You will need a laptop, desktop computer, or mobile device with Internet access. For the best experience, use headphones to cancel out ambient noise and avoid audio echos. If you want to share video and your device does not have a built-in camera, you will need a webcam.

Note: Zoom has video tutorials and live training webinars if you prefer learning that way.

Before your first Zoom meeting

1. **Install the free Zoom app** on your device(s)
2. **Join a test meeting** to test your connection and familiarize yourself with the interface.
   1. Test your device's audio & video (video/camera isn't working)
   2. Practice muting/unmuting your microphone and camera
   3. Practice showing and using chat. If you have audio issues or find it hard to jump in verbally, you can post comments to the chat.
3. **Practice Zoom's built-in nonverbal feedback buttons.**
4. If you are on a computer, try out options for taking notes in a different app/window while viewing a Zoom meeting:
   1. Switch back and forth between Zoom and your notes by pressing Alt+Tab (Windows) or Cmd+Tab (MacOS).
   2. Quickly open them side-by-side with Windows snap (the keyboard option is fastest) or MacOS split view.

To practice sharing your screen, you'll need to exit the test meeting (where screen sharing is disabled) and click the **New Meeting** button to start your own.

- You will need to choose between your desktop or specific applications or windows. Use the desktop if other options aren't working correctly.
- For best results, have the application or window you want to show open before clicking **Share**.
- If you're sharing a PowerPoint or similar slideshow program, share your screen first, then enter Presenter View.

- You can give a meeting host control of your screen or they can request remote control of your screen to help you troubleshoot problems in an application.

Record a meeting
As the meeting host, your instructor may record the meeting. **Zoom will always notify participants that a meeting is being recorded.**

- If you are **joining via computer or mobile device**: you will receive a notification pop-up

![Notification Pop-up](image)

- If you are **joining via phone**: you will hear an audio prompt if it's already being recorded or, at the time the recording begins

Always remember that you can **set your virtual background** and/or **mute your video camera or microphone.**

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**Learn more about Zoom**

Visit [Zoom’s Help Center](https://zoom.us) which contains an **in-depth getting started guide** and a collection of **one minute video introductions**.

Additionally, Zoom hosts **free and interactive live training webinars daily**.

- **Zoom Meetings For Education** (45 minutes)
  - Suitable for both **Students and Educators**
  - **Webinar recording** from March 12, 2020.
- **Getting Started with Zoom Meetings** (30 minutes)
- **Zoom Meetings** (60 minutes)

Live training is great since you can ask questions, but you can also watch **recorded training sessions** from the **same link**.

LinkedIn Learning also has a **great class on Zoom** (45 minutes). To watch the class, **log in with your Bryn Mawr credentials**.

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**Tip:** Get a Zoom Pro account under Bryn Mawr's license. A Zoom Pro account is not required to use Zoom, but can be helpful if you host group meetings or act as a TA.

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**Questions?**

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

**Phone:** 610-526-7440 | **Library and Help Desk hours**
**Email:** help@brynmawr.edu | **Service catalog**