Guide to
Join a Zoom Meeting

Compiled by

Department of ICT

The Fiji National University

Zoom Overview

Zoom is an application based video conference solution. A platform for video and audio conferencing, recording, messaging across mobile, desktop, and Laptops.

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Zoom Pre-Meeting Checklist

What is required to use Zoom?

1. Laptop, Desktop or Smartphone
2. Minimum of 3G internet connection
3. Audio and Mic – a Wired or Wireless headset/earbuds with microphone
4. Webcam – a built-in or usb webcam (laptop webcam is sufficient)

Helpful tips during the Zoom meeting:

- Always remember to mute your mic when you're not speaking. This prevents painful feedback.
- Turn off non-essential software that may be using the internet while you are in a Zoom meeting.
- **If your internet connection becomes unstable, disable your webcam (stop video in Zoom app) and enable only when you need to speak.**
- If you are using the chat feature and want to send a private message to another participant, double click on their name in the participants list and make sure you are not sending the message to 'everyone.'

- If you are connecting to a meeting from your mobile and a call comes on your mobile you will have to hold the current Zoom meeting call and accept the incoming call

Test Internet Connection

Test your internet connection for zoom [here](#).

How to Join to a Zoom Meeting

By default, when a user clicks on the Zoom meeting invite link sent to them, it initiates automatic download and installation of the Zoom software on your device. It can also be downloaded from the [Zoom Client for Meetings](#)
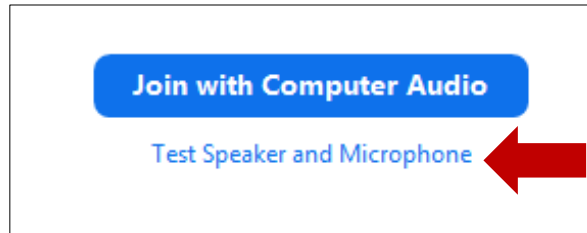
Click on the meeting link sent to you via email.
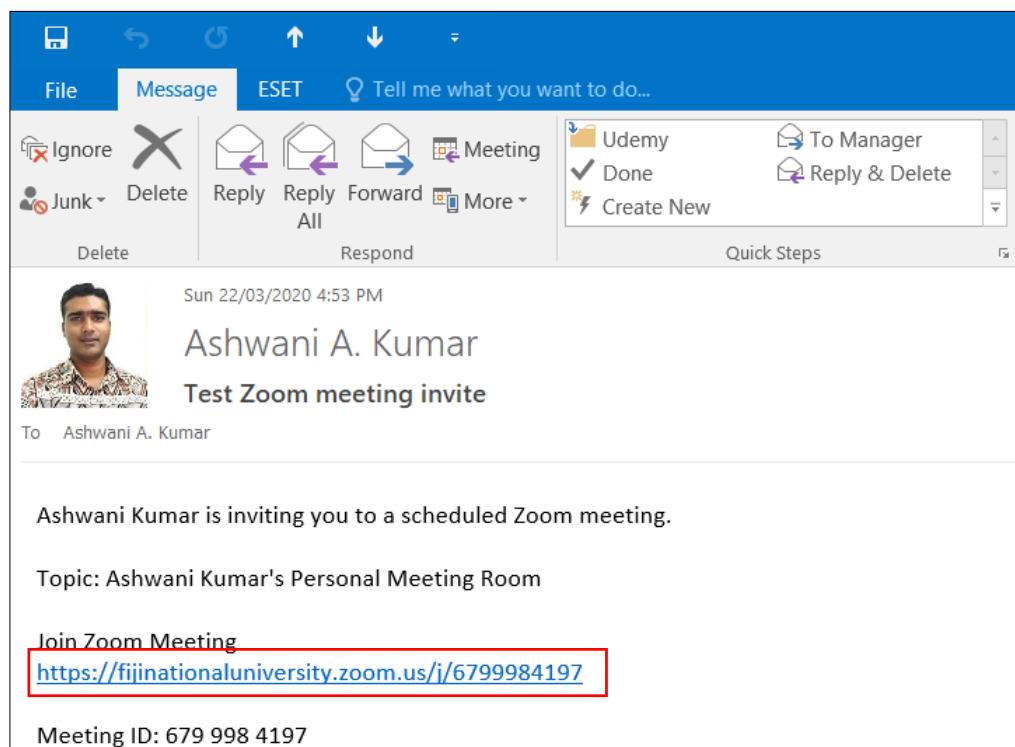
It will open up your default browser where you need to click on Open Zoom Meetings. This will connect you to the Zoom meeting. Test the Mic, speaker and video camera settings.
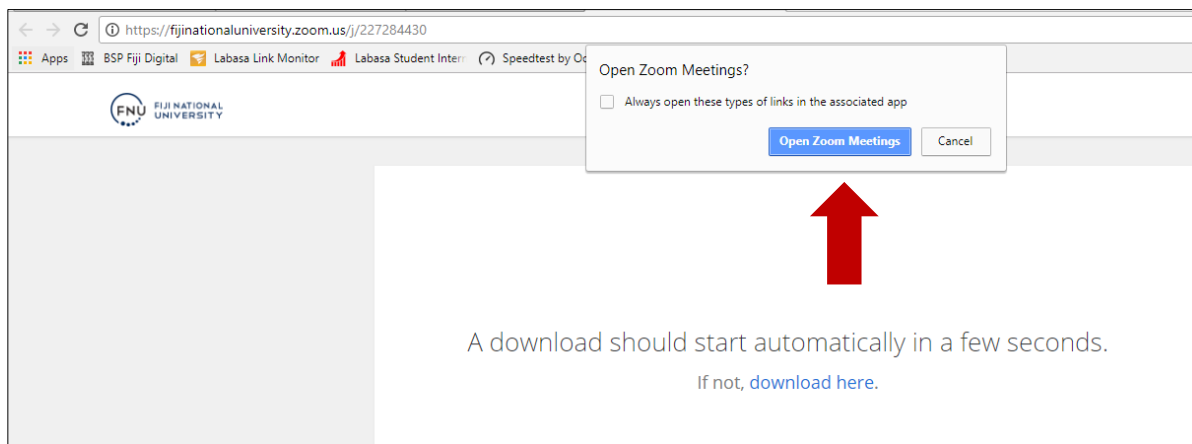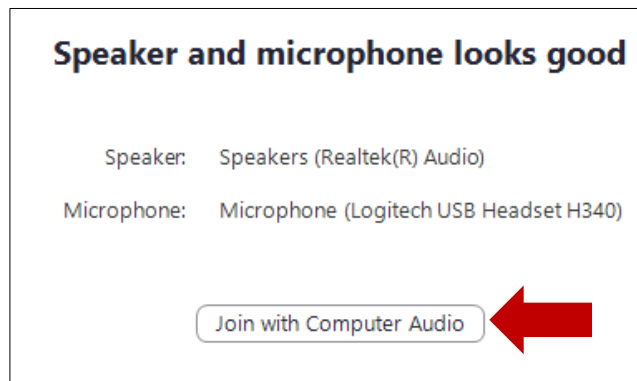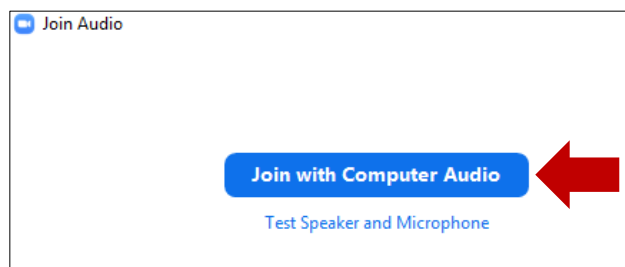
Click on Test Speaker and Microphone

Test your Speaker. In case you don't hear anything click on the small drop down arrow to select or change your speaker. Click Yes and Test your Microphone
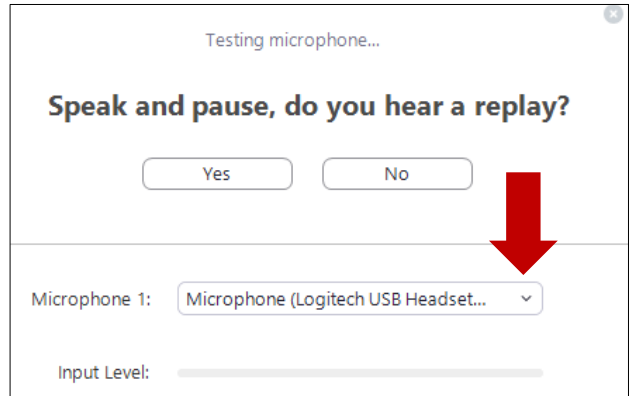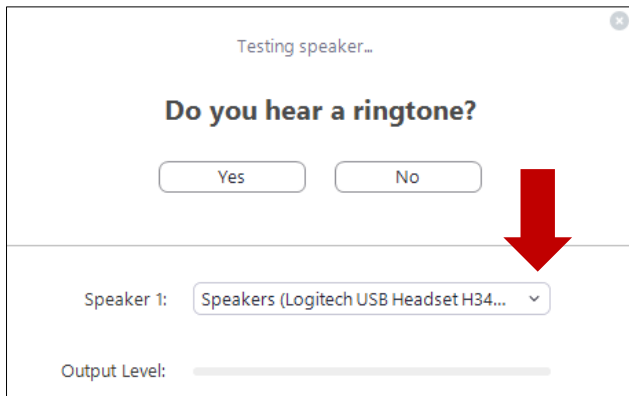
Once you have tested your Speaker and Microphone, click on Join with Computer Audio.
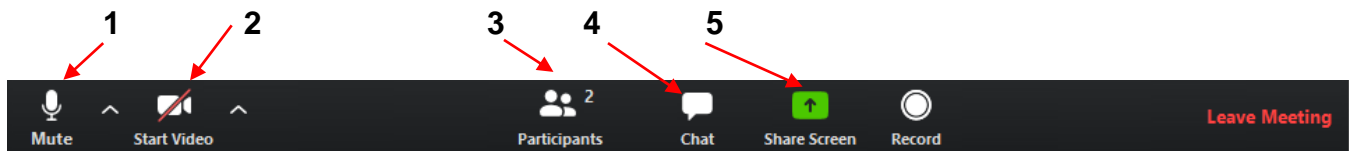
Click on Join with Computer Audio

Zoom In-meeting Features

Features available during a Zoom live lecture for Students.

1.	**Mute/Unmute:** This allows you to mute or unmute your microphone.
	Audio Controls (click **^** next to **Mute**/**Unmute**): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer.

2.	**Start/Stop Video**: This allows you to start or stop your own video. Video controls (click **^** next to **Start/Stop Video**): If you have multiple cameras on your computer, you can select which Zoom is using.

3.	**Manage Participants**:
	- Mute/Unmute
	- Start/Stop own Video
	- Rename
	- Share screen

4.	**Screen Share.**
	If allowed/required, you can share your screen.
	Click the **Share Screen** button located in your meeting controls.

5.	**Chat**

	The in-meeting chat allows you to send chat messages to other users within a meeting. You can send a private message to an individual user or you can send a message to an entire group.

	While in the meeting, click Chat in the meeting controls.
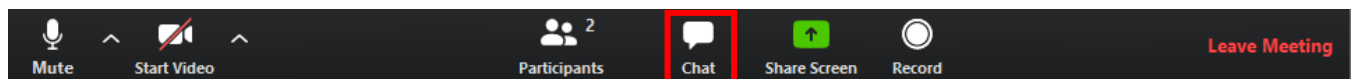
	This will open the chat on the right. You can type a message into the chat box or click on the drop down next to To: if you want to send a message to a specific person.
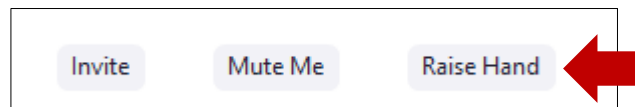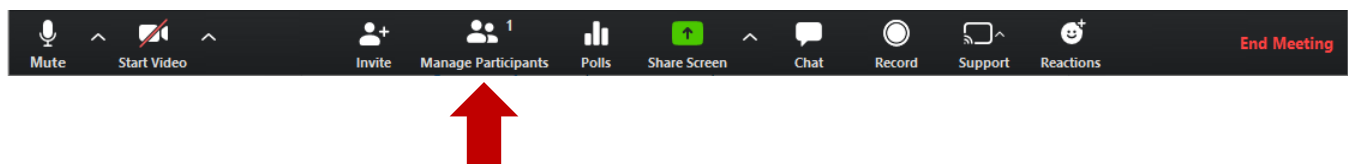
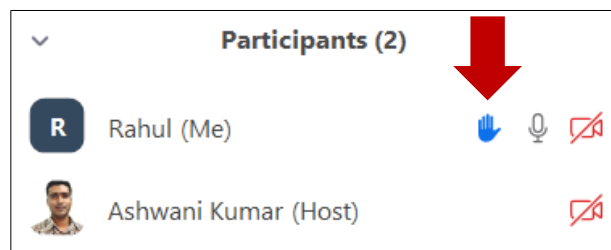# Three ways a participant can get the Hosts attention

Suggestion is to first:

1. Send a chat
2. Raise Hand
3. Unmute and speak during the live lecture

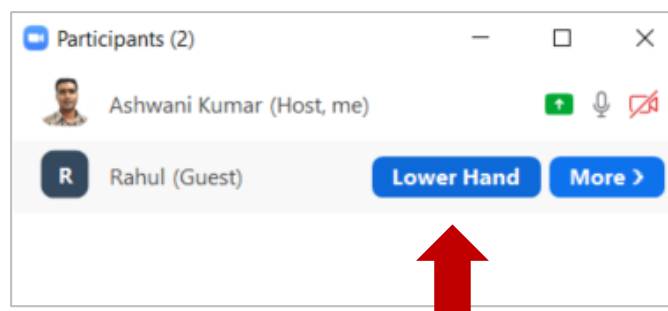**How can participants Raise Hand during a Zoom meeting?**

The participant will click on **Manage Participants** and click on Raise Hand


The participant will see a blue palm icon:

After the Host has attended to the participant then he/she will click on **Manage Participants**, will take the mouse over the participant's name and select **Lower Hand.**

What happens when you get disconnected?

If you lost internet connection or for some reason got disconnected from the meeting, Zoom will try to automatically reconnect you however, after few seconds it will show an error message as below.
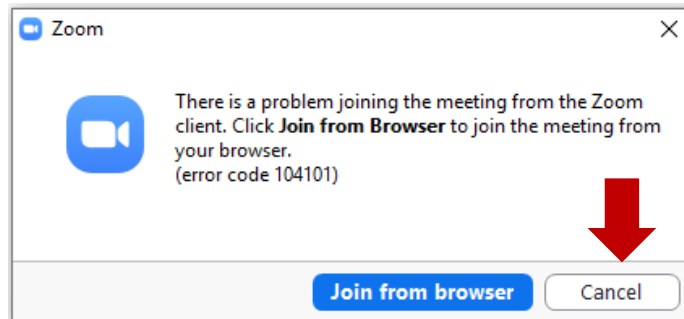
Once you have gained internet connectivity, Click on Cancel and go back to the meeting invite/email and click on the link to re-join to the meeting.

Support

Technician	Email	Mobile
Ashwani Kumar	Ashwani.kumar@fnu.ac.fj	9984197
Amrit Chand	Amrit.chand@fnu.ac.fj	9253961
Shiva Chand	Shiva.chand@fnu.ac.fj	9927037
Charanjeet Singh	Charanjeet.singh@fnu.ac.fj	9927045
You can also contact your campus ICT Technicians		