SIU SCHOOL *of* MEDICINE
ALUMNI AFFAIRS

Zoom Meeting Helpful Guidelines

Attending a Zoom Meeting as a Guest/Invitee
You have been invited to a Zoom meeting! Now you want to ensure that you will be able to attend without any glitches. Please use the information below to make sure that your experience is trouble-free.

Connecting
So you have been invited to your first Zoom meeting. The following short video tutorial has instructions on How to Join a Meeting.

Testing
We *ALWAYS* recommend that you test before using Zoom for the first time. Please visit How Do I Test Before Joining a Meeting? to learn how you can check your connection to Zoom and familiarize yourself with the Zoom controls before joining a Zoom meeting. If you are still not able to participate, please call Mary Jo Davies at 217-725-0889 or email alumniaffairs@siumed.edu for assistance.

Getting Started on a Computer
The most common way that people start or join a Zoom meeting is from a PC or Mac. That said, you may also join a meeting from a tablet or smartphone. Details regarding the use of a computer can be found at Getting Started on a PC and Mac.

Audio
Once you are connected to Zoom, you always have to follow the *additional step* of selecting the type of audio connection you would like to use. You will have to choose if you want to use computer audio (VoIP) or a telephone.

Join with a Computer
Joining with a computer is usually the simplest way to access audio for Zoom. This works particularly well if you have headphones or an echo-canceling speakerphone. View the short video, How Do I Join Or Test My Computer Audio? for details on joining by computer.

Join with a Telephone
Joining with a telephone is also an option for Zoom audio. This may be particularly helpful if you do not have adequate audio (sound) on your computer, tablet, or smartphone. View the short video, How do I Join by Telephone? for details on joining via phone.

Join using an iOS or Android Smartphone
System requirements for iOS, iPadOS, and Android - https://support.zoom.us/hc/en-us/articles/201179966-System-requirements-for-iOS-iPadOS-and-Android

Getting started with iOS - https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS

Getting started with Android - https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android

Zoom Meeting Etiquette
Think of a Zoom Meeting as if you are attending a face-to-face meeting and conduct yourself as you would if you were all present in the same room. Below are some additional useful tips to observe to help ensure the meeting goes smoothly for all involved:

- Join early – up to 5 minutes before the meeting start time
- Have your video on unless you are experiencing connection issues; we like to see your face
- Find a quiet space without interruptions or background noise
- Have an organized or plain background – avoid backlight from bright windows
- Have good lighting on your face so you can be seen clearly, but don't put your face too close to the camera
- Adjust your camera to be at around eye level if possible – especially take note of the angle of your laptop screen if using the built-in camera.
- Limit your movement
- Mute your microphone when not talking
- Try to avoid talking over/at the same time as other participants
- Be aware you are on camera and try to avoid doing other tasks, checking emails, looking at your phone, eating, etc. Identify yourself before you speak.

Troubleshooting
Details regarding audio, video, and screen sharing can be found at Audio, Video, Sharing. A comprehensive library of instructional documents and videos for Zoom can be found at the Zoom Help Center. If you are still not able to join, please call Mary Jo at 217-725-0889 or email alumniaffairs@siumed.edu for assistance.