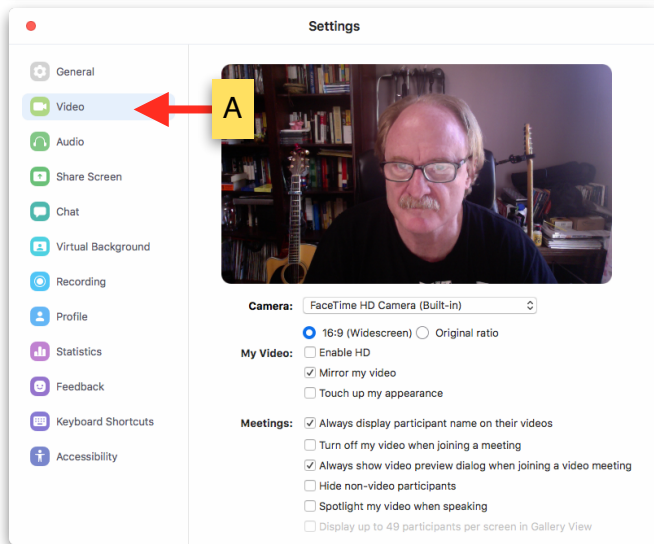
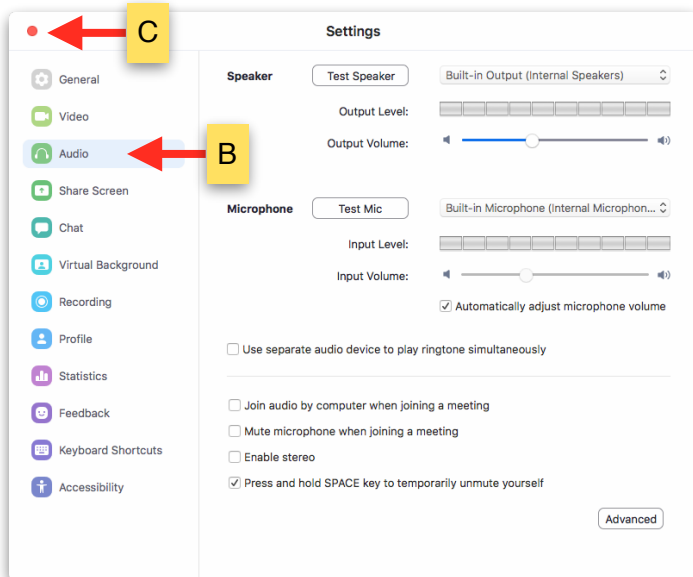


Before you join your first Zoom meeting you should make sure your video and audio controls are working properly.

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 join the meeting without video or call the ITS support desk: 203-785-3200

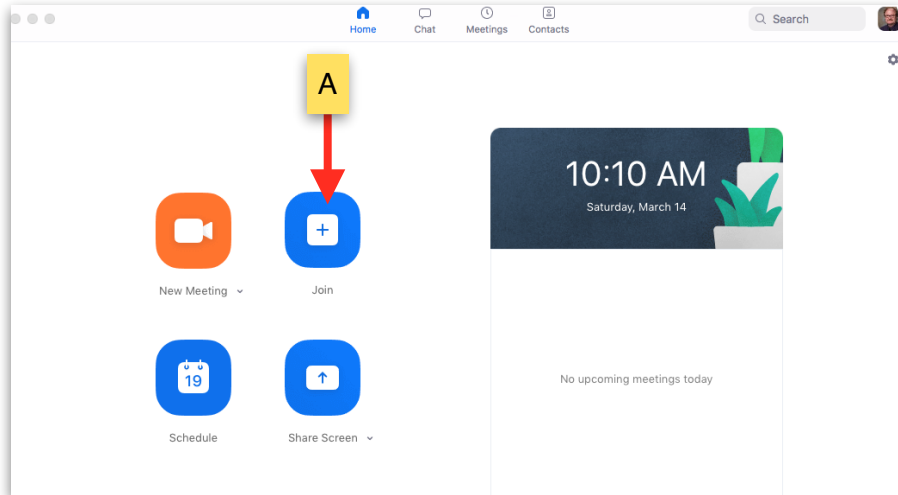


Click on Audio (B) and click on 'Test Speaker' and 'Test Mic'.

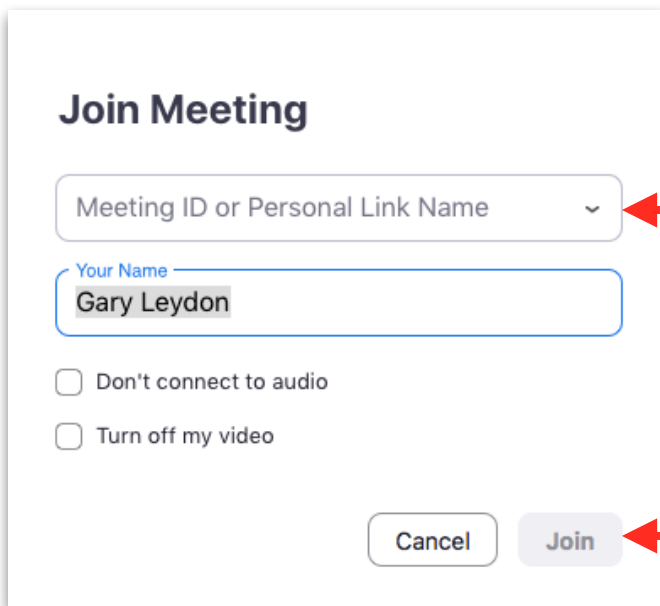
If you have trouble with your speaker or microphone you can use a phone for the audio component of the meeting or call ITS Support 203-785-3200

Close the Settings window (C) and you should be back at the home screen, ready to join your meeting

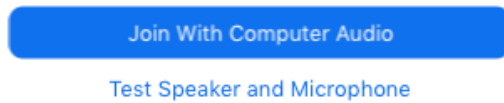
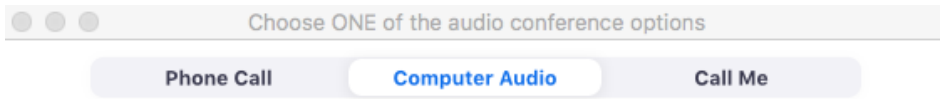
You Do **NOT** need to be on the Yale VPN to Join (or start) a meeting.



Click on "Join" (A) to join a meeting



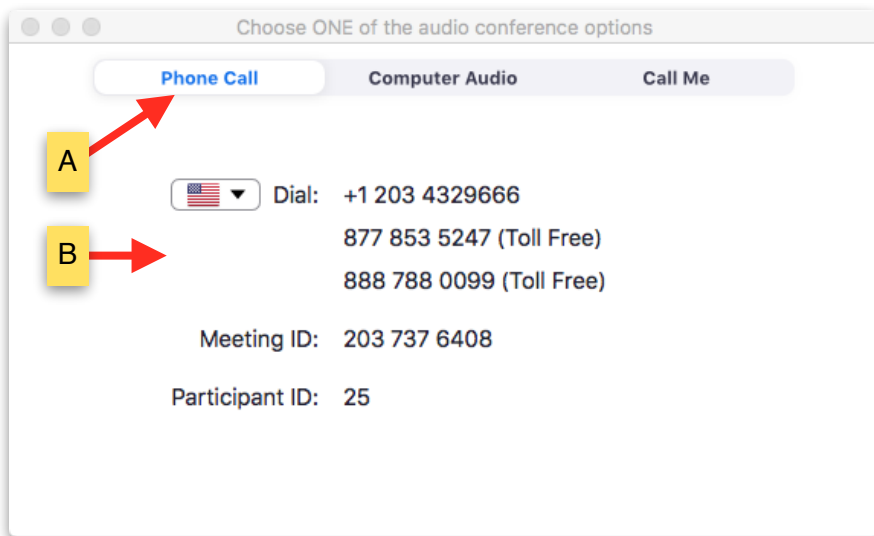
You will get the Meeting ID from Bluedogs or it will have been sent to you via Email.  
Type in the Meeting ID and your name if it is not pre-populated and click on Join.



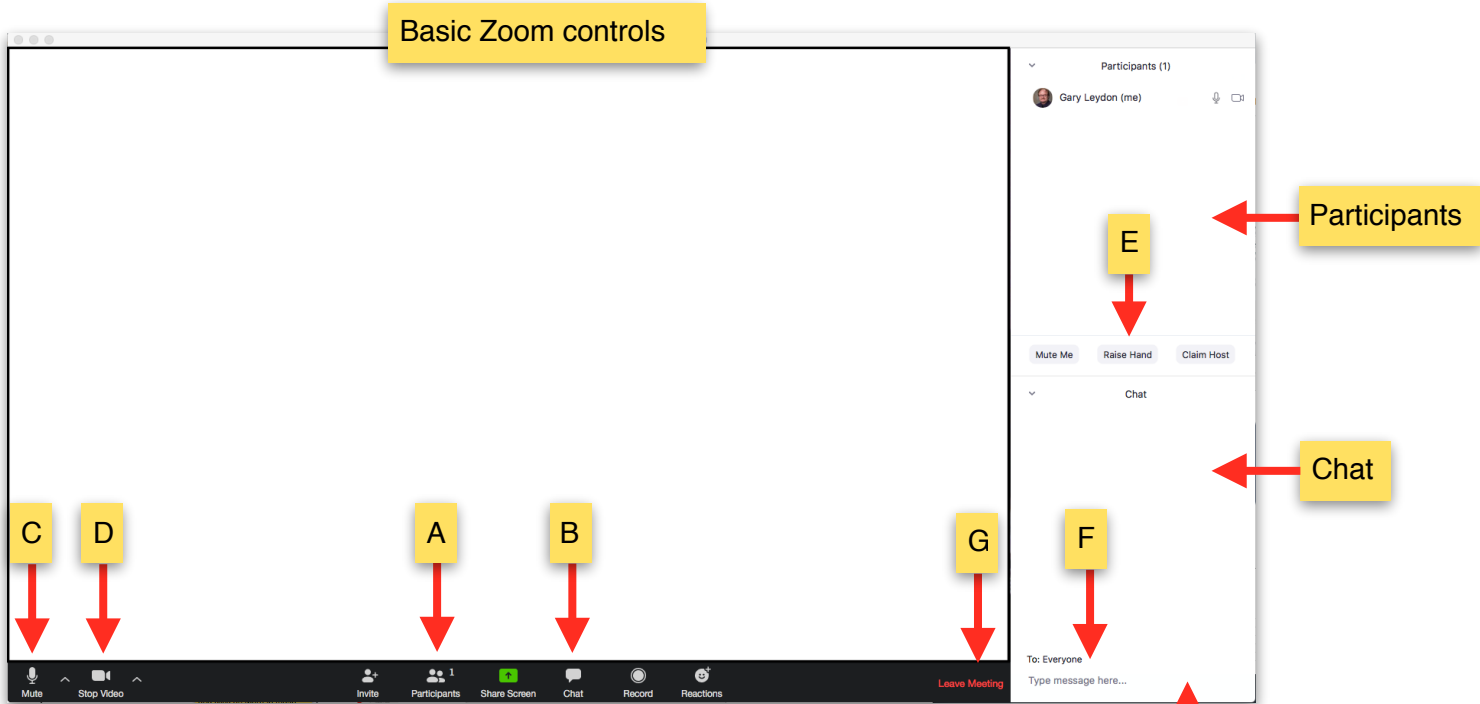
If your mic and speakers are working properly click on Join with Computer Audio

Automatically join audio by computer when joining a meeting

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 Participants (A) and Chat (B) to pop up their respective windows in the sidebar. As people join the meeting the list of names will grow in the participants window. If you want to mute your own audio click on Mute (C). To turn off your camera click on “Stop Video” (D).

To let the instructor know you have a question click on ‘Raise Hand’ (E) and a little blue hand will appear next to your name. The button will change to ‘Lower Hand’

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

To leave the meeting click on Leave Meeting (G)

Click and type here to send a message to everyone or use the dropdown (F) to send a private message to a specific person

## More resources

[Poorvu Center](#)

[Zoom Video about Meeting Controls](#)

[Zoom Video about Screen Sharing](#)