

## QUESTIONS ON USING ZOOM?

Now that video chatting has become a part of our new normal, we thought it would be beneficial to provide you with all of the basics and helpful information on best practices when using Zoom.

### USING ZOOM FOR THE FIRST TIME

If you are being invited to a Zoom meeting, you will receive an email from Zoom (no-reply@zoom.us) or from the host of the meeting. Once you receive this email, click Activate Your Zoom Account. You may need to enter a password if the host requests to use a password. This is optional by the host.

To sign up for your own free account, visit [zoom.us/signup](https://zoom.us/signup) and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.

### ZOOM ETIQUETTE

Our team has found meetings to be more effective and productive by sticking to some simple standards during Zoom calls.

1. Introduce everyone at the beginning and ask who would like to start.
2. Make sure you have a distraction-free, work-appropriate background.
3. Look into the camera when talking as much as possible. It's easy to drift and start to look at yourself instead.
4. Minimize distractions and focus on the goal of the meeting. That means silencing phones and avoiding checking emails.
5. Be aware of your microphone and/or audio settings. Try to remain muted when other people are speaking.
6. Only include people in the meeting who need to be there, the same as you would at an in-person meeting.

### USING AUDIO

On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. You can also join by using your phone. You can find the toll-free number to dial in to on your meeting invitation.

### USING VIDEO

You do not have to have a webcam to join a Zoom Meeting or Webinar but you will not be able to share video of yourself. You will continue to be able to listen and speak during the meeting, share your screen, and view the webcam video of other participants.

### TO START YOUR OWN MEETING OR JOIN AN EXISTING MEETING

You can schedule a meeting on the web through the Zoom Desktop client or mobile app. You can join a meeting by clicking the meeting link or going to [join.zoom.us](https://join.zoom.us) and entering in the meeting ID.

For more information on troubleshooting Zoom issues, visit: <https://bit.ly/2RsCsW8>



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