

Preparing for a Zoom Meeting

At least an hour before (especially if you have not used Zoom before)

- Download and install the [Zoom desktop client \(Windows or Mac\)](#) or the mobile app (iOS/Android) in advance. This may take several minutes to complete.
- Create your Zoom account.
- Review these Zoom instructions. More information can also be found at Zoom's [Getting Started](#) page.
- Join a Zoom Test Meeting (found by clicking [here](#)) to confirm your computer or device's capabilities.
 - To test your microphone, click "Test Computer Mic & Speakers" in the pop-up window that appears when first opening a test meeting or beginning your scheduled meeting. More information on audio testing can be found [here](#).
 - To test your camera, just look at the Zoom window to see that you are clearly visible, non-pixelated, and can move and speak without noticeable delays. Click [here](#) for more video testing tips.
 - *You may need to give Zoom permission to access your camera and microphone beforehand. Typically, the request for permission will appear in a pop-up window the first time you open a Zoom Meeting, and will carry over to future meetings. If you declined permissions in the past, you will need to go into your PC or Mac's settings to allow Zoom to access your camera and microphone.*
 - In your test meeting, practice using the Zoom features listed below under "Views to Choose From" and "The Zoom Menu."

5-10 minutes before the meeting

- Find a quiet space with strong WiFi that is free of distractions.
- Close any open windows or programs on your device that are unrelated to your meeting. This focuses your device's power to provide the best Zoom meeting experience possible.
- Open Zoom via the Zoom meeting link you were sent by the meeting organizer.
- Test your speaker/headphones, microphone, and camera to make sure the group can see and hear you and you can see and hear them.

During the Zoom Meeting

- Click **Start Video** to begin broadcasting from your webcam.
- Click the **Chat** bubble to ask questions via text, share links to websites, and keep up with the meeting's back-channel discussion. You can chat to everyone in the meeting, just the host, or a specific person.
- Find out who else is in the meeting by clicking **Participants**. This is also where you can "raise your hand" to ask a question, answer a question, or start an intense philosophical debate. What you do with this power is up to you.
- At the end of the meeting, click **Leave Meeting**.

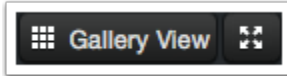
See the following pages for detailed information about views, the menu, etiquette, and help.

Views to Choose From

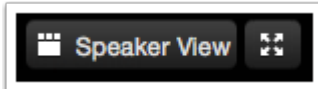
Views can be changed by hovering the mouse at the top right of the Zoom Meeting window and clicking the desired view. There are three views in Zoom:

- **Speaker View:** Focuses on the current speaker.
- **Gallery View:** Shows all participants (up to 25 people). Use it when you feel like watching everyone.
- **Fullscreen:** Maximizes screen.

When currently in Speaker View, switch to Gallery View by clicking this button:



When currently in Gallery View, switch to Speaker View by clicking this button:



To make the Zoom Meeting take up your entire screen, regardless of the view mode you're in, click:



The Zoom Menu

The Zoom menu contains several features that can be used at any time throughout meetings. For laptops, PCs, and Macs the menu can be found by hovering over the bottom of the Zoom window. In the Zoom app, the menu can be accessed by tapping the bottom of the app window.



- **Mute:** Silences and unsilences your microphone.
- **Invite:** Lets you bring more people into the meeting, if the meeting host provides those permissions.
- **Participants:** Find out who else in the meeting and raise your hand to ask or answer a question.
- **Share Screen:** Allows you to share a variety of windows and applications. Participants can share views of their desktops and specific windows currently open on their computer, write on a digital whiteboard, and even share a screen directly from their iPhone or iPad. These features (and more) are outlined thoroughly [here](#).
- **Chat:** You can send messages to everyone, just the meeting host, or a specific person.
- **Record:** If the host allows it, you can record and download as much of the meeting as you want. More information on recording can be found [here](#).
- **Leave Meeting:** Click this when you're ready to leave the meeting
- **More** (on the Zoom app): Allows you to raise your hand, and other features.

Zoom Etiquette and On-Camera Tips

Video chatting in a professional setting is a new experience for many people. Here are some tips to help you look (and feel) like the most impressive Zoomer in the room.

- Getting clear video is a lot like taking a good selfie -- it's all about contrast. Light your face more brightly than the background to make it easier to see you.
- Make sure you are visible in the video frame. Be aware of how you are positioned in front of the camera.

- Be yourself. Move physically and make facial expressions.
- **Microphones pick up all ambient noise, so keep your mic muted until it's your time to speak.**
- Remember that when on-camera, other activities such as eating, drinking, shuffling papers, etc are extremely distracting (and sometimes unflattering).
- If you can't use video, upload a nice profile image of your face to your Zoom Account. Give the other meeting participants something to look at while you speak.
- Remember: No matter how many people are in a meeting, there's probably someone watching your video at all times.

Need More Help?

Don't panic! There are a number of resources out there to help you Zoom successfully.

1. View Zoom Support Center's Getting Started Resources [here](#).
2. Contact Terri Edwards, admindirector@reveilleumc.org, (804) 359-6041, ext. 116, or (804) 833-4711 (text).
3. Chat with Zoom Support online by going [here](#) and clicking "Chat live" underneath "Support Process."
4. Call Zoom Support at +1.888.799.9666 ext 2 or +1.650.397.6096 ext 2.