

Zoom Quick Start Guide

System Requirements

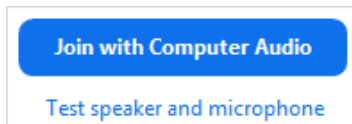
- Stable, broadband internet connection with speed of at least 50 Mbps
- Laptop or desktop computer
- Speakers and microphone: built-in, USB, or Bluetooth
- Webcam: built-in or USB
- Supported operating systems: Windows 7/8/10 | macOSX 10.7 or later
- Supported web browsers: Chrome | Firefox | Safari
- You may join meetings via your mobile device, but it is not recommended

Accessing a Zoom meeting

1. Follow the Zoom link provided by your instructor
- or -

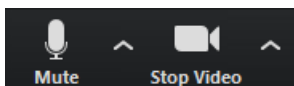
If you know the meeting ID, visit <http://jh.zoom.us> and click the **Join** button. You will be prompted to enter the Meeting ID. Type it in the field and click **Join**

2. If you are using Zoom for the first time, the application will be installed on your computer
3. After Zoom opens, click the option to **Join with Computer Audio**. If using Zoom for the first time, you may also wish to **Test speaker and microphone**



Zoom Controls

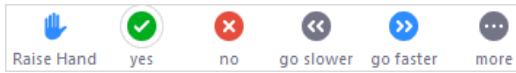
The toolbar at the bottom of the Zoom window contains buttons that you can use to access various features



- **Mute** your microphone or toggle your **Video** by clicking on each icon. Be sure to keep your microphone muted whenever you aren't actively speaking.
- To choose and test your microphone or choose your camera, click the upward arrow next to each icon.
- Tip: Be sure to mute your microphone when you aren't speaking. Keep your video on to make the meeting more effective



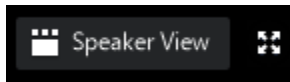
- **Participants** - Toggles the Participants window, which shows you the list of everyone in the meeting and allows you to access. You may also **Raise Hand** to get the instructor's attention or provide other real time feedback



- **Share:** If allowed by the instructor, allows you to share your entire computer desktop or individual programs
- **Chat:** Toggles the Chat window

The display settings above the video window allows you to choose how the video feeds appear.

- You may toggle between **Speaker View** and **Gallery View**. Gallery view is best for participating in live sessions.



- You may also switch to Fullscreen mode