

# **ZOOM INFO, TIPS & TRICKS**

## **PREREQUISITES**

- Internet Explorer 10 or higher
- Microsoft Edge 38.14393.0.0 or higher
- Google Chrome 53.0.2785 or higher
- Safari 10.0.602.1.50 or higher
- Firefox 49.0 or higher

## **JOINING A MEETING**

1. Click the link to join the meeting.
2. An option Join from your Browser may appear automatically. If it does not, select download & run Zoom.
3. The option Join from your Browser will appear.
4. You will be prompted to enter your name.
5. Click Join to be taken into the meeting.

## **JOINING AUDIO**

1. Click Join Audio.
2. Click Computer Audio
3. Click Join Audio By Computer. After joining computer audio, you can Mute/Unmute at the lower left corner or click on the ^ to select a different microphone and/or speaker.

## **VIEWING VIDEO**

- When joined into a Zoom meeting from the web client, you can view one participant's video in active speaker view or if the host spotlights a video. If multiple participants are sharing their video, you will only be able to see one at a time.
- If you are in gallery view, you can click Speaker View at the top right.

## **SCREEN SHARING**

- Click Share Screen located in your meeting tool bar.
- Select the screen you want to share then click Share. If you are using multiple monitors, you will see each screen.
- To share a specific application window, click the Application Window tab, select an application, then click Share.
- Notes:
  - When sharing an application, live changes made to a document may not appear for others. If you experience this issue, please stop sharing and restart the share or share your entire screen to avoid this issue.
  - For Windows 10 users, if several applications are open, a limited number will be listed as an option to share. If the application you want to share is not listed, close unnecessary applications and try again.
- While screen sharing, you will have access to the following controls: A notification at the top of your Zoom meeting window shows a preview of your shared screen.
  - Click Pause Share to pause screen sharing.
  - Click Resume Share to start screen sharing again. You can also click Stop Share to stop sharing your screen.
  - A floating notification bar appears on top of your browser.
  - Click Stop sharing to stop sharing your screen.
  - Click Hide to remove the floating notification bar.
  - Click the upwards arrow beside the Share screen button to change who has access to screen sharing.

## **TIPS FOR A PRODUCTIVE MEETING**

- Make sure you have a strong internet connection.
- Check whether your camera is on to ensure that all attendees can see you when you speak.
- Participate from a quiet, unoccupied room.
- Mute audio when you are not speaking to limit background and outside noises.
- Use headphones for clearer, crisper sound.