

STUDENTS: PREPARING FOR YOUR ZOOM MEETING

- 1 Zoom requires a working microphone and webcam. Watch the video on how to use [your microphone and webcam in Zoom](#).
- 2 Test your webcam and microphone prior to your Zoom by joining the [Zoom Equipment Test Meeting](#).
- 3 After clicking the link above, follow the prompts to download Zoom and enter the test meeting. Once you are in the test meeting, make sure your microphone and webcam are working based on the video above.
- 4 Now that you have successfully tested your equipment, leave the meeting by pressing “Leave Meeting” in the bottom right hand corner. When it is time to enter your actual meeting, locate and click the link that was provided to you.

BEST PRACTICES

- 1 Use the chat feature to communicate with your instructor and other students. **Please note:** all chat transcripts are recorded and viewable by the instructor, even if they are labeled as private.
- 2 Keep your microphone muted unless you are talking. This helps cut back on random feedback, echoing, or background noise.
- 3 Be prepared to share your screen, as this may be required for presentations.
- 4 Use Zoom to schedule group meetings with other students.

VIDEO TUTORIALS

- [How to Join a Meeting](#)
- [How to Schedule a Meeting](#)
- [Joining Audio and Video in Zoom](#)
- [Sharing Your Screen in Zoom](#)
- [Meeting Controls in Zoom](#)
- [How to Record & Upload to Brightspace](#)