



How to Zoom – The Basics for Attendees



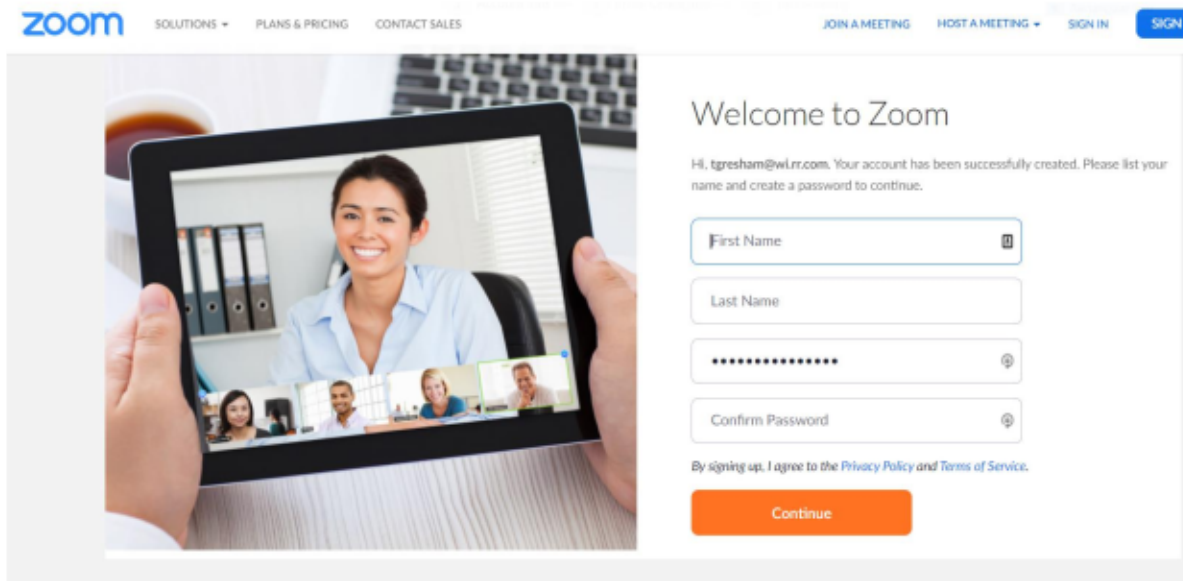
1. How to Sign Up (only need to do this once)
2. How to Download the Zoom client (only need to do this once)
3. How to Join a Meeting
4. Best Practices While in a Meeting
5. Best Practices During an Interview

How to Sign Up for Zoom the First Time (only need to do once)

1. Start by going to www.zoom.us
2. On the top right corner, click on the blue “Sign Up, It’s Free” button.
3. Enter your email address and click “Sign Up”.

The screenshot shows the Zoom website's sign-up page. At the top, there is a navigation bar with the Zoom logo on the left and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a prominent blue button labeled SIGN UP, IT'S FREE. The main heading is "Sign Up Free". Below this, there is a text input field for "Your work email address" with a small icon on the right. A small disclaimer states "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply." Below the input field is a blue "Sign Up" button. Underneath the button, it says "By signing up, I agree to the Privacy Policy and Terms of Service." There is a horizontal line with "or" in the center. Below this are two buttons: "Sign In with Google" and "Sign In with Facebook". At the bottom, there is a link "Already have an account? Sign in." and a blue "Help" button with a question mark icon.

4. You'll receive an email from Zoom to activate. Go to your email and click Activate Account.
5. You'll be redirected to fill in your first name, last name, and create a password.
6. After you complete this step, you'll be asked to invite others to join Zoom. Just click Skip.

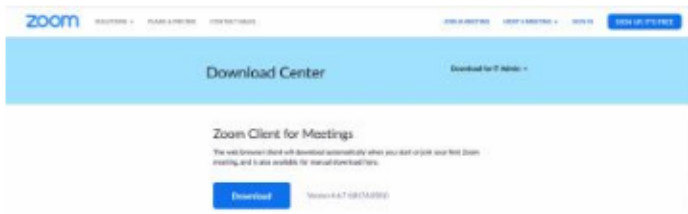


7. After you complete this step, you'll be asked to invite others to join Zoom. Just click SKIP THIS STEP
8. A screen will pop up "Start your Test Meeting". Ignore this page unless you are planning to run your own Zoom meetings.

How to Download the Zoom Client (you will need to do this on every computer you use)

In order to attend and/or run meetings, you will need to load the Zoom program on your computer. Once you do that, you will never have to do it again.

- Start by going to <https://zoom.us/download>.
- Click the blue "Download" button under Zoom Client for Meetings to access the installer.
- Open the Zoom installer from your Downloads folder and follow the on-screen steps to set up your Zoom Client.

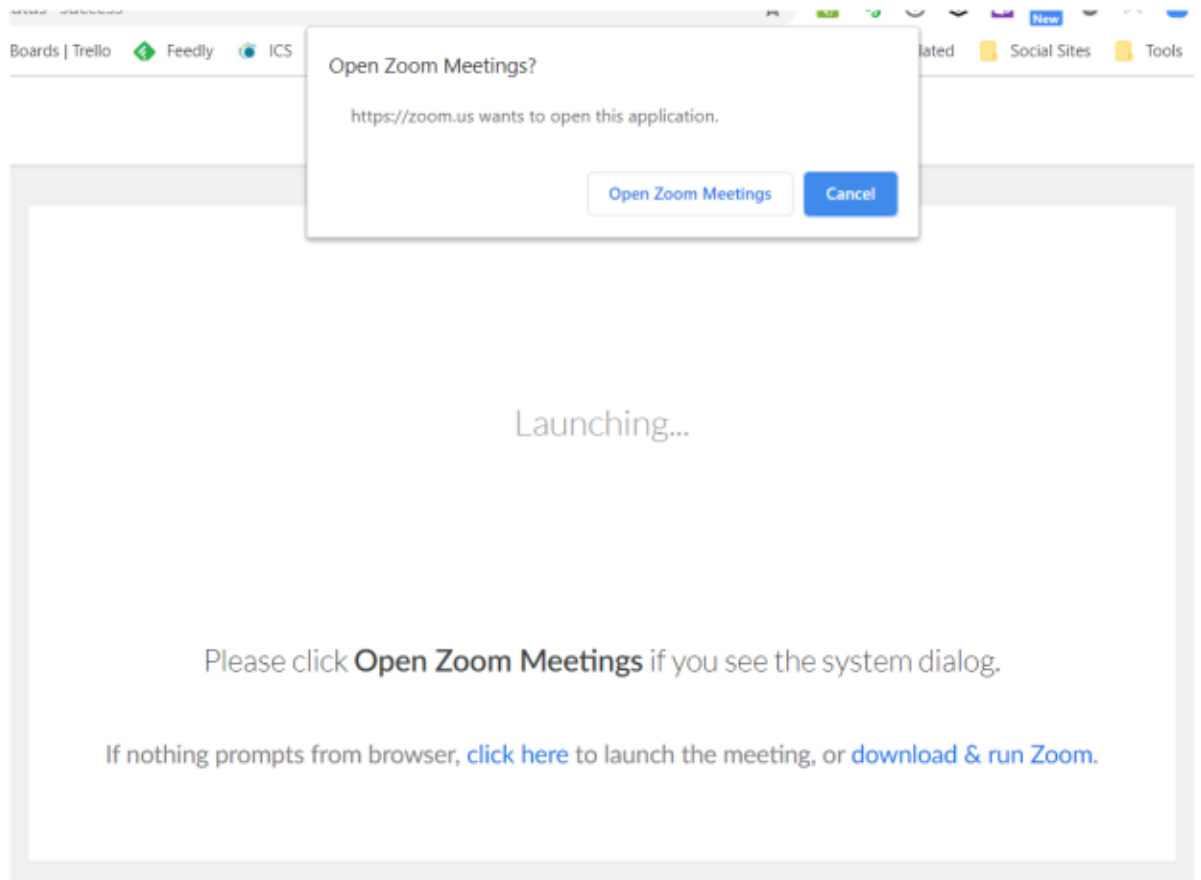


There are 2 Ways to Join a Zoom Meeting from your desktop computer

Option 1: Join using the URL you were provided

Open the email, calendar invite, or other information that has a link to the pre-scheduled meeting and click the URL to join the Zoom Meeting.

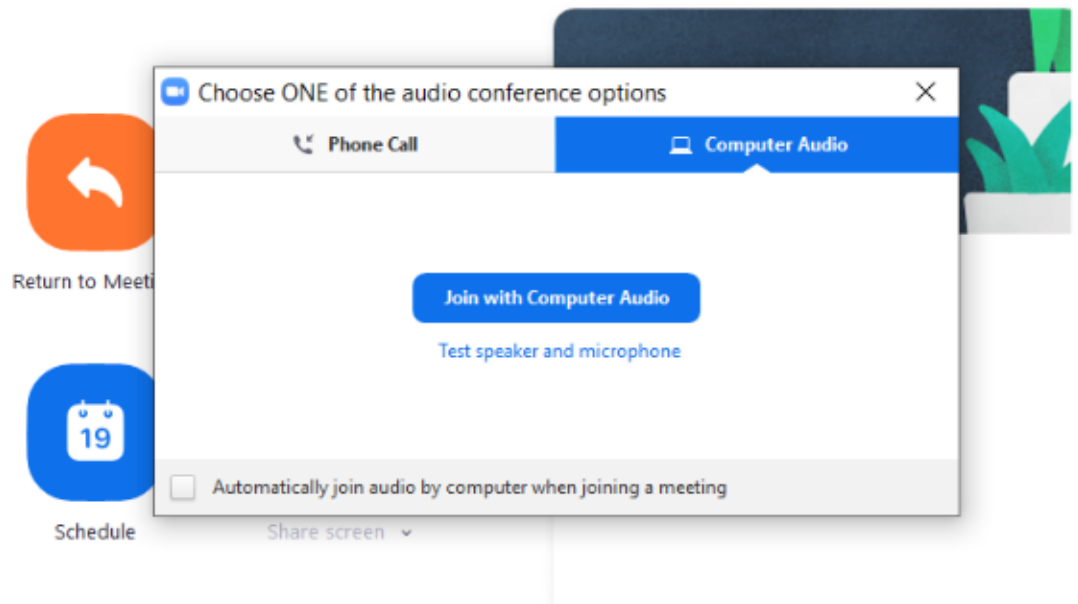
You will see this screen pop up asking you to Open Zoom Meetings. That will launch the program.



Option 2: Join using Meeting ID.

- Open the Zoom desktop application (or go to www.zoom.us)
- Click on the Home Button.
- Click Join and type in the provided Meeting ID and your name. If you are looking at a link, the meeting ID is the set of numbers after <https://zoom.us/j/>. For example, "2197255748" in <https://zoom.us/j/2197255748>.

Once you're in the meeting, you'll be asked to Join using one of these audio selections.

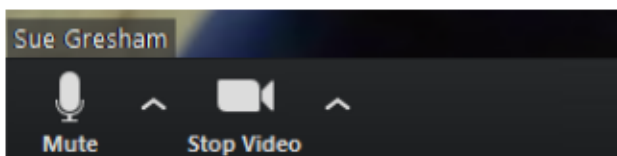


- Using computer audio (recommended).
- Have Zoom call you by entering your phone number and your meeting will call your phone.

Once you are in the meeting, - Hover your mouse near the bottom of the screen and you'll find a task bar with a lot of options for managing your Zoom experience.

In the lower left corner you will find two controls

1. Mute/unmute your microphone
2. Stop video will stop your live face from showing to everyone else. It will switch to either your name or your avatar photo if you added it (in your account settings).



In the middle of the lower task bar you will find “chat” and other options depending on what the meeting host has set up.

Zoom App

You can download the Zoom App from your App store and follow the directions from there. You will be able to view meetings and get the audio at the same time. You can also use your phone’s camera.

Calling in from your phone

You can call into a Zoom meeting using your landline or mobile device for audio only. Your meeting host should provide the toll free number and meeting number when you are invited to the meeting. If they don’t, ask for it.

The easiest option from a cell phone is to use the “one tap mobile” phone number provided.

Best Practices While in a Meeting

- Make sure you sit in a well-lit and quiet place.
- Sign in to the Zoom desktop client and stay signed in. If you leave, you exit you will have sign back in again.
- Check your internet speed. If you're on free WIFI you may need to turn your camera off.
- Turn your camera on and set it at eye level. If you don't want to be on camera, click “Stop Video” in the lower right corner (note above).
- To Mute yourself, click “Mute” in the lower left corner of your screen. **Stay muted unless you are talking to eliminate any background noise.** Your host may pre-set to mute everyone.
- Be aware of what's going on behind you. (People, the wall, distractions, too much light, etc.)
- **Pause before starting to speak in case there is a delay/lag.** To raise your hand so that the speaker knows you have something to share, click Participants (in bottom task bar). On the right side of your screen, at the bottom, click “Raise Hand.” The host can lower the hand when you are called on.

Best Practices During an Interview

1. Obviously, your camera needs to be turned on! **Look at the camera all the time.** It may be uncomfortable, but you are making eye contact with the interviewer.
2. SMILE!
3. Sit up. Don't sit in a chair that swivels or rocks. That makes you look nervous.
4. Don't fidget, touch your face or your hair.
5. Don't eat or drink.
6. Dress the part from head to toe! You will feel more confident!
7. During the interview, pause before you start to speak. There can sometimes be a lag in sound/picture and you don't want to appear that you are interrupting.
8. If you have notes, tape/pin them to the wall in front of you and your camera.
9. DO A PRACTICE RUN THROUGH WITH A FRIEND TO MAKE SURE YOUR TECHNOLOGY IS WORKING!
10. Interviewing from your computer is a better choice than using the app.
11. Pay attention to what's behind you. The interviewer can see more than just your face.