Before you start your first Zoom meeting you should make sure your video and audio controls are working properly.

Run the Zoom App and click on the gear icon in the upper right corner.

Click on Video (A) and make sure everything is working. If you have trouble with your video you can run the meeting without video or call the ITS support desk: 203-785-3200.

Click on Audio (B) and click on ‘Test Speaker’ and ‘Test Mic’.

If you have trouble with your speaker or microphone you can use a phone for the audio component of the meeting or call ITS Support 203-785-3200.

Close the Settings window (C) and you should be back at the home screen, ready to start your meeting.
You Do **NOT** need to be on the Yale VPN to start (or join) a meeting.

Click on the drop-down next to “New Meeting and make sure “Use my Personal Meeting ID (PMI) is checked. Then click on “New Meeting” (B) to start/host a meeting.

If your mic and speakers are working properly click on Join with Computer Audio.

**OR**

If you don’t have a microphone on your computer or are having a problem with your audio hardware you can join by phone. Click on ‘Phone Call’ (A) and call one of the provided phone numbers. You will be prompted for the Meeting ID: (B)
After entering the meeting you should click on Manage Participants (A) and Chat (B) to pop up their respective windows in the sidebar. As people join your meeting the list of names will grow in the participants window. You can hover the mouse over a participant’s name to see more controls (i.e. make them co-host, turn audio/video on/off etc). If you want to mute your own audio click on Mute (E). To turn off your camera click on “Stop Video” (F).

If your audio is muted you can speak by holding down the space-bar on your keyboard.

To End the meeting click on End Meeting (H)

Assign Co-Host

Hover over a person’s name in the Participants window and click on More to make them a Co-Host
To share your desktop so you can share a PowerPoint, Word, PDF, etc., with your participants click on ‘Share Screen’ (A) on the Zoom Control bar. The first time you share your desktop you may get an alert asking to give Zoom permission. You should allow this.

When sharing your screen the zoom control bar will hide at the top of your screen. To reveal it move your mouse to the top of your monitor. To see the Participants and Chat windows when screen sharing you have to click on them in the zoom control bar. (i.e. move mouse to top of screen and click on participants and chat buttons.

Click on Desktop, then click on Share (B). Now you can run any application on your computer to share with your participants.

Click here if what you are sharing has sound

When you are done sharing your desktop move your mouse up to the top of your screen and click on ‘Stop Share’
We encourage you to practice with Zoom which you can do yourself with a computer to host a meeting and a smart phone to join as a participant. Of course you can also enlist a colleague with a phone/laptop/tablet to join as a participant.

**More resources**

**Poorvu Center**

**Zoom Video about Meeting Controls**

**Zoom Video about Screen Sharing**