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.