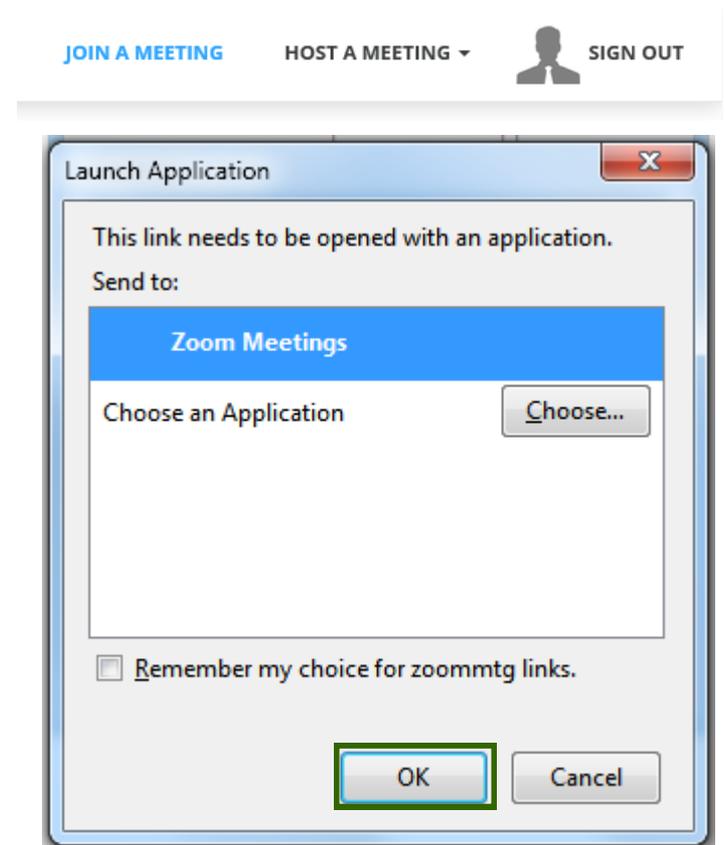


## Download the Desktop App

Once you have clicked the URL provided, you will be prompted to download a browser plugin. Download and install the plugin and allow the plugin. You will enter the meeting once you have typed in your name.

Click **OK** and the App downloads and the Zoom desktop meeting app opens.

Alternatively, you can click on the download footer link at <https://zoom.us> or directly from <https://zoom.us/support/download>

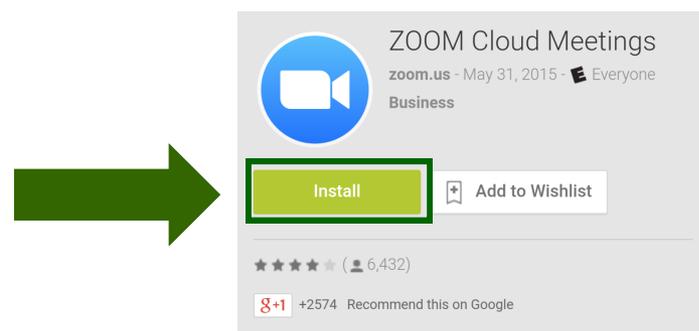


## Download the IOS or Android App

- For **iOS**, visit the Apple [App Store](#) and search "zoom". Click to download.



- For **Android**, visit [Google Play](#) and search "zoom". Click Install.

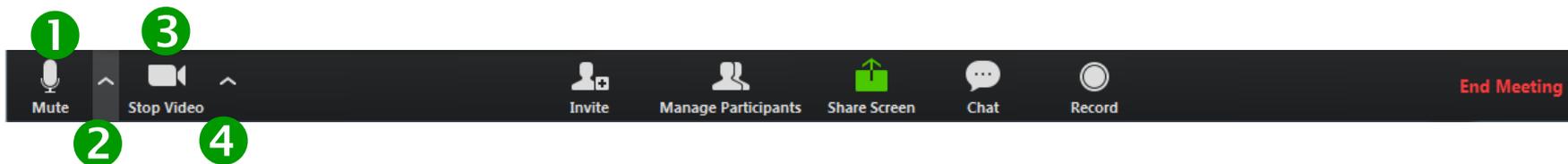
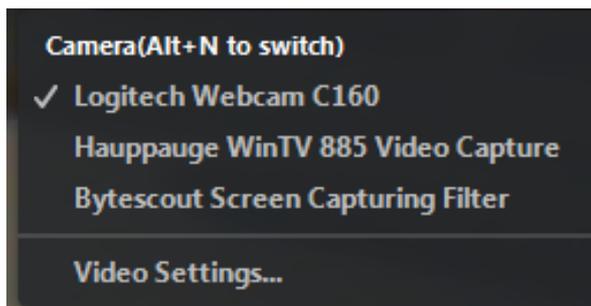
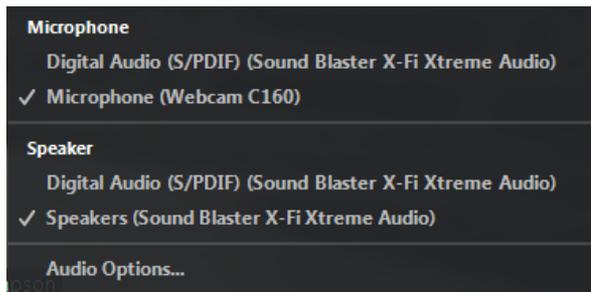


## Meeting Options

Once you have started or joined a meeting, you can perform the following actions from the menu bar located at the bottom of the meeting window (move your mouse to toggle):

You can:

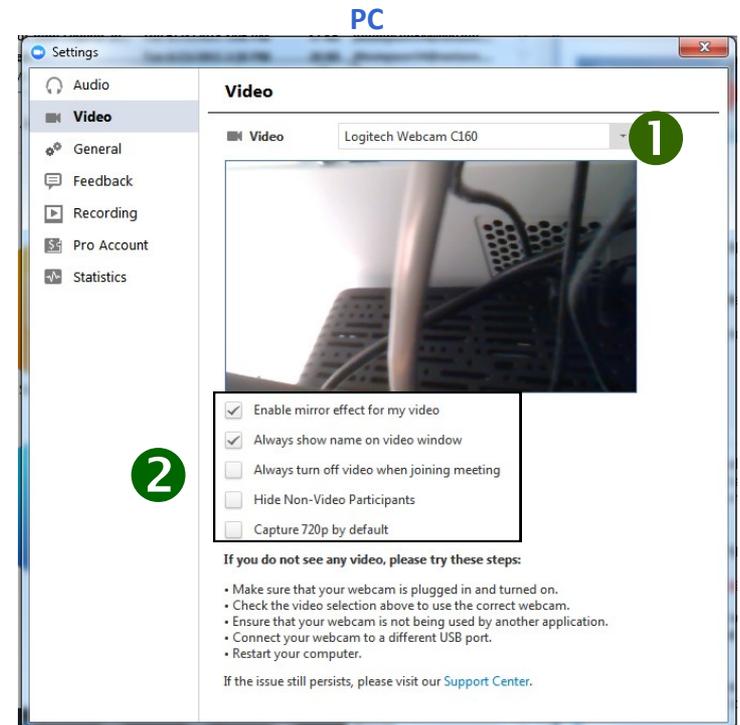
1. **Mute** and **Unmute** your audio and select Audio options.
2. Access the Microphone and Speaker options by clicking the up arrow next to Mute. This allows you to change your computer's microphone and speaker choices. You can also access the Audio Settings.
3. **Stop** and **Start** the video portion of the meeting.
4. Access the Video options by clicking the up arrow next to Video. This allows you to change your computer's video input. You can also access the Video Settings.



## Settings: Video Options

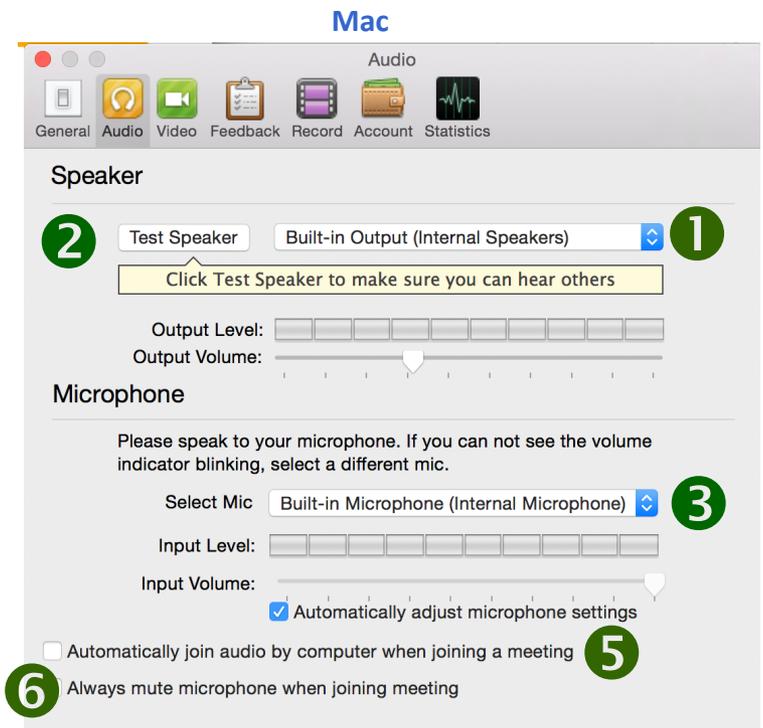
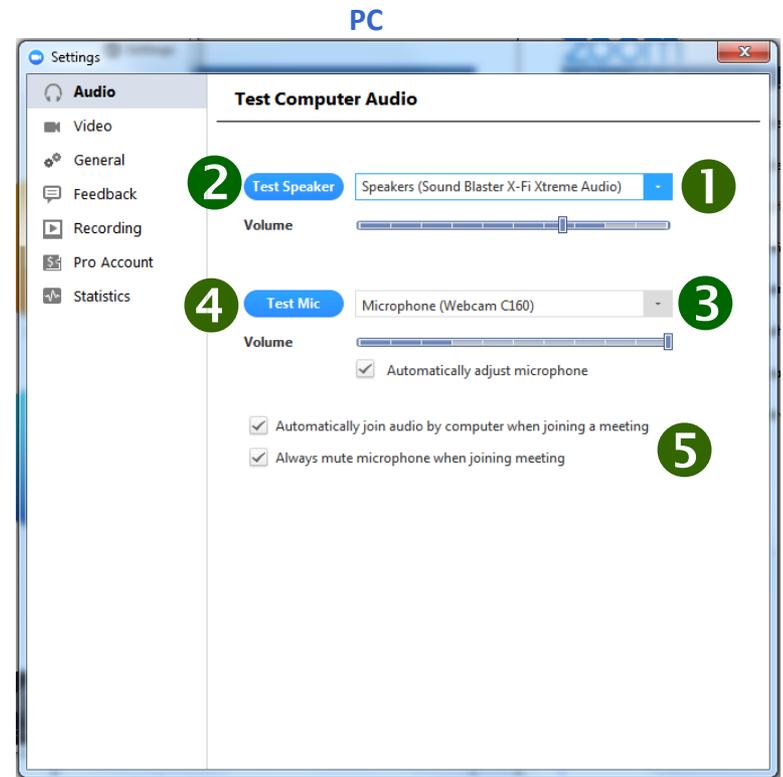
The Video settings allow you to make the following settings for video:

1. Select video source for Zoom video meeting.
2. Select the following video options:
  - Check to **Enable mirror effect for my video**.
  - Check to **Hide Non-video participants**.
  - Check to **Capture 720p by default**.



The Audio settings allow you to test your computer speakers and microphone. This also includes all microphones connected to the computer through a USB port.

1. Click the down arrow to select the computer speakers you want to use from the drop-down menu.
2. **Test Speaker:** Click the **Test Speaker** button to hear the piano sound. Use the sound bar to adjust the volume.
3. Click the down arrow to select the computer microphone that you want to use from the drop-down menu.
4. **Test Mic:** Click the **Test Mic** button to test a microphone on or connected to your computer. Use the sound bar to adjust the volume. **This button is not on the Mac.**
5. Check to **Automatically join audio by computer when joining a meeting**. This will use your computer's speakers and microphone for the meeting.



## Meeting Options: Audio Options — Mute or Unmute Audio

Click the microphone icon to mute or unmute your meeting audio.



Unmuted



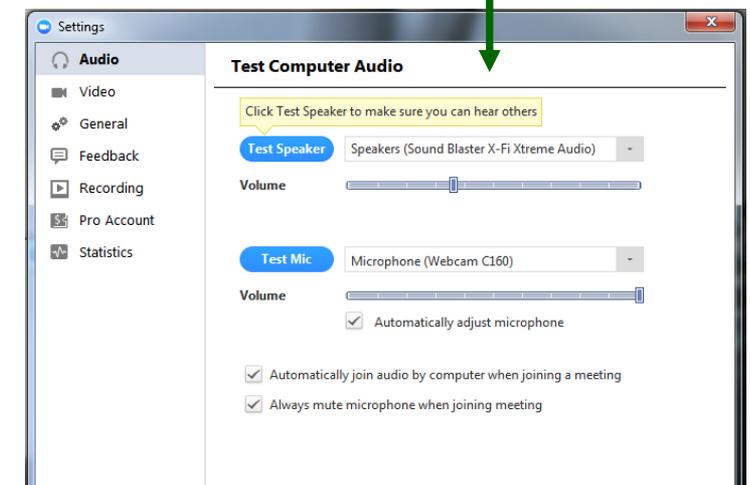
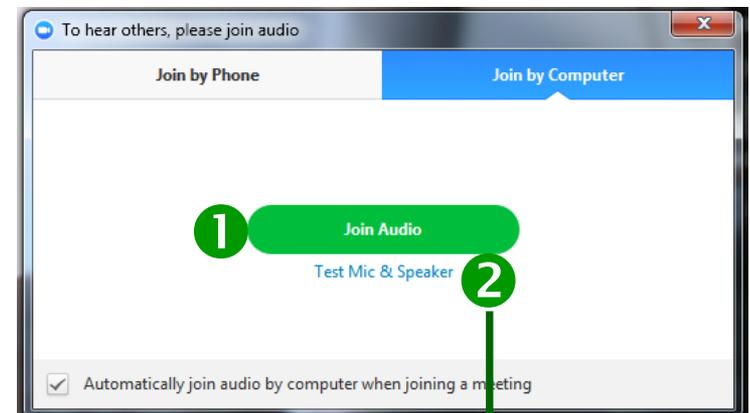
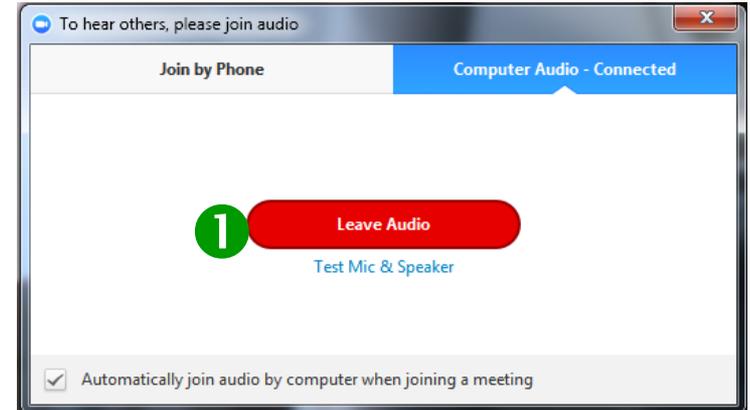
Muted

## Meeting Options: Audio Options — Computer Audio Tab

When you click Audio Options you can access the following options by clicking either the [Join by Phone](#) or **Computer Audio** tabs.

When you click the **Computer Audio** tab, you can:

1. **Leave Audio** or **Join Audio** in the meeting you are attending.
2. Click **Test Mic & Speaker** to test your computer speaker(s) or microphone and adjust the volume.



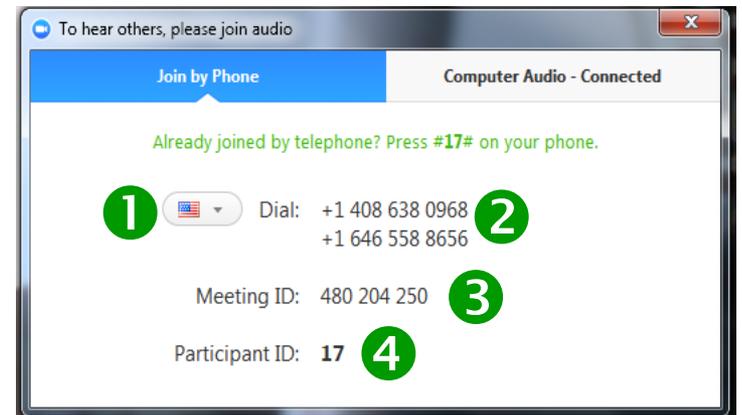
## Meeting Options: Audio Options — Join by Phone Tab

When you click Audio Options you can access the following audio options by clicking either the **Join by Phone** or [Computer Audio](#) tabs.

When you click the **Join by Phone** tab, you can:

1. Select the flag drop-down to find your country.
2. Dial the number listed for your country.
3. Enter the meeting ID as seen on the screen when you receive the prompt on your phone.
4. Enter the participant ID as seen on the screen when you receive the prompt on your phone.

**Note:** If you decided to **Join via telephone** after **Joining via computer**, please select **Audio Options** and **Leave Computer Audio**. Then enter **#Participant ID#**. Otherwise you may hear audio feedback or echo in the meeting.



## Meeting Options: Video

1. Click the Video camera icon to turn on or off video for a meeting.

Video On



1

Video Off



**For best audio results** use a headset. If a headset is unavailable use the built in speakers and microphones on your laptop. Avoid using external speakers and microphones, which may cause feedback.

**For Video instructions visit the links below-**

<https://www.youtube.com/watch?v=Rzk4vdTli0c> **How to join a Zoom meeting**

<https://www.youtube.com/watch?v=rJc-Af5i7hU> **How to Access Video and Audio Settings**