



GETTING STARTED WITH ZOOM MEETINGS: PARTICIPANT INSTRUCTIONS

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REQUIREMENTS FOR GETTING STARTED

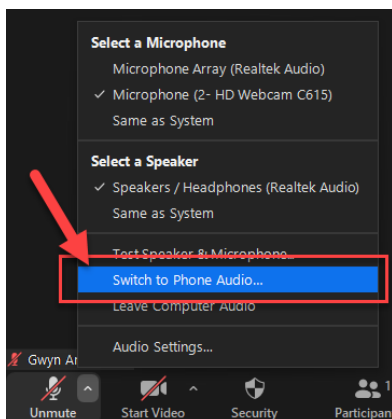
To join a Zoom meeting there are certain technology requirements that you will need to get started including:

- **An Internet Connection:** A wired or wireless connection - a wired connection will give you the best experience.
- **Technology Device:** You can join Zoom through a computer, tablet, or smart phone. Presentations may be hard to view on a phone. A dial-in only by phone option is available just to listen to a Zoom meeting. More details can be found in the devices section of this document.
- **Speakers and Microphone:** On a computer, tablet, or smart phone you will need to be able to listen through a speaker, headset, or earbuds. To be able to speak to others your device needs a microphone.
- **Webcam:** Zoom participants may use a built-in webcam or an external webcam, to share their video.

INTERNET CONNECTIVITY TIPS

Joining a video conferencing session with a slower Internet connection can be a challenge. Below are tips for successful Zoom meetings.

- **Wired Connection.** If your computer and Internet router have an option for a wired connection, join with a wired option versus a wireless connection.
- **Proximity to Router/Hot Spot.** Bring your laptop or device closer to your router or hot spot connection.
- **Check Bandwidth.** You can check your bandwidth using a speed test such as <https://www.speedtest.net/> (MSU Extension does not endorse this specific website – other speed test websites can be found online). For the list of required bandwidth for Zoom meetings and Webinars visit: [Zoom System Requirements](#).
- **Stop Camera Feed:** A camera feed from a webcam (showing the video of you speaking) takes more bandwidth and may affect the quality of your Zoom session if you have a slow connection. If your Internet is unstable stop your video feed. Another option is to show your video during introductions, or if you have a question, but stop your video feed during other parts of the meeting.
- **HD Video in Zoom:** You can disable the HD video option by selecting video settings in a meeting - select the up arrow to the right of the video icon and check or uncheck the HD video option.
- **Mute Microphone When Not Talking:** When you aren't talking mute your audio (click on the microphone icon to mute or unmute).
- **Close other Applications:** Zoom uses memory and processing from your computer and is not prioritized over other applications - closing applications you do not need will improve your Zoom experience. Try to pause downloading updates, if you can.
- **Avoid Crowding Your Router:** If multiple devices (from other individuals) are joined to your router or hotspot, try to limit video streaming which will affect bandwidth (e.g. Netflix, Roku, YouTube TV, etc.)
- **Switch to Phone Audio:** If you have an unstable connection, you can join the meeting by phone. For immediate instructions, click on the up arrow to the right of the microphone icon as shown below:



DEVICES

You can join a Zoom meeting with a computer, tablet, or smart phone. If you have connectivity/audio issues you also have the option to call in and listen only using a phone as shown above.

- **Computer:** When joining a Zoom session on your computer the software will download (if you have not joined a Zoom session previously) and the application will open. There is an option to join a Zoom meeting through a web browser (instead of downloading the application), however, this is not recommended as it includes limited functionality. For example, those joining from a web browser cannot view and respond to poll questions.
- **Tablet:** Supported table and mobile devices include iOS, Android, Blackberry, and Surface Pro 2 devices (must be 2 or higher and run Windows 8.1 or higher).
- **Phone App:** Participants can download an app on a mobile device to access Zoom. Note that some presentations during a Zoom session may include detail and images which may be difficult to view on a mobile device.

If you need to view a zoom session on a larger screen you may consider connecting to a TV or using a smart phone magnifier.

Full system requirement information can be found on the Zoom website: [Zoom System Requirements](#).

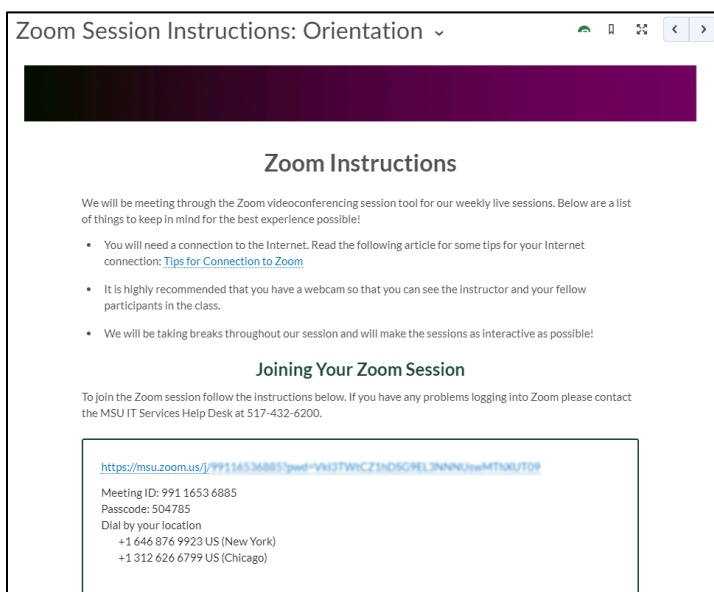
INSTALLING THE ZOOM APP (DESKTOP OR MOBILE)

Using Zoom with a Windows, MacOS, or mobile device requires the installation of an app. When you are invited to participate in your first Zoom meeting by clicking on a link, Zoom will prompt you to download the app when you click on the URL. You do not need to pre-install the app. Please start this process 15 minutes before the meeting start time.

Zoom users can also install the app in advance by going to <https://zoom.us/download>. An app is also available for iOS from the [Apple App Store](#) and for Android from [Google Play](#). At either location, search for "zoom".

JOINING YOUR ZOOM SESSION

In your D2L course you will find instructions for accessing Zoom. There is a page with Zoom instructions in each unit of the course. The instructions will include a link, meeting ID, and passcode. You can click on the link on your computer, tablet, or mobile device to join the meeting. For Zoom related technical support, please contact the MSU IT Help Desk at 517-432-6200.



The screenshot shows a web browser window titled "Zoom Session Instructions: Orientation". The page has a purple header bar. Below the header, the title "Zoom Instructions" is centered. The main content area contains the following text:

We will be meeting through the Zoom videoconferencing session tool for our weekly live sessions. Below are a list of things to keep in mind for the best experience possible!

- You will need a connection to the Internet. Read the following article for some tips for your Internet connection: [Tips for Connection to Zoom](#)
- It is highly recommended that you have a webcam so that you can see the instructor and your fellow participants in the class.
- We will be taking breaks throughout our session and will make the sessions as interactive as possible!

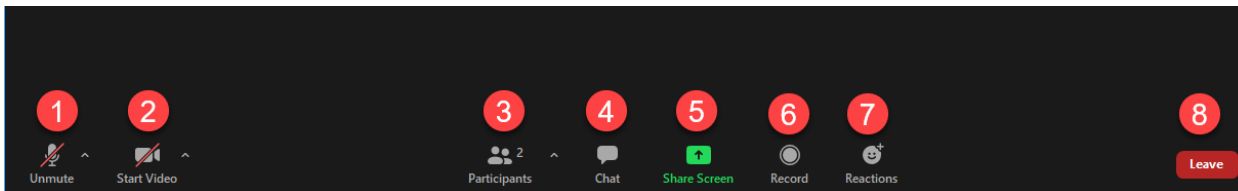
Joining Your Zoom Session

To join the Zoom session follow the instructions below. If you have any problems logging into Zoom please contact the MSU IT Services Help Desk at 517-432-6200.

<https://msu.zoom.us/j/99116536885?pwd=VnI3TWlrczlnOSGVEL3NnNlNmMTXkUjOT09>

Meeting ID: 991 1653 6885
Passcode: 504785
Dial by your location
+1 646 876 9923 US (New York)
+1 312 626 6799 US (Chicago)

When you join a Zoom meeting you will see the options below at the bottom of your screen. If the options disappear, hover your mouse over the bottom of the Zoom window. Each of the items are described in general below the graphic - and in more detail below!

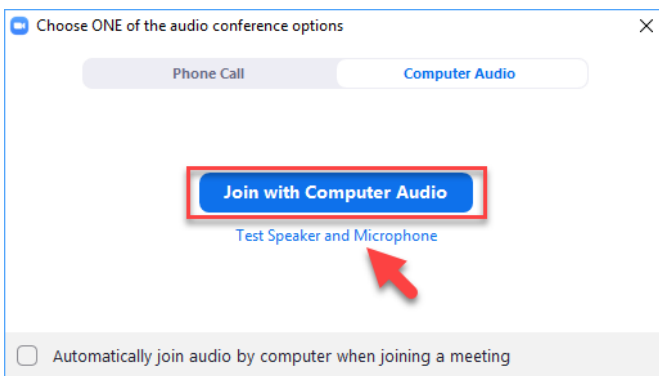


1. Mute, unmute, change audio source, switch to phone audio
2. Mute or start your video camera, change video source, change background image
3. View participants in the Zoom meeting, change your profile picture, modify your display name
4. Chat with the host and/or participants (this may be limited by the meeting host)
5. Share your screen (this may be disabled for participants)
6. Record a meeting (participants will NOT be able to record)
7. Non-verbal feedback for the host/presenter
8. Leave the meeting

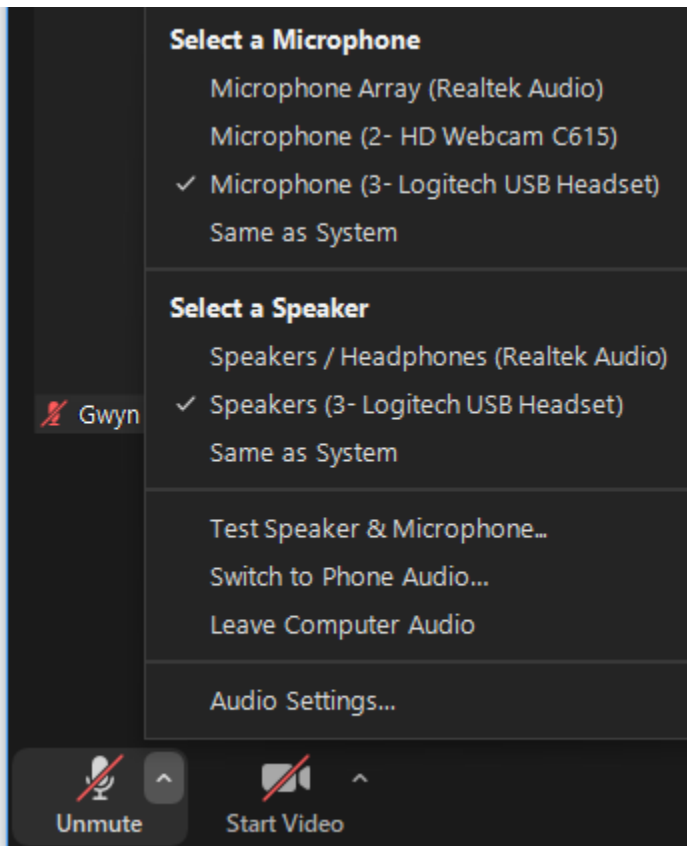
Below are more details for many of these features!

AUDIO

One of the most important things a Zoom participant needs to know is how to control their speakers and microphone! You first need to connect your audio. When you first join a Zoom meeting you will be prompted to “Join with Computer Audio.” Select that option to join your audio. You can select and test your speaker and microphone before joining by selecting the “Test Speaker and Microphone” link.

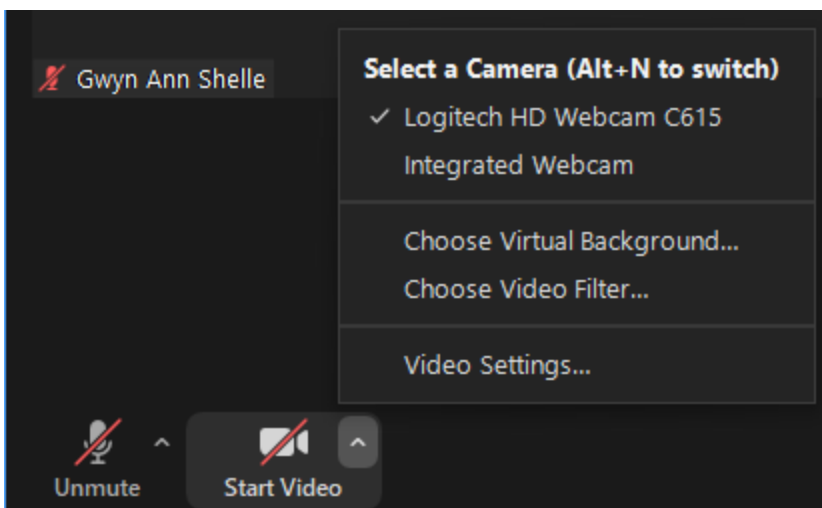


Once you are logged in you will see a microphone icon in the lower left corner of the Zoom window. You can click the microphone icon to mute and unmute. If you click on the up arrow to the right of the microphone icon you have more settings. You can Switch to Phone Audio if your connection is slow and other participants cannot hear you well. When you select this option instructions will appear for joining by phone. You can also select a different microphone or speaker if available.



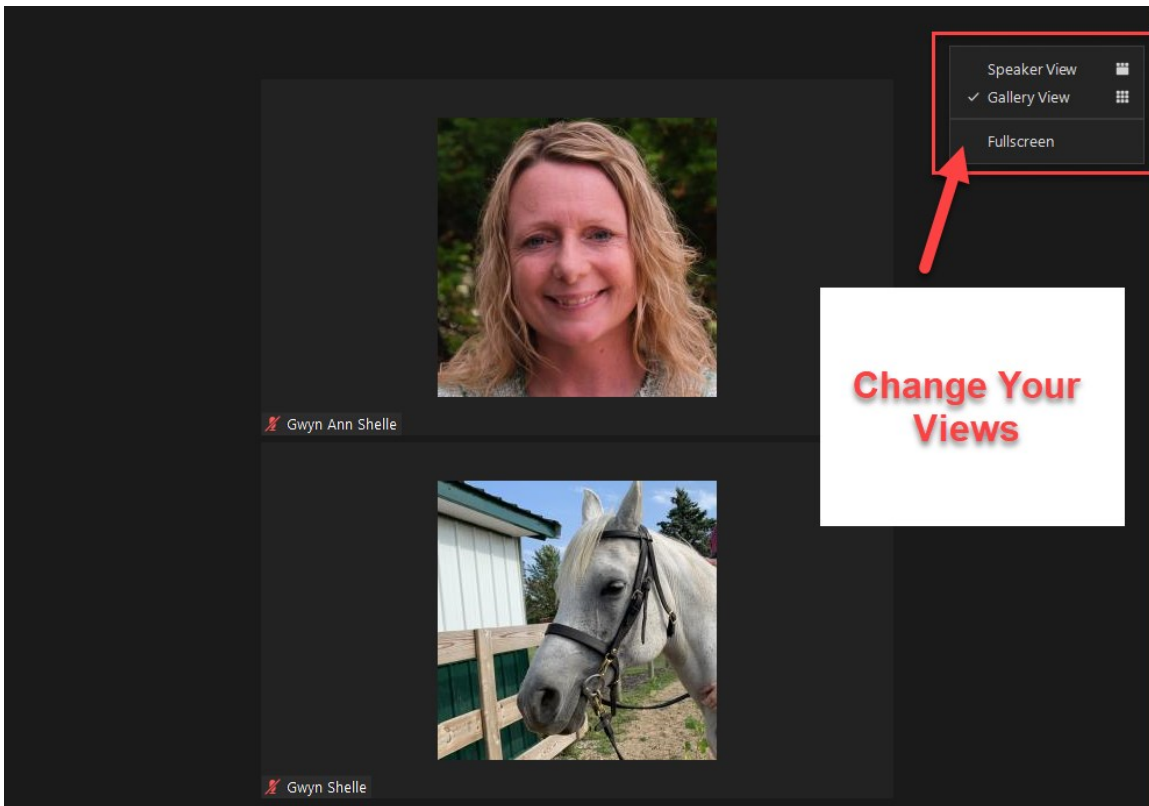
VIDEO (WEBCAM)

When you join a meeting, you can turn your video feed on and off by selecting the video icon shown below. If you click on the up arrow to the right of the video icon you can select a video source. In addition to this you can change your background using the Virtual Background option in order to keep meeting participants from seeing what is in your video background such as your home or office.

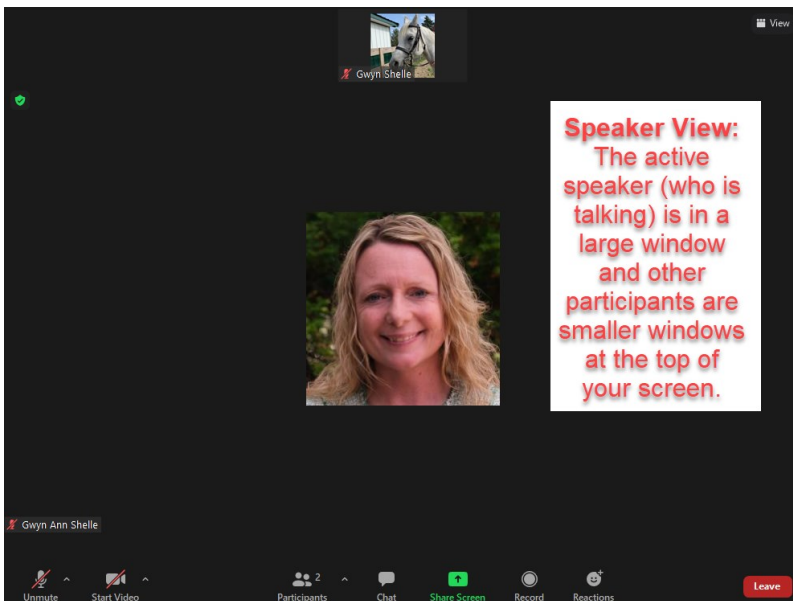


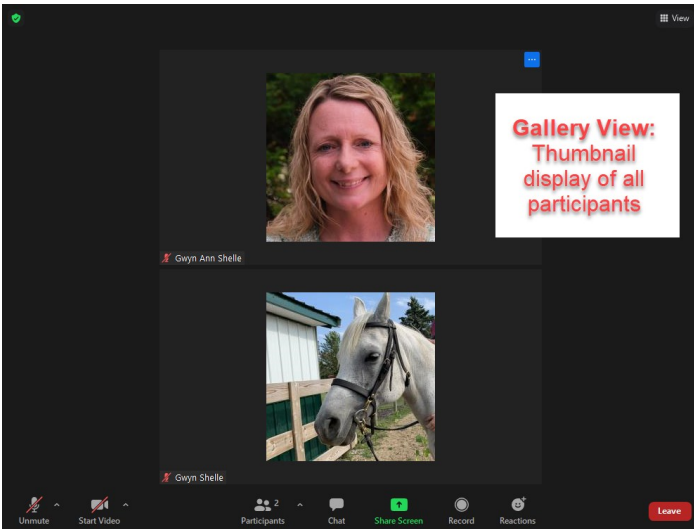
SPEAKER VS GALLERY VIEW

You have two views in Zoom - Speaker or Gallery View. Speaker view shows the active speaker, whereas gallery view shows all video windows. The number of videos you can see will be limited on a smart phone. You can change your views in the top right corner of your Zoom screen (select the View button).



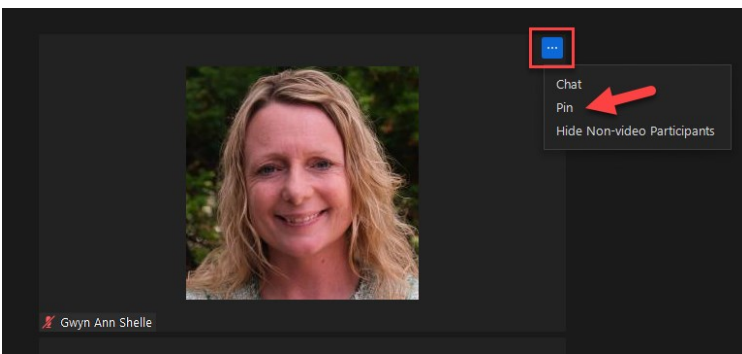
Below are examples comparing the speaker and gallery views.





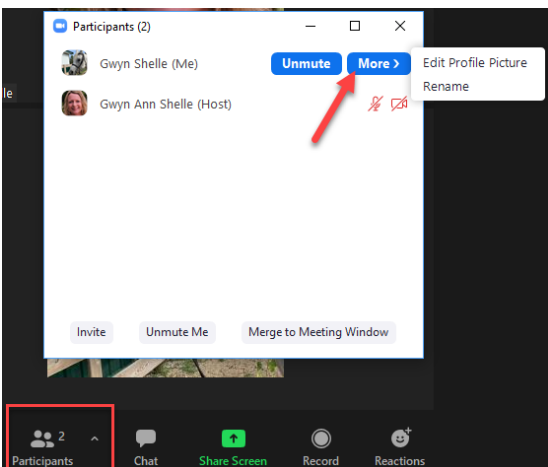
PIN A SPEAKER

You can Pin a speaker so that they are always shown as the active speaker in a larger view. To do this hover your mouse over a thumbnail, select the three small dots in the upper right corner (or right click on the thumbnail) and select Pin.



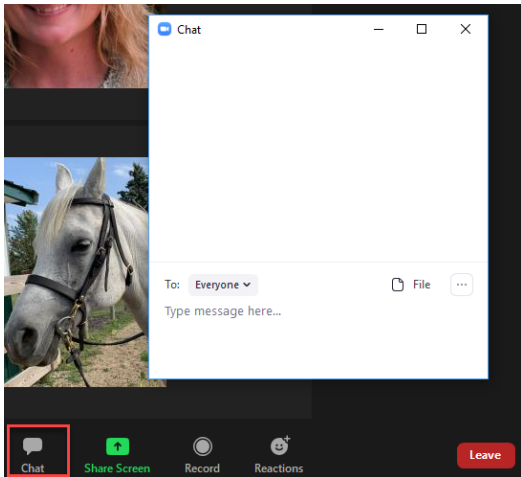
PARTICIPANT LIST

If you click on the Participant option at the bottom of your screen you will see a window with a list of all participants in a Zoom meeting. If you hover over your name and click on the More button you have the option to edit your profile picture or rename yourself. You also have these options if you right click on you image and/or click on the three dots in the top right corner of your image/video. If you click on someone else’s name you can private chat with them if enabled by host. The participant list also shows who is screen sharing, recording, and/or individual reactions (i.e., those with raised hands).



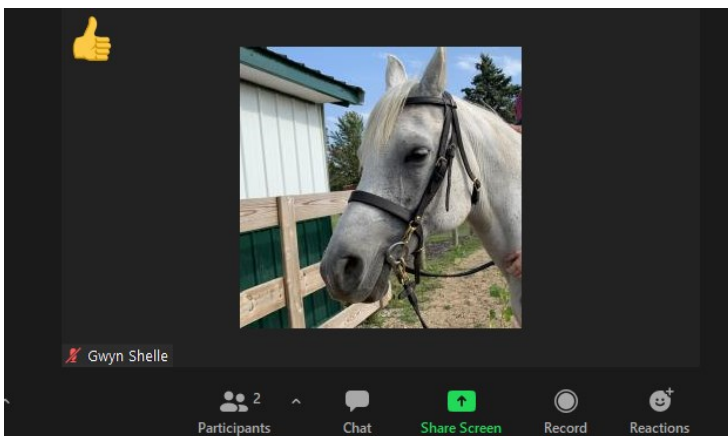
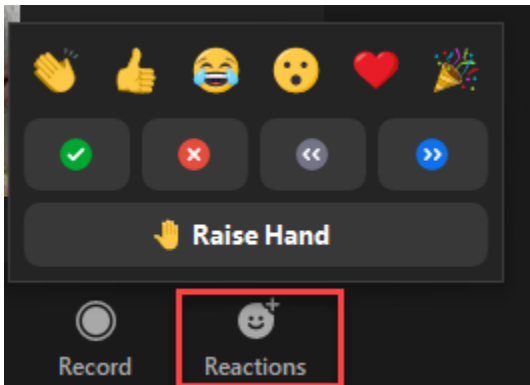
CHAT WINDOW

If you click on the Chat option at the bottom of the screen a chat window will open. Depending on what settings the host of your meeting has selected, you will have the option to chat with host only, everyone publicly, everyone publicly and privately, or no one.



NON-VERBAL REACTIONS

The reactions button allows you to add an icon to your thumbnail image or video. An example of the thumbs up icon is below! Participants can use these tools to non-verbally react or communicate with other participants and/or the presenter. Reactions also show up on the participant list.



TECHNICAL SUPPORT

For Zoom related technical support, please contact the MSU IT Help Desk at 517-432-6200.