**Basic Guide for Participating in a Zoom Meeting**

**Signing up**

* Go to [www.zoom.us](http://www.zoom.us)
* Once you have an account, download the Zoom Desktop Client if you are using a PC or Mac
* Phones and tablets also have free apps available for download
* Zoom has easy instructions available for getting to know the Zoom system <https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-PC-and-Mac>
* If you do not want a Zoom account, there is an option for joining a meeting without an account (see ‘Joining a Zoom Meeting’ below)

**Preparing your computer or laptop for participating on a Zoom call**

You can use Zoom on your computer, laptop, phone or tablet. If you are using your computer or laptop, we suggest:

* Have a good camera and quality microphone
* Use the best internet connection you can
	+ Wired better than wireless
	+ Wi-Fi better than cellular
* Mute when not speaking
* Close out other, unneeded applications on your computer
* Avoid other activities that will absorb bandwidth (e.g. downloads, streaming, cloud backups)
* Turn off all apps, especially those with sound alerts

**Preparing yourself for a Zoom Meeting**

* Test out the Zoom system prior to the start of the meeting
* Find a private location without background noise, if possible
* Put aside other distractions so you may be fully present
* Turn off all notifications and make sure your cell phone is on silent

**Joining a Zoom Meeting**

* Your meeting host will send a Zoom meeting ID in the invitation
* Options for participating:
	+ Go through the Zoom Desktop Client on your PC or Mac
	+ Use the Zoom app on your phone or tablet
	+ Or simply join through your web browser at <https://zoom.us/join>

 (no need to have a Zoom account)

* Type in your Zoom meeting ID which you received from the meeting host
* You may choose to participate by video or by phone (if connectivity is a challenge)
* For easy instructions, see <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>