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Zoom: Basic Connection for Remote Participants

gillian bell - 2018-06-20 - Comments (0) - Zoom Meeting Basics

This article will teach you the basics of joining a Zoom meeting, selecting your audio and video sources, and screen sharing.

Getting Started

Click on the Zoom Meeting link (ex. https://brown.zoom.us/j/123456789) We reccomend that you use Chrome as your browser.

A window will appear: Select "Open zoom.us"

BROWN	24/7 Zoom Support: 1.888.799.9666	HELP ARTICLES	JOIN A MEETING	HOST A MEETING -
		Open zoom.us? Always open these types of links in the associated app Cancel Open zoom.us Launching		
		Please click Open zoom.us if you see the system dialog.		
		If nothing prompts from browser, download & run Zoom.		
		If you cannot download or run the application, start from your browser.		
		Copyright: @2018.Zoom Video Communications, Inc. All rights reserved. Privacy Policy Terms		

Connecting Audio

Once you've connected to the Zoom meeting, you will be prompted to connect your audio.



If you want to use your computer's internal microphone and speakers, select "**Join Audio Conference by Computer**." Zoom will automatically select your device's internal speakers and microphone.

You can test or choose other devices, like an external speaker or microphone, by selecting "**Test Computer Mic and Speakers**" in the Audio settings.

You can select oth	er sneakers and	l microphones usi	ing the drop	down menus
	ici speakers and	i microphones usi	ing the utop	down menus.

Audio					
Image: Constraint of the second se					
Speaker					
Test Speaker Built-in Output (Internal Speakers)					
Click Test Speaker to make sure you can hear others					
Output Level: Output Volume:					
Microphone					
Please speak to your microphone. If you can not see the volume indicator blinking, select a different mic.					
Test Mic Built-in Microphone (Internal Microphone)					
Input Level:					
Input Volume:					
V Automatically adjust microphone settings					
Automatically join audio by computer when joining a meeting					
Always mute microphone when joining meeting					
Enable Stereo					
Do not prompt joining audio when I join a meeting using 3rd party audio					

You can change your audio selections while you're in the Zoom meeting by selecting

the pop-up arrow next to the microphone icon on the bottom left corner of the Zoom meeting window.

	Select a Microphone
	Same as System
	✓ Built-in Microphone (Internal Microphone)
	USB audio CODEC
	USB audio CODEC#1
	Crestron Audio Join V
	Select a Speaker
	Same as System
	USB audio CODEC
	✓ Built-in Output (Internal Speakers)
	USB audio CODEC#1
	Crestron Audio
	Leave Computer Audio
	Audio Options
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lute	Start Video

Connecting a Camera

Select the "Start Video" Camera Icon on the bottom left corner of the Zoom Meeting screen.



You can choose cameras and adjust settings by selecting the pop-up arrow next to the Video Icon.



Screen Sharing

You can share a screen or an application by selecting the green "Screen Share" Icon on the bottom center of the Zoom Meeting screen.



After selecting the Share Screen icon you will be able to select which of your windows or devices you'd like to share.

	Select a window or an application that you want to share					
Desktop 1	Desktop 2	Whiteboard	iPhone/iPad via AirPlay			
iPhone/iPad via Cable	Google Chrome - Outside In	Google Chrome - Morning Mail	zoom.us - Zoom - Pro Account			

Then select the blue "Share Screen" button on the bottom right corner.

Once sharing begins, there will be a green highlight around the chosen screen. A control bar will appear at the top center of your screen. You can pause screen sharing or stop screen sharing from the control bar.



If you want to share audio (play music or the sound from a video with the other meeting participants,) check the "**Share computer sound**" option on the bottom left.



We recommend that you DO NOT check off the "Optimize for full-screen video clip" option.

Exiting a Zoom Meeting

When you're ready to leave the meeting, select the red "Leave Meeting" button on the bottom right corner of the Zoom Meeting screen.

