Getting Started in NACADA’s Zoom Environment for Meetings

In a previous document, we discussed Preparing to Enter NACADA’s Zoom Meeting / Webinar Environment. If you have not yet downloaded and installed the Zoom application, please return to that document and complete the installation process before continuing.

**Quick-Start.** Zoom, like any other teleconference platform, allows meeting participants to share audio and video. In order to do this you will need to make a few adjustments to test and then enable both on your system. Some settings may or may not need to be set due to the meeting Host having configured certain defaults. The following instructions provide step-by-step guidance concerning these basic settings.

**Before entering the Zoom environment,** please make sure your webcam and headset or earbuds are connected, and your speakers are completely turned off. (It some computer configurations, connecting the earbuds or headset will automatically turn off the speakers, but in others it will not.) It is critical that your speakers be turned off prior to entering the room, as they will cause feedback that will make meeting conversation impossible.

**To enter the Zoom environment for a meeting,** at the appropriate time, just click on the link in the email invitation you have received from your meeting Host (or cut-and-paste it to your Web browser).

Depending on which Web browser you have set as your default, you may have to click on a launch prompt to launch the application. This is what the launch request looks like in Chrome.

Next, depending on how your Host has configured the meeting, you may be asked to input your email address and name to join the meeting. Type in the requested information and click on “Join Meeting”.

Hi there,

You are invited to a Zoom meeting now.

Join from PC, Mac, iOS or Android: [https://ksu.zoom.us/j/133380717](https://ksu.zoom.us/j/133380717)
Connecting Audio and Video

Depending on who has already joined the meeting ahead of you and how your Host has configured the meeting, a window will open that will look something like what you see in this screenshot. If this is your first time entering Zoom, you may find that neither mic nor webcam automatically connect. An empty video box at the top with your name in it is the first obvious clue that your video is not yet connected!

You can also tell by the red x next to the mic icon and the red line through the video camera in the toolbar at the bottom left of the window, which indicate that they are not connected (a larger image is shown at left for visibility).

Connecting your Mic

If the audio connect window is already open on your screen, as shown above, you’ll probably want to start with that.

You will most likely want to join the audio by Computer. This will probably be selected by default, but if not, click the tab at upper right so that the “Join by Computer” tab is blue. (You would only want to use the “Join by Phone” option if you don’t have a computer mic available, as there will be long distance changes.)

Then click the green “Join Audio” button in the center of the window.

The box will probably close when you click that button, and if so (or, if it wasn’t open when you joined the meeting), you’ll need to open it back up to test your mic and headset or earbuds.

To (re)open it, click on the word “Audio” in the tool bar in the lower left corner of the video window.

The window will (re)open, and if you have successfully connected the audio, the box will now look like this. (Green “Join Audio” has changed to red “Leave Audio” and blue Computer Audio tab says “Connected.”)

Next, click on the words “Test Mic & Speaker.”

The Settings window will open.
This photo of the settings window was taken on a Mac, but it is very similar on a PC (see below). It should look like this by default, but if not, be sure the “Audio” icon is clicked.

Follow the directions in the yellow box to Click “Test Speaker” to make sure you can hear others.

When you click on “Test Speaker” the direction in yellow will change. If you do not hear the musical tone and see movement in the volume bar, follow the new directions to click the arrows in blue to select a different speaker.

If you are on a PC, the Settings window may look like the photo at right, with the selections for audio and video in the menu in the left column of the window, rather than icons at the top, but what you need to do is the same.

When you have selected the correct option and can hear the musical tones, use the slide bar to adjust the volume up (right) or down (left).

Next, test your Mic to make sure you can be heard. Click on the blue “Test Mic” button...

... and instructions in yellow will tell you to “Please speak to your microphone.” (The blue button will now say “Recording.”)

Just do as instructed! 😊 Say a few words and then stop. In just a moment, the recording will play back to you. If it seems too loud, you can use the slide bar to adjust.

The Zoom folks recommend that we click on the “automatically adjust microphone” and let the application take care of the sound level.

Once your mic is working, if at any time you should want to mute it so that you can no longer be heard by others in the meeting, just click on the microphone icon in the lower left corner. The red line through the icon will return to show that your mic has been muted.
**Connecting your Webcam**

Next, you need to make sure your camera is working, so, in the same Settings window discussed on the previous page, select the “Video” icon (in the Mac version) or select “Video” in the left column menu (on a PC) to preview what others will see when you connect your webcam.

If the default has selected the correct camera, you will see yourself in the window, as pictured at right. If you don’t see what you expect to see, click on the drop-down arrow in blue to see if there is another option to select.

If you don’t find an option for your webcam, here is a troubleshooting page from the Zoom folks: https://support.zoom.us/hc/en-us/articles/202952568-My-Video-Camera-Isn-t-Working

Please also select the “Always show name on video window” option so that your name will remain visible to others in the meeting.

When you have completed the preview, click the red X in the upper right corner of the Setting box window (or the red dot in left corner if you are on a Mac) to close the window.

Next, click on the Video icon to start your camera. The red line across the camera will disappear and your camera will start; you will now be visible to all meeting participants.

If you need to readjust your audio or video settings at any time, click on “Settings” and that window will reopen.

**Changing Views**

In the view at right, called “Speaker View,” the person who has “Speaker” status is in the larger window. In most meetings, you will want to change to **Gallery View**, which makes everyone the same size (as seen at left).

Just click on the words in the upper right hand corner to toggle between “Speaker View” and “Gallery View.”
Communicating by Text

You can also communicate with others in the meeting via text message in a Chat window.

The red button here is an alert that someone has typed into the Group Chat.

Click on “Chat” to open the Group Chat window.

In this example, the alert was for the “can you hear me” message from Gary Cunningham.

To reply, type your message in the box at the bottom of the window.

Since “All” was selected (in blue), Leigh’s reply went “to All” – meaning that had there been others in the meeting, all would have been able to view this exchange.

If you want to send a message to just one person, click on their name and then type your message, which will then show as a private exchange (privately).
Moving Windows

As you followed the previous instructions for connecting audio/video and communicating by chat, you probably found that the Settings and Chat windows opened in the middle of your video window, as with the Chat window pictured below. Zoom windows can be resized and moved around on your desktop, just like any other application. Just click on the window’s title bar to “grab” it and then move (or at a corner to resize).

There may be other elements of the Zoom environment that your meeting Host will discuss with you, but this should give you a feel for what to expect when you enter your first meeting. We hope you find this helpful, and we look forward to seeing you in the Zoom environment!