Video and Audio Zoom Teleconference
Steps to join your zoom meeting depending on the platform you are using

First, you need to know what "platform" you wish to use.

1. Apple Device such as IPad or IPhone
2. Android
3. Regular windows computer? Does your computer have a camera and built in Microphone?
4. Basic phone

*Zoom will run on any of these platforms.*

For option #1
Zoom on an Apple device; go to the APP store and download "ZOOM CLOUD MEETINGS"

There are a few different Zoom apps, so look for this one.
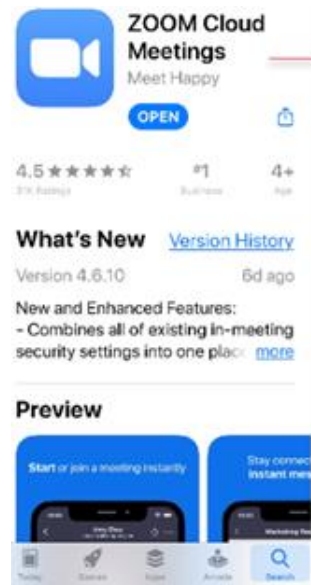
If you are using this option, all you need to do to participate in a Zoom call is to click the link in the email of meeting invitation; Zoom will open automatically

You will are asked on how you want to join audio; typically just use the first option
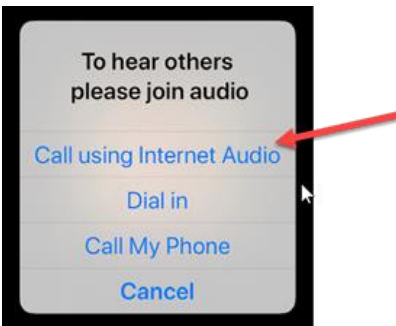
For option # 2
Zoom on an Android device

1. Open the Google Play Store on your **Android** device.
2. Search for **ZOOM** Cloud Meetings.
3. Locate and tap the entry by **zoom**.us.
4. Tap Install.
5. Read the permissions listing.
6. If the permissions listing is acceptable, tap Accept.
7. Allow the installation to complete.

For option # 3
Zoom on a Windows computer

Nothing is needed; you can open the meeting by clicking the URL in the meeting invite; the meeting will open a browser; Chrome and your meeting will take place.

When a Zoom meeting invite is sent too you will get something like this:

Once you click the meeting URL, your browser will open and simply use the option "Open Zoom Meetings" you don't need to download anything:
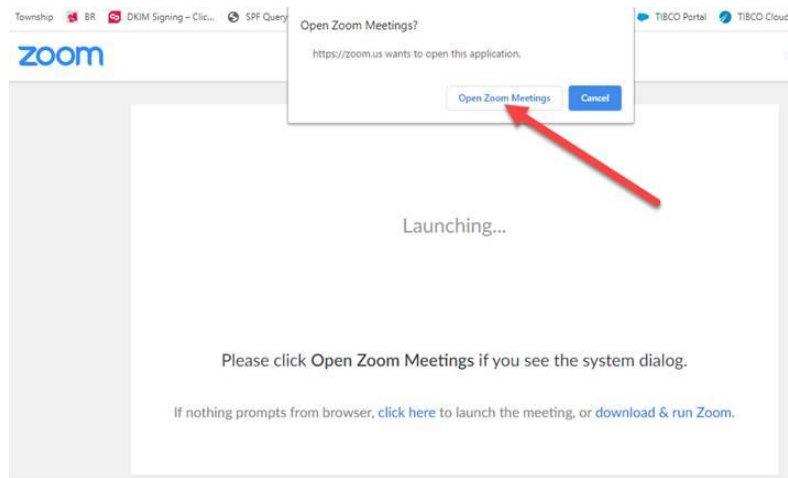
Last option is how you want to talk; phone call or computer audio and microphone:
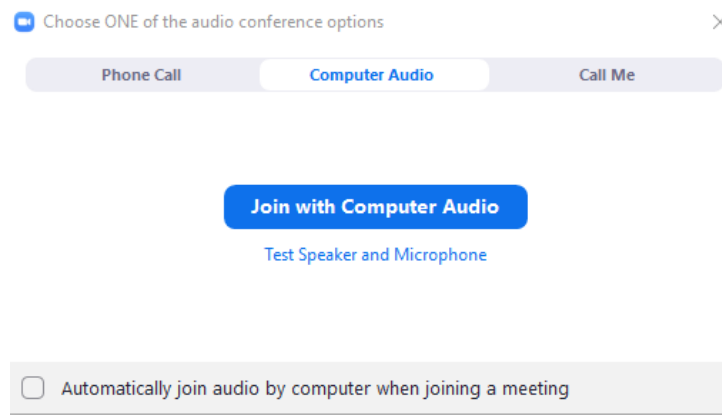
For this last option; you can click the link to join the meeting, but when it comes to audio you still can either call in, or use your computer audio and microphone. Only "Join with Computer Audio" or by phone and not both.

For option # 4
Joining a meeting by phone only

Dial an in-country number. If you dial a toll number, your carrier rates will apply. You can find the numbers on your meeting invitation or a full list of international dial-in numbers at https://zoom.us/zoomconference.

1. You will be prompted to enter the meeting ID - the nine (9), ten (10), or eleven (11) digit ID provided to you by the host, followed by **#**.
2. If the meeting has not already started and join before host is not enabled, you will be prompted to enter the host key to start the meeting, or to press **#** to wait if you are participant.

3. You will be prompted to enter your unique participant ID. This only applies if you have joined on the computer or mobile device or are a panelist in a webinar. Press **#** to skip.

If you join by computer or mobile device later, you can enter the Participant ID to bind your phone and device session together and show your video when you speak on the phone. To enter your participant ID once you are in the meeting, enter **#Participant ID#** on your phone.

Phone controls for participants

The following commands can be entered via DTMF tones using your phone's dial pad while in a Zoom meeting:

- ***6** - Toggle mute/unmute
- ***9** - Raise hand

Entering the meeting password using your dial pad

If the meeting requires a password, a phone-specific numeric password will be generated. You can find this password in the invitation listed below the dial-in numbers and meeting ID.

System requirements
- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in
- Or, a HD cam or HD camcorder with video capture card

Supported operating systems
- macOS X with macOS 10.7 or later
- Windows 10
  Note: For devices running Windows 10, they must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.
- Windows 8 or 8.1
- Windows 7
- Windows Vista with SP1 or later
- Windows XP with SP3 or later
- Ubuntu 12.04 or higher
- Mint 17.1 or higher
- Red Hat Enterprise Linux 6.4 or higher
- Oracle Linux 6.4 or higher
- CentOS 6.4 or higher
- Fedora 21 or higher
- OpenSUSE 13.2 or higher
- ArchLinux (64-bit only)

Supported tablet and mobile devices
- Surface PRO 2 or higher running Win 8.1 or higher
  Note: For tablets running Windows 10, they must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.
- iOS and Android devices
- Blackberry devices

Supported browsers
- Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+
- Mac: Safari 7+, Firefox 27+, Chrome 30+
- Linux: Firefox 27+, Chrome 30

If you have weak internet, the easiest thing to help your connection is to be on mute when you are not talking. Only un-mute when you need to talk. Personally I like use ZOOM on my Apple tablet.

Zoom etiquette Tips

Use the video option when possible

It lets people see you and confirm you are involved in the ZOOM conversation. This is particularly important if you are the one hosting the meeting or a speaker, and slightly less so if you're an attendee.

Stage your video area

Keep in mind that people aren't just seeing you, they're also seeing whatever the camera is pointed at behind you. Maybe arrange it so that your camera isn't facing towards a pile of unfolded laundry?

More light is better

Video quality is dramatically improved with more lighting An extra nearby lamp is usually helpful. Just make sure the light is in front of you, not behind you - being backlit makes you harder to see.

Try to look into the camera.

If you're presenting or speaking to a group, looking into the camera will give the appearance of eye contact with whoever you're talking to. It is also definitely better than being forced to stare at your own face and realizing how badly you need a haircut.

Do your own tech support before you start!

Make sure you do a test run at some point, and that you're aware of your audio and video settings before you start. Most video conference services allow you to see a test of what your camera is recording before you start broadcasting it to everyone else, so have it arranged the way you want it. Zoom, for instance, has a feature that lets you test your settings before your meetings begin: just go to zoom.us/test.

You can also usually decide if you come in with audio hot or muted before you accidentally broadcast whatever is on the TV in the next room.

Stay on mute if you are not talking!

Background noise can be distracting. If you aren't sharing anything at the moment, go ahead and hit mute until you do. That way, no one has to listen to the car alarm that goes off in your neighborhood or your neighbor is perpetually barking dog.

Do not eat during the meeting.

It can be a little gross to watch other people eat sometimes or listen to them chewing, for that matter. Hold off if you can, or if not, maybe turn off the video and audio.

Only invite people who need to be there.

Is there someone who should be looped into the info being shared, but won't actually have anything to contribute themselves? Would it be possible to loop them in via an email instead? Save them, and yourself, some hassle by not including people who aren't necessary.

Make private meetings private.

If you share details of how to log into the meeting on a public platform, like Facebook, don't be surprised if you get some unwelcome visitors. Only share passwords with people you want to be there.