

Joining a Zoom Meeting

Device Options for Joining Zoom Sessions

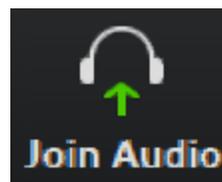
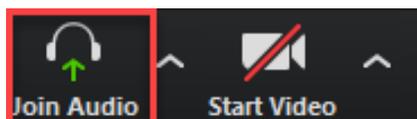
1. Computer > connected to Internet with a webcam, microphone and speaker.
2. Computer > connected to Internet >no microphone or speaker. Use phone to “call into” session for the audio.
3. Mobile Device > connected to Internet via a WiFi network.
4. Mobile Device > connected to Internet using your personal data plan.
5. Telephone > “call into” session. NOTE....you will not be able to see participants or screen share.

Prior to Joining Zoom Session (preferably the day before)

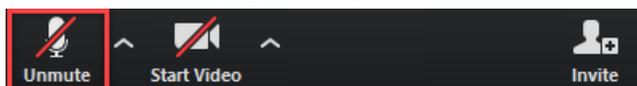
1. Test your Internet connection speed for download and upload speed at <http://speedtest.net> . Select “Go” and wait for results.
2. Download the “Zoom Client for Meetings” program (computer) www.zoom.us/download or the Zoom App from the App store (mobile devices).
3. Start a test meeting with yourself on your device: www.zoom.us/test

How to Join a Zoom Session

1. Click the “link to join” in the email provided by the host at least 15 minutes prior to session start.
2. Follow prompts to “open” and/or “allow” Zoom.
3. Select “Join Audio” in bottom left corner of the Zoom window (or if no microphone or speaker is available, use the phone number and meeting ID provided in the email to “call in” with a phone).



- Mute the microphone (in Zoom), by clicking on the microphone icon.



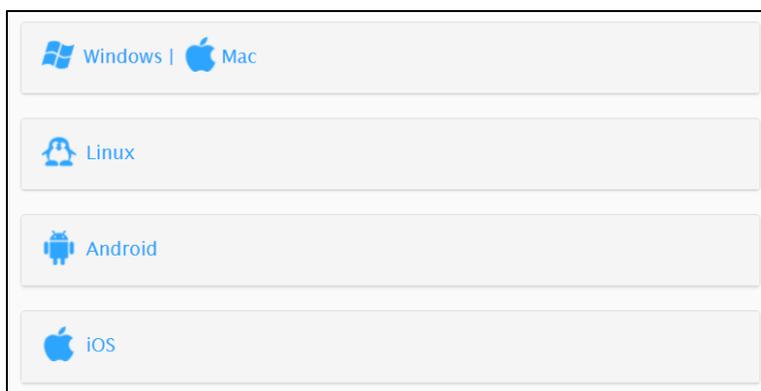
- For computers, test speaker and microphone by selecting the up arrow next to the microphone icon.



- After successfully joining session, close all applications (email, social media, etc.) on your computer for optimum internet speed during Zoom session.

Device Specific Directions for Joining Audio:

<https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Device-Audio->



Online Meeting Etiquette—Best Practices

- Mute microphone at all times, except when speaking
- Stop video when moving around or if your attention is elsewhere.
- “Rename” your Zoom window to include your full name and county. Hover over your name to change it as it is seen in the participants list and video window.

Zoom Help Resources: <https://employees.uaex.edu/public/information-technology/non-employee-zoom.aspx>