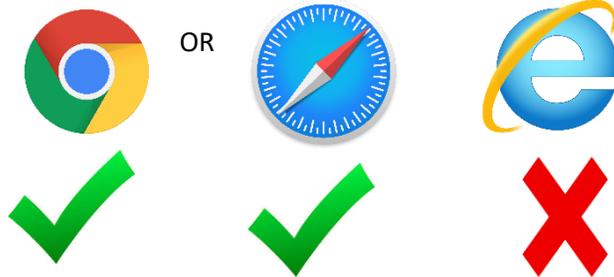## *Zoom Quick Start Guide (Members)*

Joining a Zoom Meeting

1. Members are highly encouraged to use Google Chrome or Safari as a browser (not Internet Explorer, etc.)

OR

2. Members will be sent via email a meeting-specific Join Meeting Link and Meeting ID for each class or event. They will look something like this:
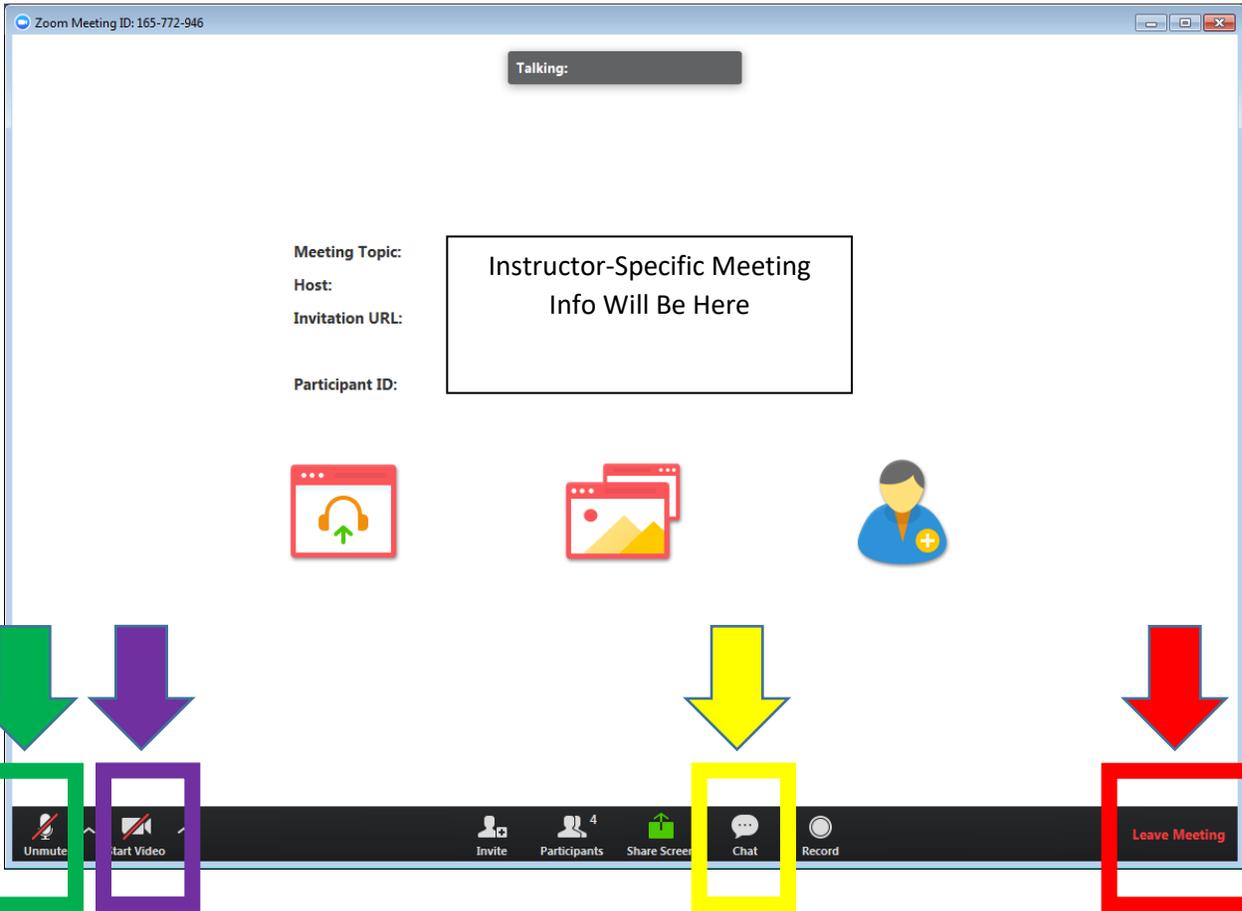
    Join Zoom Meeting Link:

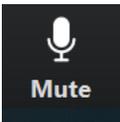   https://zoom.us/j/12345678901
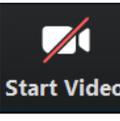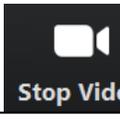
    Meeting ID: 123 4567 8901

3. Members are to then click on the Join Meeting Link right before the start of the meeting

4. Members will then be prompted to download and run the free Zoom app (if they don't already have it downloaded and this is their first time accessing a Zoom Meeting)

5. Then, members will need to open and run Zoom

6. Members will then be prompted to enter the Meeting ID, their name, and then be prompted to Join via Computer Audio and given the option to test their audio if needed.

7. If members join before the meeting has started, they will be given a message, "Waiting for Host to Join Meeting" –this is a good sign. You will be admitted to the meeting once the host (the instructor) has begun the meeting

Navigating Zoom/Zoom Controls

Zoom Meeting ID: 165-772-946

Talking:

Meeting Topic:
Host:
Invitation URL:

Participant ID:

Instructor-Specific Meeting
Info Will Be Here

Unmute | Start Video | Invite | Participants 4 | Share Screen | Chat | Record | Leave Meeting

Unmute | Mute

AUDIO: People Cannot Hear Me | People Can Hear Me

Start Video | Stop Video

YOUR WEBCAM: People Cannot See Me | People Can See Me

CHAT FEATURE: Used to submit a written message to host and/or other participants

LEAVE MEETING: Click on this button to leave the meeting when it has ended

Zoom Resource Videos

https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

https://www.youtube.com/watch?v=9isp3qPeQ0E

Troubleshooting

Members will be given opportunities prior to the start of the Summer term to practice using Zoom via the CLR Virtual Coffee Hour, the instructor test runs, etc. Members are encouraged to take advantage of these opportunities so that we can together work out any technical difficulties that may occur sooner rather than later and prior to the start of the semester.

If members experience any technical difficulties during the CLR Virtual Coffee Hour, they are to contact the CLR at clr@delval.edu to describe the issue. The CLR team will then reach out one of our volunteer troubleshooting aids to work with the member to rectify the issue.

If a technical difficulty arises during an instructor test run, or during an actual class, members are encouraged to contact their instructors directly to describe the issue(s) that they are having. The instructors will work with you to troubleshoot and can collaborate with one of our volunteer troubleshooting aids if needed.