How to Participate in a Zoom Meeting

Key Points:
(1) DON'T use a speaker phone.
(2) Mute yourself when you are not talking.

Zoom allows for video or phone conferencing (or phone conferencing) as well as screen-sharing between meeting participants.

For the video part: you will need a webcam (video) either built into your computer or an external webcam (that likely attaches to the top of your monitor or somewhere else in your office).

For the audio part:

- Best option: Headset with microphone plugged into your computer. This not only has the clearest audio, but it also keeps video and audio in sync.
- Another option: Headset with microphone attached to your phone. You will likely notice a delay in audio from the video (and that's distracting and annoying).
- Other options: Apple Airpods, bluetooth earphones, and ear buds can work for this (as long as the set has a built-in microphone). You can also steal your kids' gamer headsets as a last resort.

The host will provide you with a login link and a meeting ID.

To log in: (allow about 5 minutes for the log-in process, until you get proficient on using Zoom)

First, if you have an external webcam, plug it in to your computer.

Click the link provided by the host; this should prompt you to "Open in Zoom meetings;" follow the dialogue boxes until Zoom is open.

You will be prompted to Join with Video (if you have a webcam) or Join without Video.

You will then be prompted to select your audio source:

- If you have a headset with microphone plugged into the computer (or one built into your computer), click on Computer Audio.
- Otherwise, click Phone Call. You will be given a phone number to dial, meeting ID, and participant ID. You will be prompted to enter these numbers. You can use the first phone number listed. You will be asked "Do you want to continue without audio?" Click Continue (this is the phone in option).

If you are having difficulties with computer audio:

- Check privacy settings on your computer. Sometimes microphone access is automatically disabled.
- You can test your audio source in the Zoom app: click the up arrow next to the microphone button in the bottom left, and then select "Test Audio;" the program will walk you through testing your equipment.
- If you cannot get computer audio to work, you have the option to dial in via phone.

You have the option to pause your video feed if needed: look for the "Pause Video" button.

You can mute yourself: look for the microphone button (the host also has the ability to mute and unmute all participants).

If you would like to share your screen with the group, you can request from the host by clicking "Share Screen" button. Please note that the host may have locked screen sharing, preventing participants from sharing.

Adapted from a document shared by the Dayton Region Manufacturers Association