

Joining a meeting with Zoom

Downloading Zoom

You can download Zoom by going to <https://zoom.us/download> and download the Zoom Client for Meetings. Once Zoom is downloaded, please click on Join a Meeting



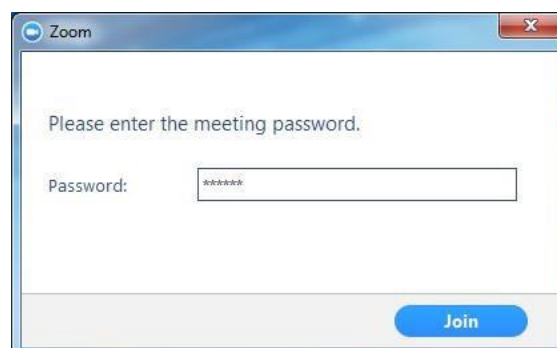
Joining a meeting

Please enter the clinic's meeting ID (provided by your clinic coordinator) and click **Join**.

A screenshot of the Zoom meeting join dialog box. The window title is "Zoom". The text "Please enter your meeting ID and your name." is at the top. Below this, there are two input fields: "Meeting ID:" with the value "724 301 2640" and "Your Name:" with the value "Jon Doe". There are three checkboxes: "Remember my name for future meetings" (checked), "Don't connect to audio" (unchecked), and "Turn off my video" (unchecked). A blue "Join" button is at the bottom right.

Password

If the Meeting or Clinic is password protected, Zoom will ask you for a password. If you're asked for a password, enter the password and click **Join**.

A screenshot of the Zoom meeting password dialog box. The window title is "Zoom". The text "Please enter the meeting password." is at the top. Below this, there is a "Password:" label followed by a text input field containing "*****". A blue "Join" button is at the bottom right.

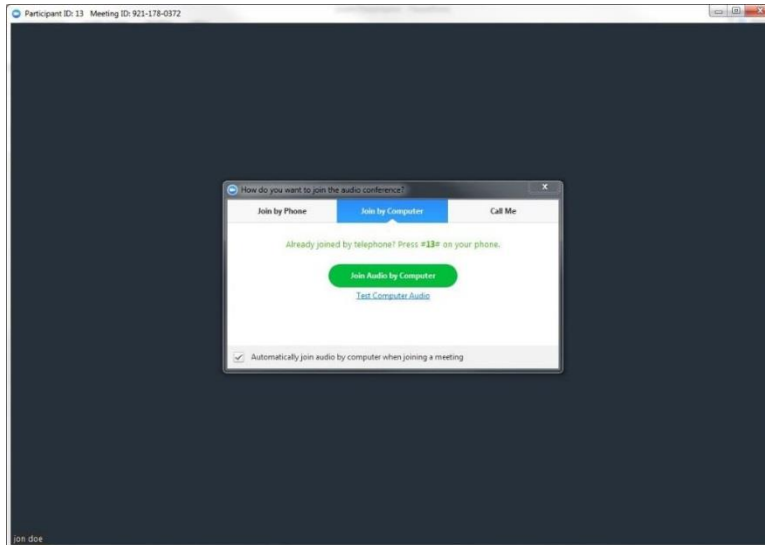
Connecting Audio

Once you join the meeting, a window will appear asking you to **Join Audio by Computer**.

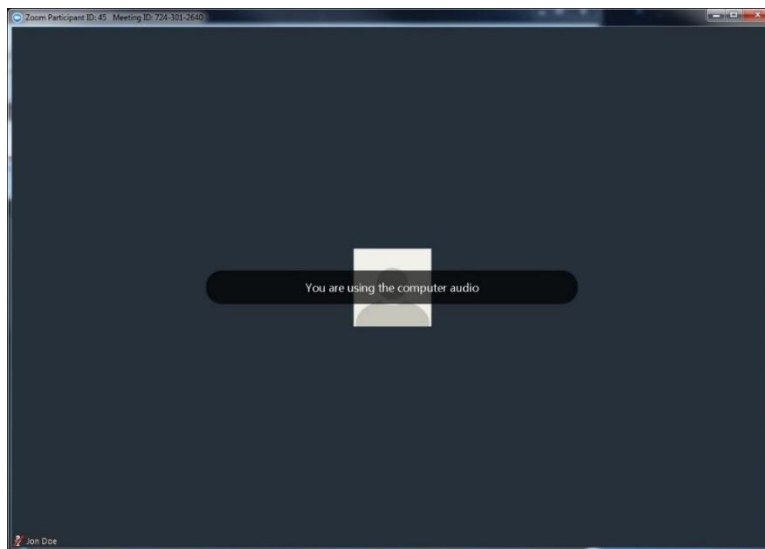
- Check the box for **Automatically Join audio by Computer when joining a meeting** in the bottom left corner of the Audio window.

**Selecting “Automatically Join audio by Computer when joining a meeting” allows your audio connection to be automatically established the next time you join a Zoom meeting from your computer.*

- Click the **Join Audio by Computer** button.

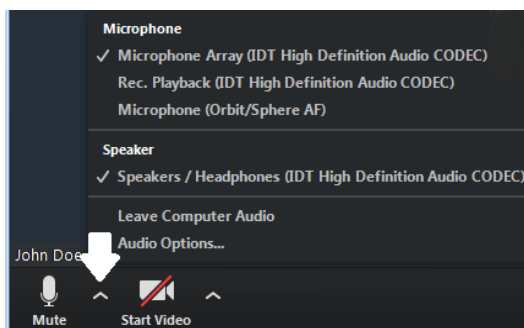


- After clicking on “Join Audio by Computer”, you will see a message confirming that you’re using the audio connection on your computer.

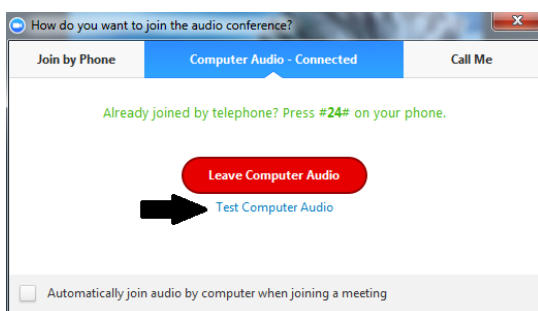


Testing Audio

Before the clinic begins, please test your microphone and speakers by clicking on the arrow pointing upward to the right of the microphone and selecting **Audio Options**.

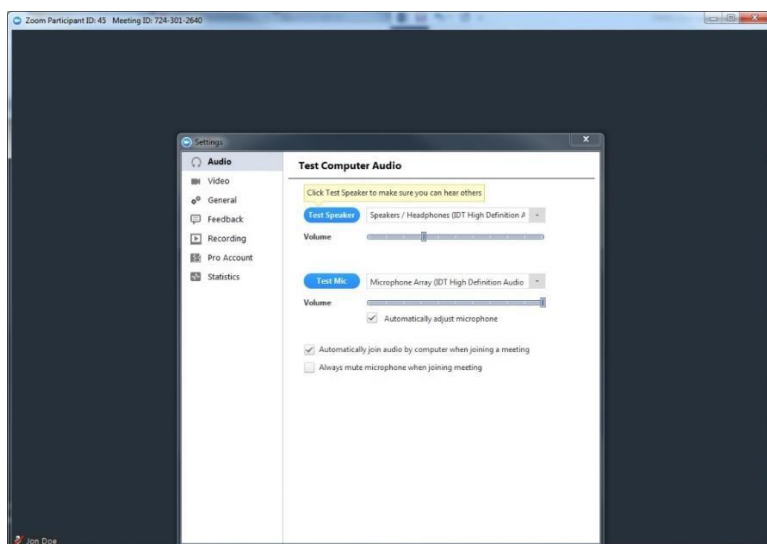


Click on **Test Computer Audio** on the next screen



The **Test Speaker** button plays a sound to let you know the speaker is working. If you don't hear anything, make sure your speakers are turned on. You can also select different speakers by clicking on the field next to the **Test Speaker** button.

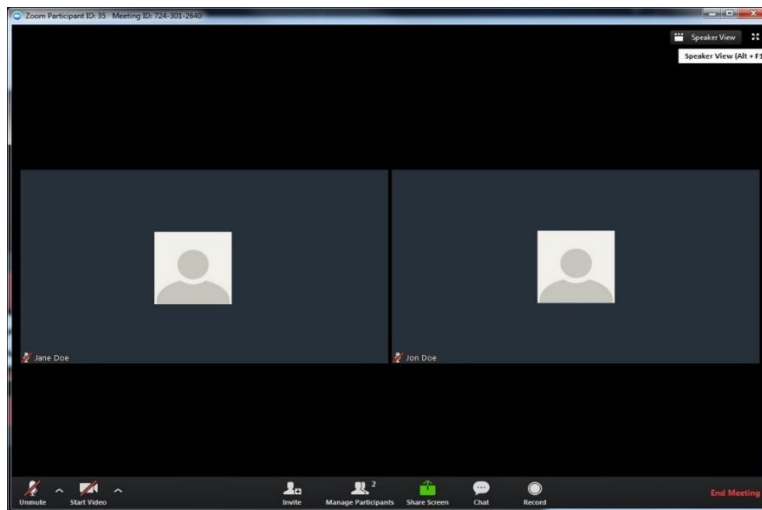
The **Test Mic** button starts recording once you click it. It records a few seconds of audio and will play back the recording to let you know the mic is working. If you don't hear anything, try selecting a different mic by clicking on the field next to the **Test Mic** button



General reminders

- Remember to mute your microphone when you're not speaking. You can mute yourself by clicking on the microphone icon in the bottom left corner of the screen.
- Adjust your camera accordingly
 - Make sure your face is visible
 - Use front lighting instead of backlighting to prevent appearing as a shadow
- Zoom has two viewing options that can be toggled in the top right corner
 - Speaker view allows you to view only the person that's speaking
 - Gallery view allows you to see all participants in the meeting

Gallery View



Speaker View

