

Setting up Zoom

- Sign up for a free account at <https://zoom.us>.
- Download and install **Zoom client for meetings** <https://zoom.us/download>.
- Log in to the desktop app using your account info.
- You can join Zoom meetings via browser without installing the desktop client.
- We recommend you install a desktop app, for better stability.

Configure settings and test your hardware

- Access settings by clicking the cog icon in the upper right hand corner.
- Click **Video** to test your camera and video settings.
- Click **Audio** to test your speakers, microphone and audio settings.
- Tip: use headphones with a microphone for best sound quality.

Joining a meeting

- You will receive a log in link in an email. Clicking the link will launch your Zoom desktop app and you will be prompted to log in with your email and password.
- Alternatively, you can join the meeting by clicking the button **Join** on your desktop app and inputting the meeting ID and password.
- Choose **Join with computer audio** when joining a meeting.
- Your microphone and camera will be turned off by default when you join a meeting. It is best if only the lecturer's and chair's camera and sound are turned on to minimize background noise. If you want to ask a question or comment on something, you can turn on your microphone and camera at any time.

Instructions for attendees

- You can indicate you want to ask a question by pressing the **Raise hand** button during the talk. Pressing the button again will lower your hand.
- You can chat with the other participants by clicking the **Chat** button. You can chat with everyone at once or with an individual user.
- You can share your screen with the other participants by clicking the **Share Screen** button. This will open a window that gives you a variety of options of programs that are open on your desktop:
 - Screen shares your entire laptop screen, viewers will see your screen in the same way you see it.
 - Selecting your open file (i.e. .pdf or .ppt) means viewers will see that file, and only that file.

Leaving a meeting

- You can leave a meeting at any time by clicking on **Leave**.