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Zoom Technical Guidelines

User Requirements

To participate in a proceeding by Zoom Video Conference, you must have access to a web camera and reliable, high speed internet connection. You do not need a paid account to use Zoom. If you want to join a meeting from an Android or iOS device, you must download the Zoom mobile app. Only one microphone and speaker system should be active per physical location. Otherwise, multiple systems may cause noise and feedback.

How to use Zoom without an account

There are many ways to join a meeting, but the easiest ways to join as a guest are to click the link provided to you by the host or enter the meeting ID and passcode directly into Zoom.

Note: Depending on the host's settings, you can join the meeting from your desktop browser without downloading Zoom first. Joining meetings from a web browser gives you access to basic Zoom meeting features.

Option 1: Use the link provided:

1. Click the meeting invite link you received from the host, for example in your email or calendar invitation. On your web browser, a pop-up window will prompt you to open or download the application.
2. In the pop-up window, click **Cancel**.
3. At the bottom of the page, click the **Join From your Browser** link.
   Note: If you don't see the link to join from the browser, the host may not have it enabled and you will have to join a Zoom meeting by opening the Zoom client or downloading it first.
4. In the pop-up window at the top-left corner of the screen, click **Allow** to allow Zoom permission for your microphone and camera.
5. In the **Your Name** field, enter your first and last name.
6. (Optional) Select the **Remember my name for future meetings** check box.
7. Click **Join**. You will join the meeting as a guest.

Option 2: Enter the meeting ID and passcode in Zoom:

1. In your web browser, go to zoom.us/join.
2. Enter the meeting ID provided by the host/organizer.
3. Click **Join**.
   A pop-up window will prompt you to open or download the application.

4. Do one of the following:

- Launch the meeting on the Zoom client if it's already downloaded on your device.
- Click **Cancel** in the pop-up window, then click **Download Now** to download Zoom before joining.
- Click **Cancel** in the pop-up window, then click the **Join from Your Browser** link if you do not want to download Zoom before joining the meeting.
  Note: You are not required to download Zoom on a desktop device before joining, but you will have access to limited functionality if you join from your browser. If you want to join a meeting from an Android or iOS device, you must download the Zoom mobile app.

5. If prompted, allow Zoom to use your microphone and camera.
6. Enter a display name, then click **Join**.
7. (Optional) Select the **Remember my name for future meetings** check box.
8. If prompted, enter a meeting passcode, then click **Join** again.
   You will join the meeting as a guest.

Option 3: Join by the Zoom application.

1. Download the Zoom client from our website; you can also download the Zoom mobile app for OS or Android operating systems if you wish to use it on your phone.
2. Next, open the Zoom client, click the "Sign In" button, and enter your Zoom credentials. If you don't have a Zoom account, you can create a free one using a valid email address and a password of your choosing.
3. Open Zoom and click **Join**. Enter the meeting ID and passcode when prompted.

When you join by Zoom, your screen will look something like this:

Please familiarize yourself with the Mute, Video, Participants, and Chat icons.

The little up arrows on the Mute and Video icons allow you to test your video and microphone speakers.

Option 4: Join be telephone.

1. To join *by phone*, dial **+1 (253) 215-8782.** Once prompted, enter the meeting ID and any passcode followed by # (pound). Press # again to join as a participant. If you are not joining from the Seattle area, you can find your local number at: https://us02web.zoom.us/u/ktEyioIr6.

2. If it is time for you to speak, press <u>*6</u> (star, six) to unmute. Press *6 to mute again. Please continue to remain muted if you are not speaking.

How to create a test video call

1. Open the Join Meeting Test page in a tab or window.
2. Click **Join** to launch Zoom.
   You will be redirected to launch the test meeting:
   - If you have the Zoom desktop client installed on your computer, click **Open Zoom Meetings** to launch Zoom.
   - If you don't have the Zoom desktop client installed on your computer, click **Download Now** to download, install, and then run Zoom.
   - If you cannot download or run the Zoom desktop client on your computer, click **Join from Your Browser**.
   The test meeting will launch.
3. Follow the on-screen prompts to join the meeting and test your video, audio, and microphone. Once the test is over, you will join the test meeting as a participant and can use it to familiarize yourself with the meeting participant controls available to you.
   Note: If you're having trouble seeing or hearing yourself or the ringtone, learn how to troubleshoot common audio and video issues.

We encourage you to view the Zoom online tutorials to familiarize yourself with the application well *before* the examiner proceeding. For additional resources, visit Zoom's website at https://support.zoom.us/.