

## APCUG's Tips for participating in a Zoom meeting

### Do I need a Zoom account to participate in a meeting?

No; only the person who coordinates/hosts the meeting needs an account.

### What do I need to participation in a Zoom meeting?

Computer with a web cam\* & microphone

Laptop

Tablet (Android or iOS)

Smartphone

\*If you do not have a web camera, you can still participate in the meeting. You will be able to hear and see everyone; they will not be able to see you. They will see a silhouette or your username.

### How do I download Zoom?

Go to <https://zoom.us/download> and download the app for the device you will be using to participate in the meeting. The first option is for computers.

If you haven't downloaded Zoom when you click on the Zoom URL in the invitation email, you will be prompted to download the app.

If you need help using Windows or Linux to participate in a meeting, contact John Kennedy for assistance: jkennedy (at) apcug.org

If you need help using a Chromebook, contact Ron Brown at 69janepiece (at) gmail.com

### How do I get the information I need to participate in a meeting?

- Prior to attending a Zoom meeting, reboot your device
- Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting
- You will receive an invitation email, created by the coordinator/host, with the date and time of the meeting as well as the Zoom URL and Meeting ID.
- Click on the URL (includes the meeting ID)

<https://zoom.us/j794598776>

- The *If nothing prompts...* screen is for those who haven't downloaded Zoom
- You will then see the Launching screen
- Click on *Join a Meeting*
- You will see a box; fill in the required information and you are participating in the meeting.
- See Audio and Video tips on the next page

Name of Coordinator/Host is inviting you to a scheduled Zoom meeting.

Topic: XYZ User Group Meeting  
Time: Jan 28, 2020 07:00 PM Eastern Time (US and Canada) (different time zones can be selected)

Join Zoom Meeting (the below URL and Meeting ID is unique for each meeting; these are not valid numbers)

<https://zoom.us/j/929632381>

**Meeting ID: 929 632 381**

One tap mobile  
+16699006833,,929432081# US (San Jose)  
+16468769923,,929432081# US (New York)

Dial by your location  
+1 669 900 6833 US (San Jose)  
+1 646 876 9923 US (New York)  
Meeting ID: 929 432 081

Find your local number: <https://zoom.us/u/adrD9ALH>



If nothing prompts from browser, [download & run Zoom](#).

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.



## Video

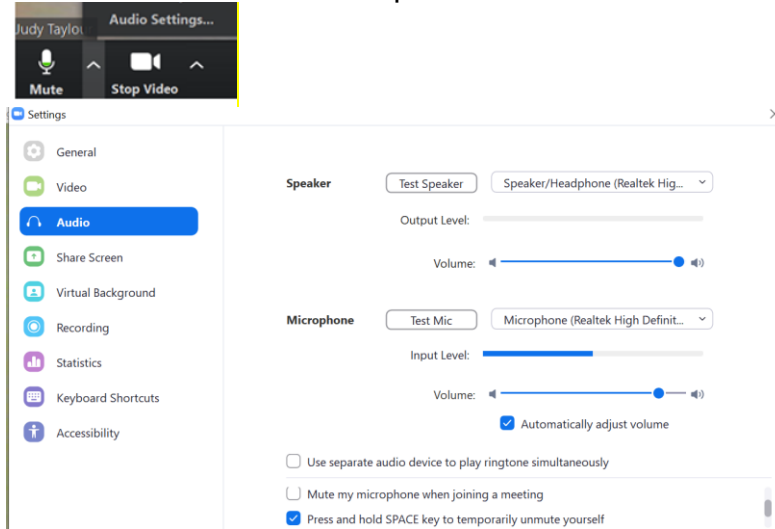
- You can test your video and audio prior to a meeting at [zoom.us/test](https://zoom.us/test)
- After you have joined the meeting, go to the lower left corner to check your video. If there is a red diagonal line across the camera icon, click on it to start your video so other participants can see you.
- The more people in a room using the same wi-fi can affect the quality of the connection.
- Most webcams will have an indicator light to show it is “on the air.” If your light is not on, the camera may not be detected by the computer. The camera must be connected before you start the conference. Unplug the camera (if not built-in) and plug it back into a new USB port if possible. If that fails, restart the computer and/or run the setup software for your webcam.

## Audio

- Check that your speakers are turned on and the volume in the device you are using is turned up.
- Click on the arrow to the right of the microphone in the lower menu bar and test your speaker(s) and microphone.
- If you don't have audio, you might need to choose another source or troubleshoot it via your OS.
- To Mute/Unmute yourself, click on the Mute icon
- You can also press and hold the space bar on your keyboard to temporarily unmute yourself.
- You can help prevent feedback by wearing headphones or earbuds.
- If there are two participants in the same room it's a good idea for both to be muted until one wants to talk. Otherwise, there is feedback.



**Audio Settings** – This is where you can change your Speaker output level & Microphone Input level and Volume as well as make sure the correct device is selected. There are 2 selections for speakers and mics.



### Freezes, Video Lags

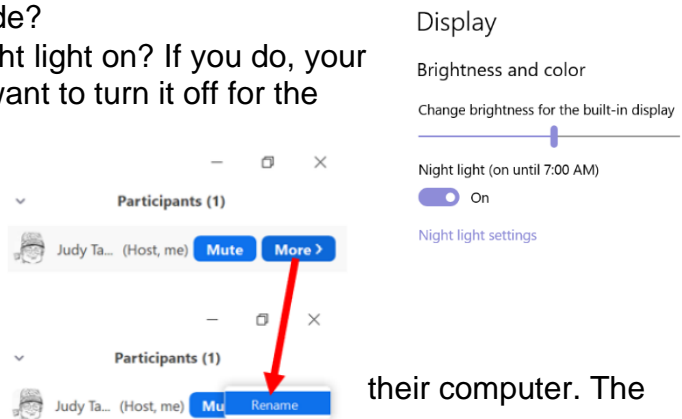
Close all programs that are working in the background such as:

- All Cloud backup programs
- Is your anti-virus program scheduled to update/scan during the meeting?
- Have your Tuesday patches been downloaded & installed?

### Being Courteous

Since everyone can see/hear each other during the meeting:

- Please make sure your home/office phone has been turned off or moved to another room.
- Is it too dark in your room? Turn on a light; make sure it doesn't glare on your screen.
- Avoid having "busy" items such as moving ceiling fans in your video.
- Don't wiggle in your chair.
- Check yourself onscreen to make sure everyone can see your entire face (not the ceiling or no forehead or chin, etc.)
- Don't eat during the meeting; drinking water, a soft drink or coffee is OK.
- Does the dog(s) need to be outside?
- Do you have the Windows 10 Night light on? If you do, your screen will be fuzzy—you might want to turn it off for the meeting.

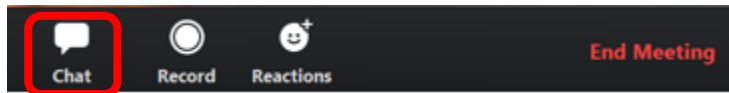


### Recording a Meeting

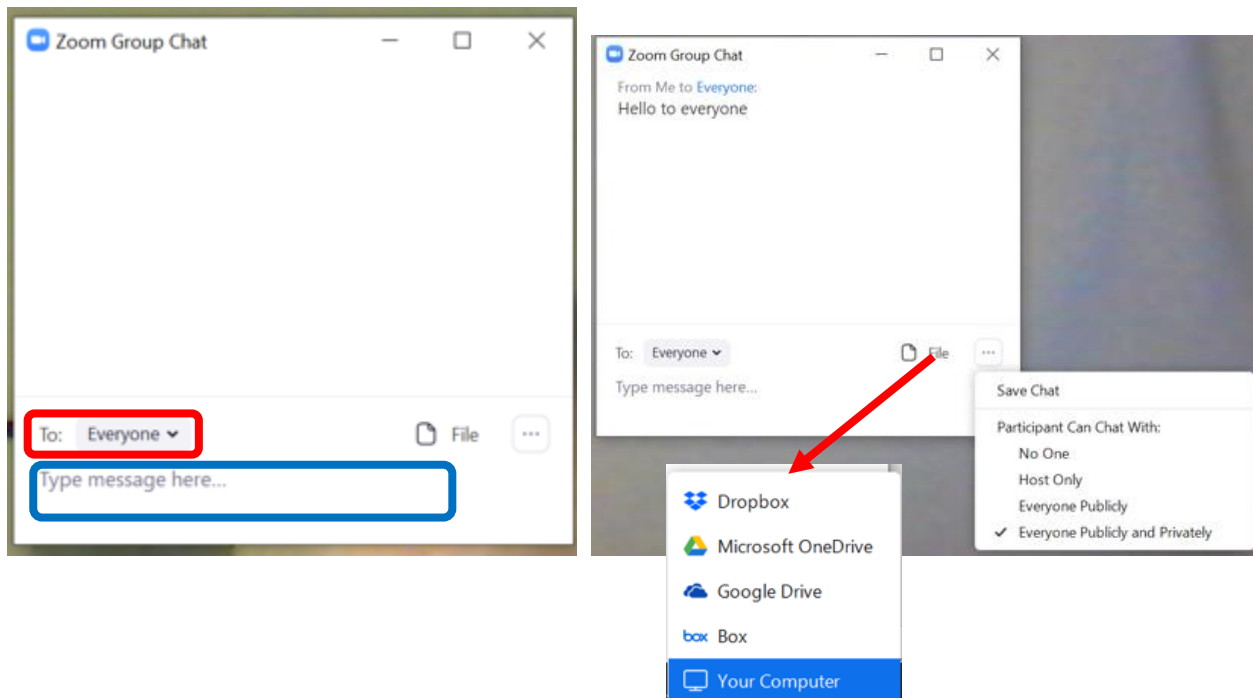
All Zoom hosts can record locally to recording is saved to the host's documents folder. It is downloaded after the meeting has ended.

their computer. The

## Using Chat



- Click on *Chat* to open the *Zoom Group Chat* box
- You can send a message to *Everyone* or a *private message* to one participant.
- If you click on the *down arrow* to the right of *Everyone*, you will see a list of participants.
- If you want to send a *private message*, click on the *participant's name*.
- Type your message in the *Type message here...* box.
- Press *Enter* key
- At the end of the meeting, you can download everything in the *Chat box* by clicking on the *3 dots* to the right of *File*.
- Click on *File* to choose where you want the message to download.
- If you choose *Your Computer*, it will download a text file to your Documents folder.
- Click *Save Chat*



## What are the Participant Controls?



Click to mute/unmute your microphone or hold down the space bar.  
Click the up arrow next to the microphone icon to open audio settings to test your speaker(s) and mic or change their settings.



Click to start/stop your camera



If you have a camera but don't want to be 'live' at the meeting click on stop video

Click the up arrow to open video settings where you can change your camera settings.



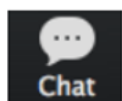
The meeting coordinator/host can invite attendees.



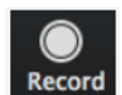
You are a participant. Click to show a list of other participants at the meeting. You can also raise your hand, change your display name\*\*



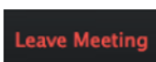
If you are giving a presentation, click on this icon to share your screen, open your presentation and give the presentation. After you are finished, click to unshare your screen.



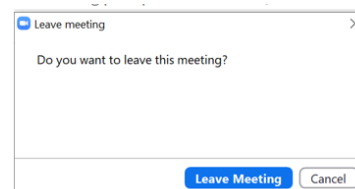
Click to open the Chat panel where you can start or respond to a chat. Your meeting coordinator/host might ask participants to visually raise their hand to be recognized to ask a question.



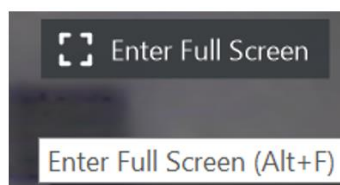
Only the host can record the meeting.



Click here to leave the meeting.



Click in the upper right corner to change your view. With full screen, it will be populated with squares containing the participants. You might need to scroll to the right or left to see more participants.



### \*\* Participants Icon

Click on *Participants* to change your name.

