

Zoom Cloud Meetings Participant Guide

Getting Started

You do not have to have a Zoom account to attend a Zoom meeting or interview. You may also wish to create an account, but that is not required to participate. You will need to download the Zoom Desktop Application.

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>

You will need a computer or device with a webcam and microphone to participate in a Zoom session.

Step 1:

Download and install the Zoom Desktop Application. This can be found at the following URL:
<https://zoom.us/support/download>

Note that you may also download clients for IOS and Android devices.

Step 2:

Once you have downloaded the desktop application, you can now join the meeting. Click on the Zoom icon on your desktop. Click on “Join Meeting”. Then enter the Meeting ID number, which is 188 303 692.

Prior to attending your first Zoom workshop, please review the additional support documents available at the following URL: <https://support.zoom.us/hc/en-us>

Zoom User Tips

These are some following tips to help make sure you have the best 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 computer headset. This will greatly reduce the chance for feedback and improve your voice quality for those who are communicating with you on the other side. Headsets that connect via USB are the best choice. (These are not necessary, just a suggestion to improve your experience)
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. A laptop or desktop is preferred over a Smartphone or tablet.
5. Don't be outside. Wind and background noise make your device's microphone adjust and your voice may sound muffled.

6. 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.
7. Pay attention to your background. Too much light behind you and you appear to be only a dark figure. Also, don't have anything behind you that may be distracting to those who are on the other side.
8. 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.
9. Pay attention to your attire. Don't wear stripes or anything too bright. Solid colors are best.
10. Avoid moving your head too much or "talking with your hands." Video via Zoom is a little different than television, and too much movement can cause the video to pixelate and degrade.

Participation by telephone

If you are not able to attend the Zoom workshops by computer, you may participate by telephone.

Dial 1-669-900-6833

When prompted enter Meeting ID which is 188 303 692

If you want to ask a question or share

At each meeting, there will be two trusted servants: a Host and a Moderator. The Host will be opening the meeting and introducing the panelists. The Moderator is available by chat (a Zoom feature). You can tell the Moderator that:

1. You have a question, or a brief share.
2. You are having some difficulty and need help with the zoom application.

In order to chat with the moderator, bring your cursor to the bottom of your screen, and click on "Chat" which is just to the right of center. That will bring up a box that says, "Zoom Group Chat". On the bottom of the chat box, it will say: "To: Everyone" You'll use the arrow and change "Everyone" to the name of the moderator, and type your question where it says, "Type message here." You may type "I'd like to share" or ask the moderator a question. The moderator will ask your question for you, or call on you to share, or otherwise answer you. We ask that you share your own experience, strength, and hope rather than correcting or commenting on someone else's share.

If you have accessed Zoom by phone not by internet, we ask that you wait until the Host asks if there are any questions from the phone-in participants.