Tips for Zoom Videoconferencing:
A New Way of Meeting

What is Zoom?
Zoom is a popular and easy video-conferencing platform. You don't require a Zoom account to attend a meeting but the first time you join, your device connects and downloads an application to run Zoom on your computer. You join a meeting by clicking on a link that is e-mailed by the meeting host. Here's a video that explains getting started in the Zoom support centre:

https://www.youtube.com/watch?list=RDCMUC2SxmE4C-KAQuHaEfHVymgQ&v=hIkCmbvAHQQ&feature=emb_rel_end

What do I need to participate?
You need a device that connects to the internet – a computer, a phone, or a tablet – with camera, microphone and speakers – most come with these features. Additionally you may want headset or ear buds with microphone to eliminate background noise. Find the best connection you have to the internet. Usually WIFI is okay, sometimes it's better to connect directly to your modem with an Ethernet cable.

Arrive Early.
Plan to join the meeting 10-15 minutes early to set up and maybe chat with other so everyone is ready to begin at the appointed time.

Mind your meeting manners.
It's a good idea to mute your microphone when you aren't talking to reduce background noise. Be mindful that people can see your responses and expressions. Choose to turn off your video and remain as a voice participant if your activity is potentially distracting.

Help the flow.
Sometimes the flow of an online meeting can be awkward. If you are uncertain about how to respond, ask the host. If something is not working in your meeting, suggest an alternative. For example, "Can we take a moment and see the question again on the screen?"

Reconnect if need be.
Keep link and the call in number handy in case you need to reconnect. Sometimes reconnecting fixes connection problems.

To install and test Zoom on your iPad/Android tablet:

1. Search for "Zoom Cloud Meetings" in the App store (for iOS) or Google Play Store (for Android).

2. Install the Zoom Cloud Meetings app.

3. Open the app and sign in.

4. Tap "Meet Now" and select "Video Meeting".

5. If prompted with a message that says "To hear others please join audio", tap "Call using Internet Audio".

6. Tap "Settings" in bottom left corner.

7. Tap your name/email at the top.

8. Tap "Sign Out". (Otherwise, you continue to appear online as "Mobile" in the Zoom contact list even when you shut down the app and it is no longer using data.)

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