



Zoom Video Meetings User Guide

GETTING STARTED:

You will be prompted to download the software, once you have clicked on the link that has been provided. This can be done on a computer, tablet or smartphone with a camera and microphone.

NOTE: You are NOT required to create an account in order to participate in a Zoom meeting, although you are welcome to do so if you wish.

Please see the System Requirements at the following URL to ensure that you are ready to go:
<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-and-Mac>

Step 1:

Click on the link that has been provided.

Step 2:

Download the Zoom Desktop Client. Simply follow the prompts to download the correct Zoom desktop client for your computer and operating system. Note that you may also download clients for iOS and Android devices.

Step 3:

Your Zoom Desktop Client will download. You will then need to install the client.

Step 4:

Once you have installed the desktop client, you can now join the meeting. You may have to click on the provided link again to connect to the meeting. The Zoom desktop icon looks like the one to the side. —>



Please review the support documents available at the following URL:
<https://support.zoom.us/hc/en-us>

ZOOM USER TIPS:

Here are some tips to help make sure you have the best possible experience. It is within your best interests to follow these recommendations to ensure a good quality experience.

1. Obtain a high quality web camera if you are using a desktop. For laptops, if your computer is less than 3 years old, the built-in camera (if it has one) should be adequate.
2. Obtain a set of headphones with a microphone. This will greatly reduce the chance for feedback and improve your voice quality for those who are communicating with you on the other side.
3. When possible, connect to the Internet with a physical cable connection, not just Wi-Fi. This will give you much greater speed and service.
4. Don't be outside. Wind and background noise makes your device's microphone adjust and your voice may sound muffled.
5. Don't have several programs running while using Zoom. Close all unnecessary applications during your call so all processing power can be used to maximize the quality of your Zoom session.
6. Pay attention to your background. Too much light behind you and you will appear only as a dark figure with too much light behind you! Also, don't have anything behind you that may be distracting to those who are on the other side (a plain surface is better than a busy one).
7. To counteract back lighting, make sure you have a good source of light in front of you and behind the camera that you are using with your computer.
8. Avoid moving your head too much or "talking with your hands." Too much movement can cause the video to pixelate and degrade.