Before you begin, you will need the following:

- a laptop, desktop computer, or mobile device with Internet access.

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 participant interface.
   - Make sure to do the following:
     - Test your audio and video set-ups. For the best experience, use headphones to cancel out ambient noise and avoid audio echos.
     - Practice using the participant controls in a meeting.
     - Practice showing and using chat.
     - Practice using nonverbal feedback and meeting reactions.
     - If you are on a computer, try out options for taking notes in a different app/window while viewing a Zoom meeting:
       - Switch back and forth between Zoom and your notes by pressing `Alt+Tab` (Windows) or `Cmd+Tab` (MacOS).
       - Quickly open them side-by-side with `Windows snap` (the keyboard option is fastest) or `MacOS split view`.
   - Close the test meeting.

3. Go to the home screen of your app and click **New Meeting**.

4. Click **Share Screen** to practice sharing different types of content. This feature can be used to share content from different windows, applications, and connected devices.

   **Note:** If you want to share video and your device does not have a built-in camera, you will need a webcam.

Join a Meeting

- You can access a Zoom in one of the following ways:
  - Open the Zoom app on your device and select **Join**. Enter the meeting ID and password, if there is one. Contact the meeting’s host if you don’t have these.
Log in to Zoom through their website (make sure to select SSO as your login option). Once on the Home screen, click Join. Enter the meeting ID and password, if there is one. Contact the meeting's host if you don't have these.

- If the meeting was shared by the host via Outlook Calendar, open the event and click on the meeting link provided.
- If the meeting is for a class and your instructor shared details via Moodle, log in to Moodle and enter the relevant course. Then, find where your instructor posted the individual session link or the Zoom activity in Moodle.

Attention: Meeting hosts may choose to record Zoom sessions. Zoom will always notify participants that a meeting is being recorded. The host should also inform you how the meetings will be shared. Furthermore, all recordings made by Bryn Mawr Zoom accounts are governed by the college's data handling policy (click here for more details). Always remember that you can set your virtual background and/or mute your video camera or microphone if you want to limit your presence in a recorded meeting.

Videos & Further Reading

- Zoom's Help Center
- Getting started with Zoom
- "Show Me" Videos
- Using the Zoom Learning Center
- Learning Zoom (LinkedIn Learning - Requires BMC Email to Access)

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.

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
Location: Canaday Library 1st floor