

Zoom Participant Quick Start Guide

Best Practices

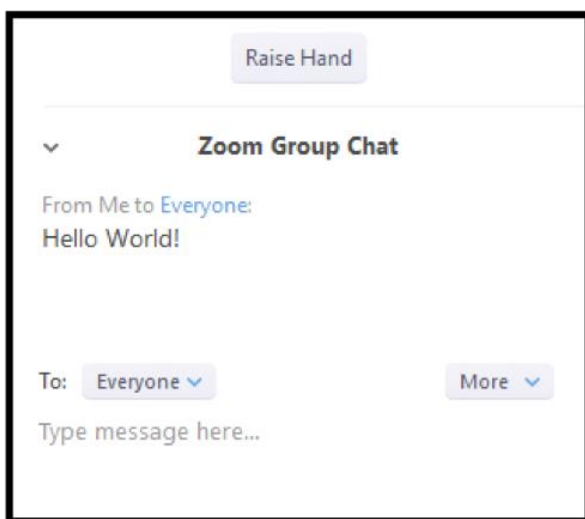
- Prior to the meeting, check your computer setup to ensure both microphone and video (if needed) work. Zoom has a guide on [how to check your hardware](#).
- During the meeting, mute your microphone when you are not speaking! Background noises such as typing, shuffling papers, turning pages, and distant conversations will be picked up and amplified by Zoom.
- Use chat to ask questions and talk with other participants. This gives the presenter and the co-hosts more time to see your question and respond.
- Check your internet connection! When possible, use a strong connection. If the audio quality is too poor, use the Zoom call-in number to join the conference by phone.

During the Meeting



- To prevent distracting sounds, please mute yourself when not speaking. Click the microphone icon at the bottom left of the toolbar to mute. A red slash through the microphone indicates when it is muted.
- Click the microphone again to unmute yourself when you would like to speak.
- Computers often have multiple audio devices. To select the correct microphone or speaker, click the chevron next to the microphone icon. If in doubt, choose "Same as System."

Chat



- Click the chat icon to join group chat. Here you can type questions to the presenter, chat with participants, or message the host or specific participants.
- To message a specific person, click the chevron next to "Everyone" and choose the person. Or click the person's name in chat.
- If you want to speak, but not interrupt the current speaker, click "Raise Hand" to signal to the facilitator that you have a comment.