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 participate 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 69janeplace (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/j/794598776
• 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
You can test your video and audio prior to a meeting at 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.

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 their computer. The recording is saved to the host’s documents folder. It is downloaded after the meeting has ended.
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 participates 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.