

## Zoom Basics

- You can join a meeting using only your browser; however, Zoom works best if you install the appropriate Client for Meetings software on your computer or smart phone.
- You don't have to have a Zoom account; however, creating one is free and allows you to host your own meetings.

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- Zoom download webpage
  - <https://zoom.us/download>
- Helpful tutorials
  - <https://gadgets.ndtv.com/apps/news/how-to-use-zoom-tutorial-join-host-schedule-windows-mac-2211782>
  - <http://www.clark.edu/its/documentation-and-resources/quick-reference-guides/clark-zoom-quickstart.pdf><http://www.clark.edu/its/documentation-and-resources/quick-reference-guides/clark-zoom-quickstart.pdf>

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- Join meeting by clicking on URL in announcement
- Follow instructions for downloading and installing free app (if not already installed)
- Make sure camera and microphone are enabled
- Use dial-in number if you plan to speak but your computer doesn't have microphone (fees may apply)

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- YouTube tutorials
  - Good treatment of how to join a meeting - <https://www.youtube.com/watch?v=9isp3qPeQ0E>
  - Mac-specific details for enabling camera and microphone - <https://www.youtube.com/watch?v=iagJnvy6ILY>

## Zoom Best Practices

- Keep microphone muted except when speaking
  - Trick: use the space bar to unmute while speaking
- Use Chat to ask questions during presentations; delay oral questions until speaker has finished
- Physically raise your hand or click on the raised-hand icon to ask to speak
- Disable camera if you don't want to be seen (or your background seen)

## Zoom Basics - Computer

The screenshot shows a Zoom meeting interface. At the top right, there is a 'View' button with a grid icon, and an arrow points to it with the text 'Change between Speaker and Gallery Views'. The main area contains two video thumbnails. The left thumbnail shows a man in a dark blue polo shirt in an indoor setting, with the name 'Cliff's iPhone' below it. The right thumbnail shows the same man in a dark blue polo shirt in an outdoor setting with other people in the background, with the name 'Cliff Giles' below it. At the bottom, there is a toolbar with several icons. Annotations with arrows point to these icons: 'Turn Mic/Camera On/Off' points to the Mute and Stop Video icons; 'See List of Participants' points to the Participants icon; 'Open/Close Chat Window' points to the Chat icon; 'Find Icons for Raised Hand, etc.' points to the Reactions icon. The 'End' button is visible in the bottom right corner of the toolbar.

## Zoom Basics – Smart Phone or Tablet

