LEHMAN COLLEGE

Get Ready for an Online (Zoom) Meeting

1. **Download Zoom.** Join a Zoom session from your computer, if possible, to be able to fully participate in the online session activities. The first time you use Zoom, you will be prompted to [download the Zoom application](). After the application downloads to your computer or mobile device, you should automatically join the session after clicking the meeting link that was shared with you.

2. **Set up and test your audio and video.** [Join a Zoom Meeting Test]() to familiarize yourself with Zoom and test your microphone/speakers before joining an online meeting. You can also test your [video]() or [audio]() while in a Zoom meeting. Note: If you are using the Zoom app on mobile, you can [join a test meeting](), then follow the instructions to test your [video]() or [audio](). If you using a device that has a microphone, we recommend that you *Join Audio Conference by Computer or Call using Internet Audio* to listen and speak. Meeting attendees should *wear headphones* (or earbuds) w/mic if possible. If using the mic of your device without headphones, be sure that you are in a quiet place. It is very important that your *microphone remains muted* during the meeting, unless you are actively speaking. The mute button appears in the lower left-hand corner of the Zoom window screen.

3. **Learn about attendee meeting controls:** When you join a Zoom meeting hosted by another user, you are considered an attendee. Learn more [about attendee controls](). [Control your video layout]() to better see the presentation, meeting video, or other attendees. There is a toggle button to swap between "Speaker View" and "Gallery View" as well as content and video – all located in the upper right-hand corner of the Zoom window.

4. **Get Your Physical Space Ready (Video).** Make sure your location is quiet and well-lit and you are not interrupted during the meeting. Choose a location where you will not be distracted, with no background noise, or moving objects. Turn on your web camera. Turning on your web camera helps others be aware of your presence and will improve your experience. Look for a webcam icon in the lower left corner once you join a zoom meeting.

5. **During the meeting:** Turn off non-essential computer applications and/or notifications that might become a distraction for you, or other meeting attendees e.g. email, programs not being used, etc. Mute your audio as you join a meeting (lower left corner - mic icon). Turn on your video, if you have a webcam (lower left corner). Use the *Chat* to ask questions during the meeting.