# Zoom Best Practices and Quick Start Guide

System Requirements:
https://support.zoom.us/hc/en-us/articles/204003179-System-Requirements-for-Zoom-Rooms

Tips

- A wired connection is more stable than a wireless connection.
- If you do use a wireless connection, move closer to the wireless router. This may improve your speed.
- If you are connecting from a home network, minimize traffic of that network – avoid streaming applications (Netflix, Hulu, etc) and games running concurrently during your session.
- Turn off unused applications on your Zoom computer.
- Headphone or earbuds will increase the audio quality and decrease issues related to audio feedback. Do not use a speaker phone as this has the potential cause an echo.
- Make sure your computer is plugged in and not running on battery.
  Consider ambient noise – find a quiet location.
- Consider the composition of your video image
    - If possible raise the camera so it's at eye level and adjust head the room.
    - Avoid having unshaded windows in the background – a shaded lamp near your webcam will increase image quality
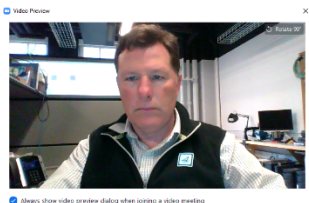


# Joining a Meeting

- Open the Zoom meeting invitation and click on **Join Zoom Meeting**

- If you have not downloaded the software before you will directed to the Zoom download page. If so Click Download and Run.

- When prompted enter password and meeting ID.

- Click on **Open Zoom Meeting** in the dialogue box and click on **Join with Video**. If you are the first to connect you will see a self-view from you camera. In the dialogue box click on **Join with Computer Audio.**

- To check your speaker and microphone click on the headphone icon (Join Audio) located in the lower left side of your Zoom window.

    · To join a test meeting, visit https://support.zoom.us/hc/en-us/articles/115002262083-Joining-aTest-Meeting
    · If you are using an external camera and/or microphone, plug them in before opening the Zoom application. A headset is recommended.
    · Only 1 microphone and speaker system should be active per physical location to avoid a loud screeching sound. · Be sure to mute yourself when you are not speaking. · Use the Chat feature to ask questions without interrupting the speaker.

Once you are in the meeting use the tool bar at the bottom of the Zoom window to share your slides or desktop (#5 in the image below)

When not speaking mute your microphone by clicking on the microphone icon the far left of the control bar (#1 in the image below)
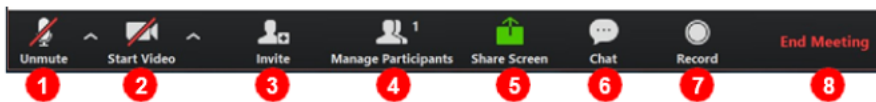


1. Mute or unmute your microphone
2. Start or stop your video feed
3. Invite participants to the meeting
4. Manage/view the list of meeting participants
5. Share your screen
6. Open the Chat window
7. Record the meeting
8. Leave the meeting
9. Video Area

Video Tutorial:

Additional Zoom resources:

https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting

https://assets.zoom.us/docs/user-guides/zoom-rooms-full-user-guide.pdf

https://support.zoom.us/hc/en-us/articles/360029527911

For support contact: webcast@mit.edu