

Zoom Getting Started Tips for Participants

Prepare

- Make sure you have the link for the Zoom meeting
- Find a place to meet
 - Good internet connection
 - Quiet: no disruptions, limited background noise
 - Good lighting
- If you want to show yourself in the meeting, you need a webcam (may be in your device)
- Headphones or earbuds are helpful to reduce background noise and make your voice clearer
- To improve your connection, turn off other apps and programs on your device



Join

- Click the link for the Zoom meeting
- Give Zoom permission to use your microphone and camera

Privacy

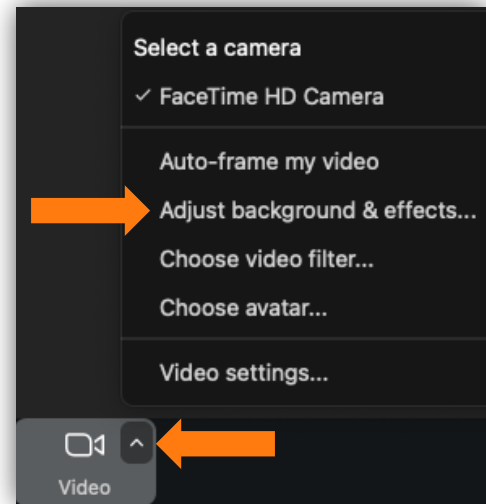
- Your background will be visible if your camera is on.

You might wish to:

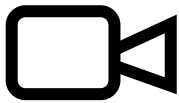
- Make sure there is nothing personal in your background (e.g. family photos)
- Blur your background: do this once you are in a Zoom meeting, or before you join the meeting if you have a Zoom account.

To blur your background in the meeting:

- Click on the arrow next to the video camera icon
- Select “Adjust background & effects”
- In the window that opens, select “Blur”



Customize



Turn your camera on and off by clicking the video camera icon.



Mute yourself by clicking the microphone icon.



To turn on captions, go to “More” and select “Captions”.

Note, captions may not be accurate.

Click on the arrow next to the Captions icon to:

- Select the language
- Change the font size