

Tips for Using Zoom

Before you join a session:

- Please make sure that your name is the same as the name you registered with. To change your name, click on “More” next to your name and select “Rename”.
- Close all other windows/apps, especially mail programs. Please silence your mobile phone.
- Ensure that you are connected to the internet and are in an area with a strong signal. If you notice that you are consistently lagging, please turn off your camera.
- Make sure you are in a space where you can control noise and interruptions.
- You can connect to the audio using a headset connected to your computer. A headset is ideal as laptop microphones may not provide the best quality audio.
- If connecting by phone, follow the prompts on screen after joining the webinar.
- Please do not sit in front of a window. It makes it difficult to see you. Make sure the camera is on your face.
- Have a power cord handy or keep your laptop charging.

Zoom Room Meetings

Control Panel:

Mute/Unmute: This allows you to mute and unmute your microphone.

Start/Stop Video: This allows you to start and stop your own video.

Participants: This opens up the Participants window so you can see who is in the meeting.

Share Screen: Click on this to start a screen share. You will be able to select the desktop or application you want to share.

Chat: Access the chat window to chat with the host and other participants.

Note: the controls may auto-hide, so you may have to hover over the bottom of your screen with your mouse to get them to show.

Please mute yourself when not speaking to eliminate background noise.