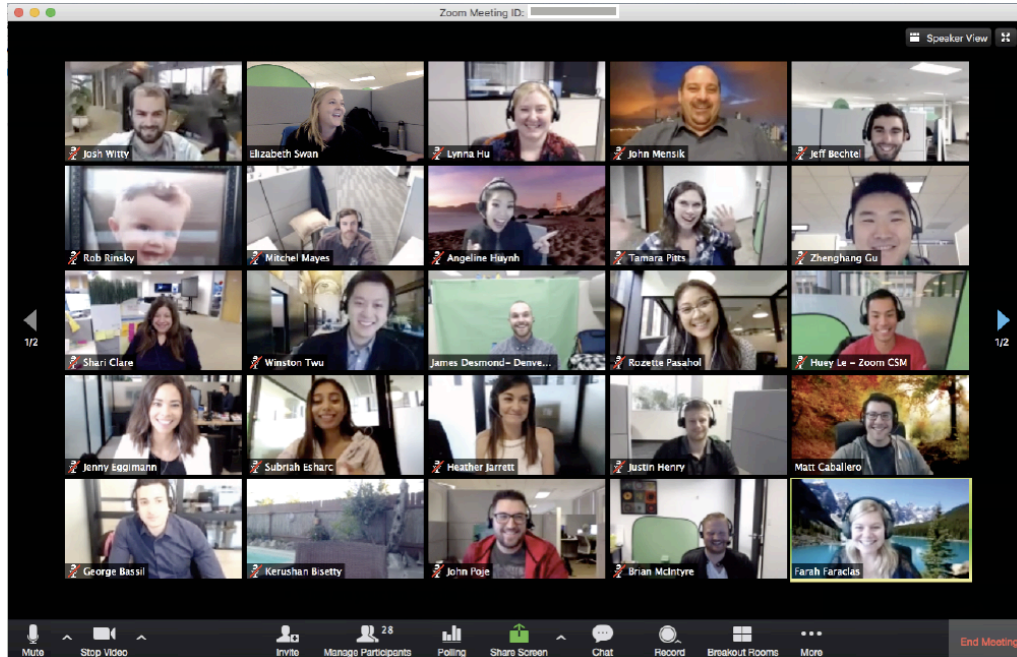# Zoom Video Conferencing

The following is a handy guide to participating in a Zoom event. You do not need to have a Zoom account to participate in a Zoom meeting. However, you will need to download the Zoom software to your computer if you would like to join the meeting with your webcam.

To download the Zoom software, please visit: https://zoom.us/download

We recommend that you download the Zoom software and test your video and audio to ensure everything is working before your event.

How to Test Video and Audio Settings
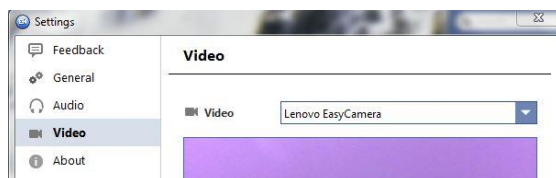
Before your event, click on "Settings" in the client menu, then click on the "Video" or "Audio" tab to test.

When testing your video settings, pay attention to your background lighting. Don't sit directly in front or beside a bright light source, or else all the audience sees is a bright light and a shadowy figure. Experiment with moving lamps and your camera until you can see your brightly lit face on the screen.

How to Join a Zoom Meeting

Use the Email Link
When a host sends you an invitation, you'll receive that invitation via email. The first link in the message is the "Join Zoom Meeting" link. Click that link. Once selected, you'll be brought to the Zoom meeting.

Call the Meeting
If you'd rather just use your phone to call the meeting, that's an option, too. In the email invitation you received, you'll see the teleconferencing number.
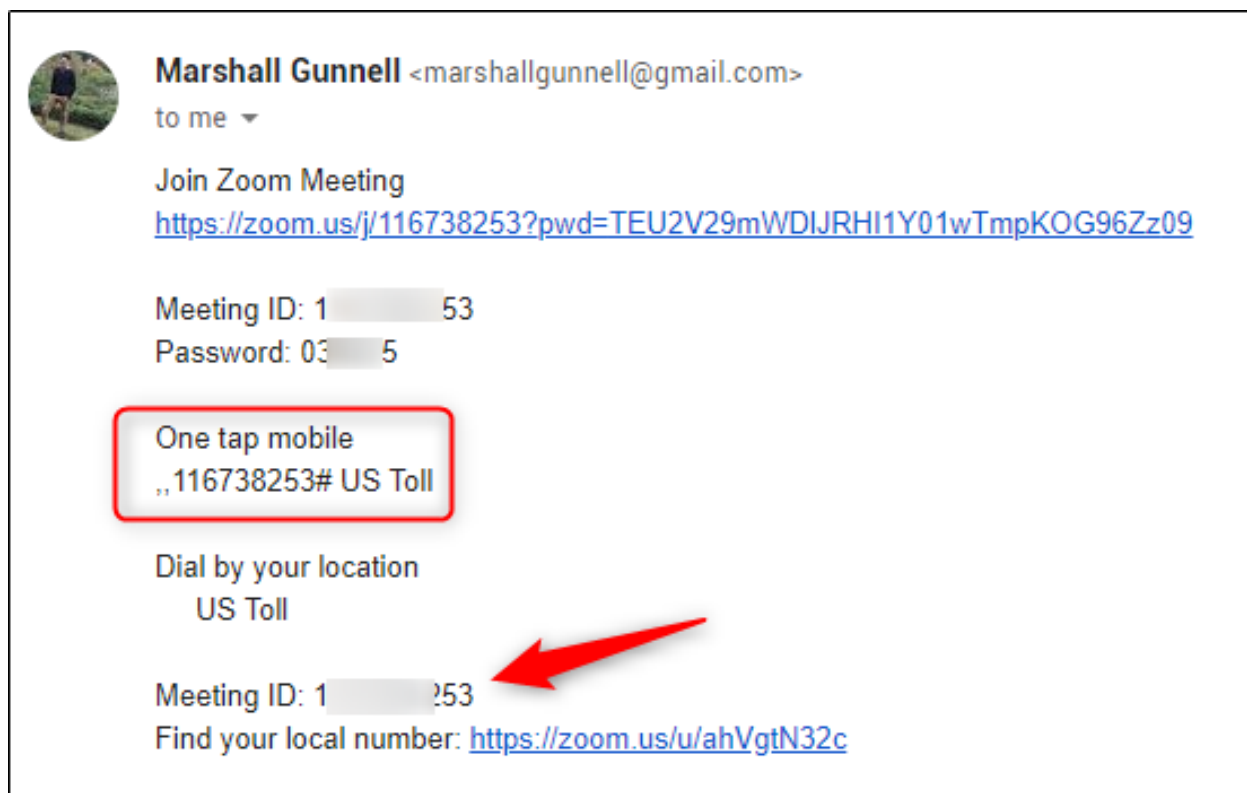
Call that number. When prompted, enter the meeting ID number (also available in the email invitation) using your dial pad.

During your meeting:

Mute your microphone when necessary
Zoom has a "Mute Microphone" option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to a presenter.

Use Zoom's chat function
You can send a question or statement to everyone or privately to a participant. A dedicated moderator will convey your message to the host.

Think about your actions on camera
Always remember that everyone can see you. Someone is watching as you take a big, wide-mouth yawn, stretch, or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker.