

ZOOM Helpful Tips

- Test your connection and setup with Zoom with a test meeting, <https://zoom.us/test>.
- Do you need an account to use Zoom? A Zoom account is not required if you are strictly joining Zoom Meetings as a participant. If someone invites you to their meeting, you can join as a participant without creating an account. However, if the host has restricted joining meetings using authentication profiles, then the participant will need a Zoom account to access the meeting. Learn more about joining a Zoom meeting, <https://support.zoom.us/hc/en-us/articles/201362193>.
- A Zoom account is only required if you need to create your own meetings and send invitations to participants. Having a Zoom account allows you to create your own Instant Meetings or Schedule Meetings. An account also allows you to access your personal settings, where you can update your profile or upgrade your plan at any time.
- How do I sign-up for Zoom? You can sign up for a free Zoom account at zoom.us/signup.
- How do I join a Zoom meeting? You can join a meeting by clicking the meeting link or going to join.zoom.us and entering in the meeting ID.
- How do I join computer/device audio? On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. Learn more about connecting your audio., <https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio->
- Use the following keyboard shortcuts to mute or unmute yourself. You can also use push to talk if you want to unmute yourself by holding the spacebar.
(Windows: **Alt + A** Mac: **Shift + Command + A**)
- If you are joining via telephone for an audioconference, you will need the teleconferencing number provided in the invite. On your phone, dial the teleconferencing number provided in your invite. Enter the meeting ID number when prompted using your dialpad. **Note:** If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.
- For more tips, you can visit Zoom's FAQ at <https://support.zoom.us/hc/en-us/categories/200101697>