

## Zoom Cloud Meetings: Participant Guide

### Getting Started:

You do not have to have a Zoom account to attend a Zoom meeting or interview. You will be prompted to download the software, once you have clicked on the link that you have been provided.

You will need a computer or device with a webcam and microphone to participate in a Zoom session.

### How to join a zoom meeting:

**Step 1:** Click on the link provided in the email.

**Step 2:** Download the Zoom Desktop Client. Simply follow the prompts to download the correct Zoom\_desktop client for your computer and operating system.

**Step 3:** Your Zoom Desktop Client will download. You will then need to install the client. Note that you may also download clients for IOS and Android devices.

**Step 4:** Once you have downloaded the desktop client, you can now join the meeting. You may have to click on the link again in the email to connect to the meeting, once you have installed the client. The Zoom desktop icon looks like the one to the side.

### Zoom User Tips

These are some following tips to help make sure you have the best experience. It is within your best interests to follow these recommendations to ensure a good quality meeting.

1. If possible, use computer headset. This will greatly reduce the chance for feedback and improve your voice quality for those who are communicating with you on the other side.
2. When possible, connect to the Internet with a physical cable connection, not just Wi-Fi. This will give you much greater speed and service.
3. A laptop or desktop is preferred over a Smartphone or tablet.
4. Don't have several programs running while using Zoom. Close all unnecessary applications during your call so all processing power can be used to maximize the quality of your Zoom session.
5. Pay attention to your background. Too much light behind you and you appear too dark .