You’ve been invited to participate in a Zoom web meeting. The purpose of this guide is to get you up and running as quickly and easily as possible. I’ll also include a few quick tips to help you get the most out of your meeting.

You probably received an email containing a link that looks something like this:

https://ucdenver.zoom.us/j/41167254806

Click on this link. When you click on this link two things are supposed to happen.

1. The Zoom app will be downloaded onto your PC, Mac, or smart phone.
2. The conference will automatically start.

Depending on your device, operating system version and web browser, you may be prompted to start/run/install the app. On a Mac, you will be prompted to enter the administrative password for your system.

Once the app is downloaded, the meeting should start. If it does not, you should be able to start it by going to https://ucdenver.zoom.us and clicking on “Join a meeting”. When prompted enter the 9 or 10 digit code on the end of the original invitation link. (in the example above 41167254806). This should start the meeting.

Once you are in the meeting, I would strongly encourage you to run the audio setup. To get to this, click on “Audio” lower left of the Zoom window, and then select “test mic and speakers”. When you click the “Test Speakers” button, you should hear a tune on your speakers. If not, try switching the speaker option. When you click on “Test Mic” speak in the microphone in a normal tone, then wait, and Zoom will play back your voice. Close this window. You may need to click on a green “Join Audio” button. Do NOT click on the red “Leave Audio” button if you see it. Just close the window and you should be all set.

At the far bottom left of the screen is a microphone icon. Clicking on the icon toggles active and mute. I like to keep my microphone muted unless I want to say something. This avoids potential background disturbances.

I would encourage you to turn on your camera if you have one. Simply click on the camera icon at the lower left of your screen.

If you do not have a microphone, you can still listen to the meeting. If you do not have speakers, you can watch. It is possible to participate (listen and speak) via a phone. See the original invitation message for the number and access code.

If you are asked to share your desktop, simply click on “Share Screen” on the menu. Not that the menu options shift to the top of the screen. To stop sharing, click on “Stop Share” (at the top of the screen).

I would encourage you to make Zoom “full screen”. You should see an option for this in the upper right of the screen. You should also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

If you would like to know more about Zoom please contact David.Paul@ucdenver.edu. We have a campus site license, so if you have a ucdenver account, you have full access to the software.