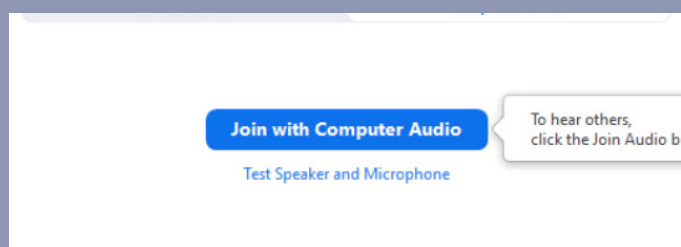
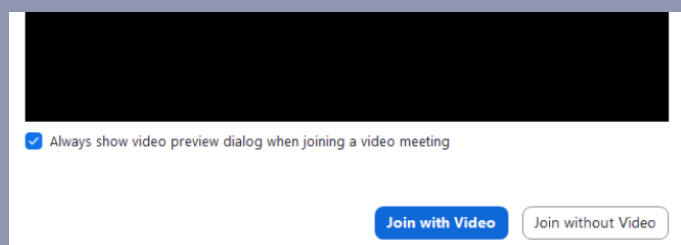
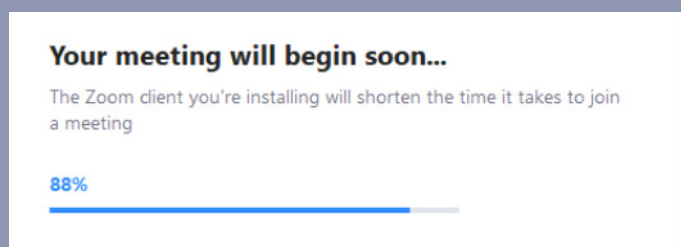
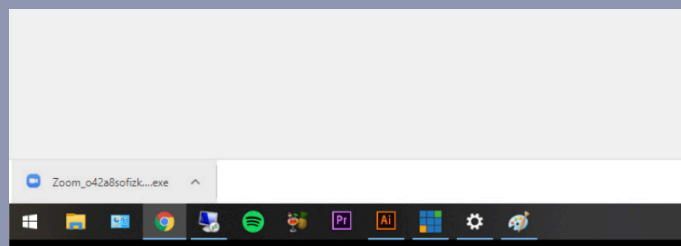
Zoom will install and automatically open the webinar and ask for your login credentials if required. **Refer to your invitation email for credentials.**

Next you will be prompted with a window to share your video. Click the **“Join With Video”** button if you’re ready to share your video. If not, you can join without video and enable it later.

After that you will be prompted to connect your audio. Click on the **“Join With Computer Audio”** button in the dialog box.

If for some reason you cannot connect to computer audio, reach out to your event coordinator to see if it can be resolved.

For the sake of audio quality, **we prefer our participants to connect through computer audio**, but if all else fails you can connect through a phone line.



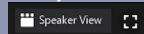
Layout Overview **Mouse over the Zoom window to reveal controls**



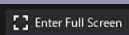
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1. Speaker view / gallery view toggle



2. Enable fullscreen



3. Leave meeting



4. Record meeting



5. Share screen



6. Open chat window



7. Open Q&A window (Webinar Only)



8. Open participant / attendee window



9. Stop / start your video (or '^' to configure your webcam)



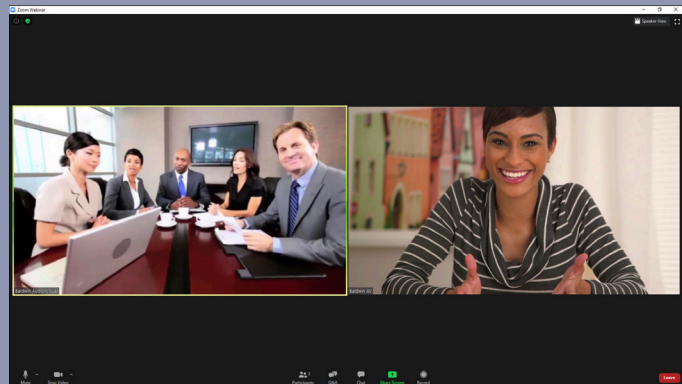
10. Mute / unmute your microphone (or '^' to configure your microphone and speakers)




11. Listening to language interpretation



- In your meeting/webinar controls, click Interpretation.
- Click the language that you would like to hear.
- (Optional) To hear the interpreted language only, click Mute Original Audio.



Setting Up Your Audio/Video Devices, Sharing Your Video (Webcam) & Unmuting Your Microphone

Most people will never have to configure their webcam or audio devices, as Zoom will use the default Windows/MacOS input (microphone), output (speakers/headphones) and webcam. If you can't hear other Zoom participants and attendees, or they can't hear you, it's likely that you have the wrong input or output device selected in the configuration menu. To change this, **hit the '^' next to the microphone button**  and choose the appropriate devices.

Webcams are considered exclusive devices, meaning that if one program is using it, other programs will not be able to. If your webcam isn't working, it's likely that another program

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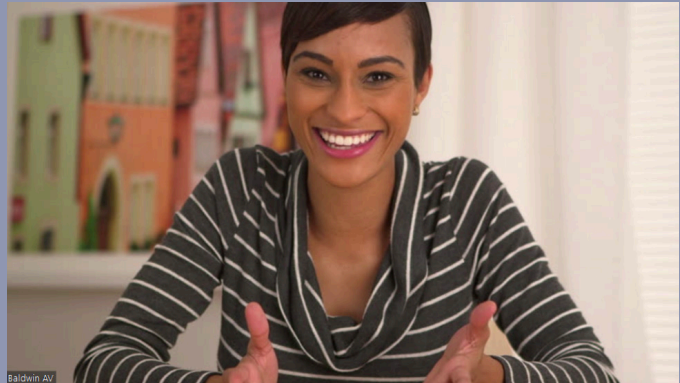
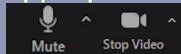


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is running that has exclusive control over the device. Make sure you close any other programs that may be using it (Skype, Teams, Bluejeans, GoToMeeting, etc.) and try again. If you continue having problems, contact your event coordinator.

To ***mute/unmute*** your microphone, or ***start/stop your webcam***, hit the appropriate icon on the interface.



Webcam Placement and Framing

While there may be some limitations to how and where you can place your webcam/laptop/mobile device, here are a few small but impactful things you can do to enhance the quality of your video feed.

1. **Frame yourself properly:** With proper framing you will engage with your audience better as it shows the same perspective as an 'in person' conversation. To achieve this, try to align the bottom of the frame to your mid sternum, and the top of the frame to just above your head and centre yourself in the frame.
2. **Do not frame yourself in front of a window or other bright source of light:** This will limit the 'silhouette effect' that you may sometimes see when a subject is framed like this. If you can't avoid having a window in your background, make sure that the blinds are drawn.
3. **Choose a bright room:** Try to situate yourself in a place where both your face and the room are well lit. This will Give the cameras sensor more information and improve the overall quality of your signal. You can also move additional table/floor lamps and place them in front of your seating position.





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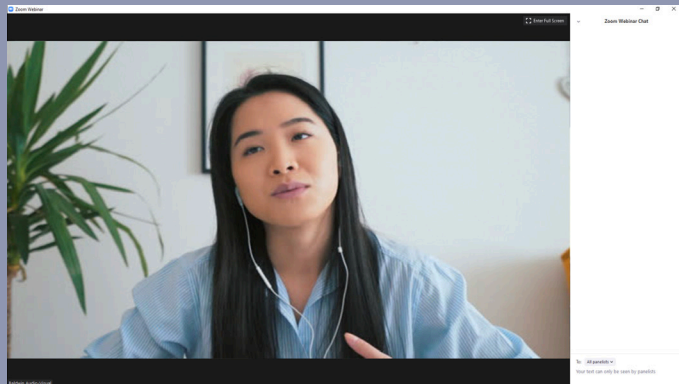
4. Try to stand/sit in front of a neutral background: This will give you something to contrast against and become the focus in the frame.

Navigating Participants, Chat & Screen Share

On the Zoom interface, locate the

“Participants”  and **“Chat”** 

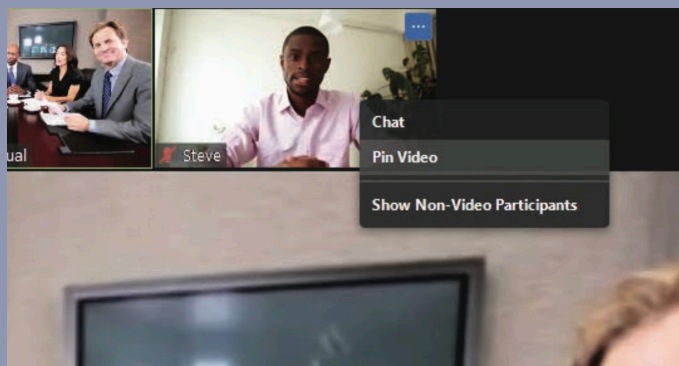
buttons and click on each of them. This should bring up the relevant panes on the right side of the screen.



****If you do this in fullscreen mode, the panes will open as detached windows****

The participant window allows participants to see all the other panelists (Zoom meeting) and attendees (Zoom webinar).

Another handy feature is the Pin Video function. Normally the speaker view will follow whoever is speaking or who the technician has spotlighted, but sometimes participants will forget to mute their microphones and have loud background noises come through their microphone. This usually results in the speaker view shifting focus to that person when the spotlighting feature is not being used. To override this, you can pin the video by **right clicking** on the presenter frame you wish to highlight






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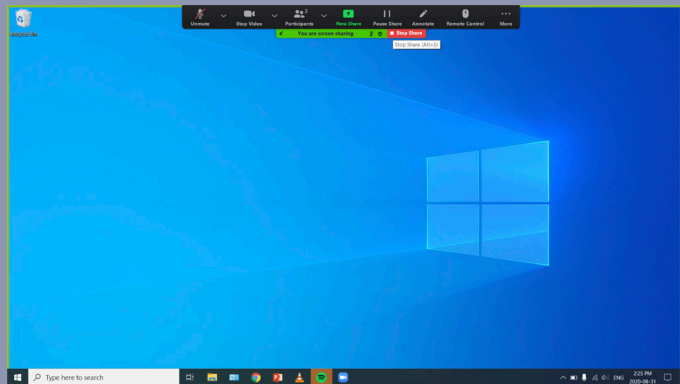
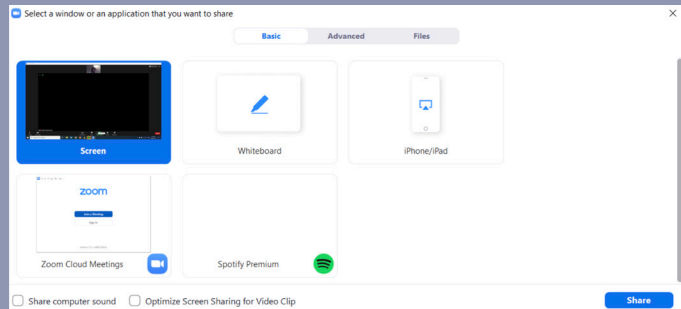
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and click **“Pin Video”**. To end the pinned video, simply right click on the same presenter and select **“Unpin Video”**.

Pin video is only available if there are 3 or more people in the meeting

For the sake of simplicity, we'll only cover the basic functionality of share screen. When you click on the share

screen icon , a dialogue will appear with the various screen sharing options. You'll want to choose 'Screen' if it isn't already chosen and then click 'Share'. You can also choose an individual application to share, rather than a particular screen. That application must be already open. If you need to share audio as well from your computer, make sure to check the 'Share Computer Audio' box at the bottom of the screen share window.



At the top of your screen you'll have a toolbar built into the share with your typical in-meeting controls which only you can see. It auto-hides by default, so to access it just hover your mouse at the top centre of the screen. You can also use this toolbar to end the screen share by pressing the 'Stop Share' button.

The chat feature is very simple. You have the ability to communicate with all participants or individual participants privately. To choose who you would like to communicate with, simply **hit this drop down menu** and make a selection.

That concludes the features covered in this guide, as it serves only as a starting point for Zoom Meetings. If you need further assistance, reach out to your meeting planner and they can contact us to arrange for further assistance.

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