

Zoom Meeting Cheat Sheet

If you've never used Zoom before, now is a good time to start. To get ready for your first meeting:

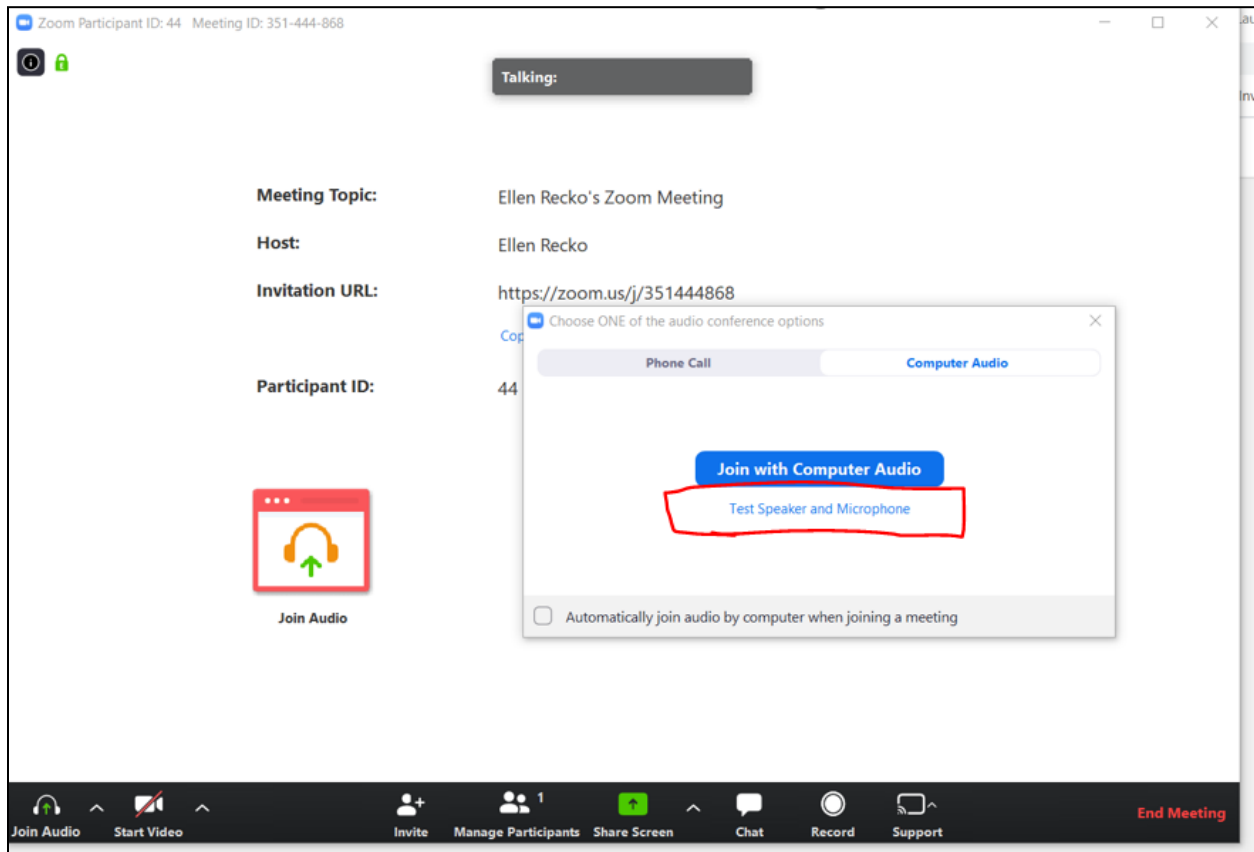
- Create a free account and install Zoom on your device or computer: <https://zoom.us/>
- Make sure your device's microphone and camera are all ready to go. Follow these quick instructions: <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting>
- There are extensive online support articles and videos available on the Zoom website. <https://support.zoom.us/hc/en-us>

Suggestions and MUST-DOs before your first Zoom meeting:

1. **Test your audio/video ahead of time.**

We will not be able to troubleshoot problems during the meeting. Two ways to do it:

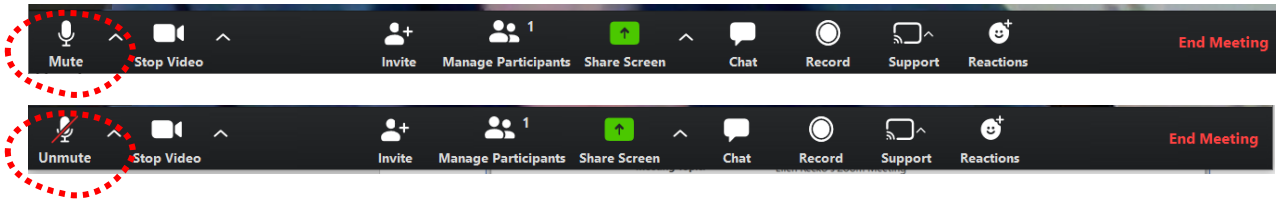
- a) Click on this link: <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>
- b) Open a Zoom meeting and select the "Test Speaker and Microphone Option"



2. **Be ready to mute your audio.**

Find the menu bar by hovering around the top/bottom of your Zoom window. (Where it is depends on your device.)

Click on the microphone icon to quickly mute/unmute your audio.



Note: Your menu may not look exactly like the ones shown here.

3. **Become familiar with the microphone and camera icons, and the “up-arrows” next to them.**

These will allow you to mute/stop your audio/video and make adjustments.

