Zoom Meeting Instructions

What is Zoom?

Zoom is a cloud-based meeting tool which combines video conferencing, online meetings, and mobile collaboration into one platform. Its dependable, high-quality and easy to use design have made it so much easier for groups around the world to connect and collaborate. **Note:** You do **not** need to purchase a Zoom account to participate in a Zoom meeting.

The Structural Engineering Triton Day Q&A panel will be in webinar format which will allow prospective students and their families to view the UCSD panelists, hear them speak, and type in questions. Prospective students will not be on audio/video.

What will you need

- A wired, internet connected computer or laptop or smart phone.
- Or a phone to dial in.

How to launch Zoom and Participate in the meeting?

**(OPTION 1: PREFERRED)**

*It is preferred that you have the Zoom application downloaded and click on the link provided, the application is known to run smoother than the website.* Make sure to close any applications you don’t need for the meeting will improve the quality of your connection.

Please click the link below to join the webinar:

https://ucsd.zoom.us/j/997752017

Meeting ID: 997 752 017

Or iPhone one-tap:

US: +16692192599,,997752017# or +16699006833,,997752017#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):
US: +1 669 219 2599 or +1 669 900 6833 or +1 213 338 8477

Webinar ID: 997 752 017

International numbers available: https://ucsd.zoom.us/u/adohWKHN1

**Join Zoom Meeting**

**(OPTION 2)**

You can go to the Zoom web site at http://zoom.us/ and click on “Join a Meeting” where you can enter the 9-digit Meeting ID number: Meeting ID: 997 752 017. Closing any applications you don't need for the meeting with improve the quality of your connection. Audio is integrated in the meeting.

**(OPTION 3)**

You can download the Zoom app on your smart phone and join using either the URL or entering the meeting ID number: 997 752 017. This option may be more difficult for participants to submit written questions to the panel.

**Downloading Zoom (preferred option):**

When following Option 1 you can download Zoom after clicking the ‘Join from’ link. The following window will show up. Click on the zoom launcher.
Then the following window will show up:

![Security Warning Window]

Click on run in order to launch the program.

**While you’re waiting for the meeting to begin**

You’ll be presented with the following screen if the host hasn’t started the meeting at the time you join.

It is recommended you check your audio settings while waiting for the meeting to start.
The Zoom menu bar

The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don’t see the menu bar, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full-screen mode.)

You can:

1. Mute/unmute your audio (not the audio of the participants)
2. Stop/start your video
3. Configure your settings for items such as audio and video
4. Invite more people to join by email, IM, SMS (mobile users) or meeting ID
5. View a list of participants
6. Share your desktop (everything you have open) or select a specific application to share (e.g., Microsoft PowerPoint or Excel)
7. Send a message to one person (private chat) or to all participants
8. Record the meeting (if you have been granted permission)
9. Leave or end the video meeting

Don’t have a microphone or speaker on your PC/MAC?

In the event you do not have a microphone or speaker on your PC/ Mac, you can join a Zoom meeting via teleconferencing/audio conferencing (using a telephone enabled with a speakerphone).

To join by computer (for video) and telephone (for audio)
1. Join a Zoom meeting
2. Once you are in the meeting, select Join Audio in the menu bar
3. Follow instructions on the dialog box to Dial In

Note: If you decided to join via telephone after join via computer, please select Audio Options and Leave Computer Audio. Then enter #Participant ID#. Otherwise you may hear audio feedback or an echo during the connection.
Audio Mute and Unmute

Chat

The chat feature provides the ability to send instant messages during the session. You can send private chat to one person or message all participants. In the event you experience issues with your microphone, using the chat feature can serve as an alternate means of communication.

1. Click on “Chat”:

2. Type a message and press “Enter” on your keyboard to send. Messages are sent to all participants by default. You can message an individual participant via private chat by clicking on the drop down menu, and selecting an individual’s name.
Common Zoom Troubleshooting Steps

The following steps should be used to help correct issues while using Zoom. To engage in the smoothest possible meetings, close any applications you don’t need to use for the meeting itself. You can also visit Zoom's support site for additional instructions.

Audio Issues

1. Can’t hear the other participant in the meeting?
   a. Make sure your computer speaker volume is turned up.
   b. Make sure your speakers are selected for the active output in Zoom
      • In the Zoom meeting, Choose Audio > Audio Settings

   • Click the Test Speaker button, if you hear audio this is setup correctly. If you do not hear audio, sue the drop down box and select a different output and press Test Speaker again. Repeat this step until you hear audio.
2. Other participants can’t hear you?
   a. Make sure you have the correct internal/external microphone setup in Zoom.
      • In the Zoom meeting, Choose Audio > Audio Settings
         
         • Click the Test Mic button; you should see blue bars in the volume meter and your test message will be replayed through the speakers.
• If you do not see the blue volume meter bars or hear the audio message your recorded, use the drop down box and select another mic and repeat the process.

3. Do the other participants hear echo when you talk?
   a. Adjust your microphone sensitivity (and, if possible, increase the distance between the microphone and the speakers.
   • In the Zoom meeting, Choose Audio > Audio Settings

• Uncheck the “Automatically adjust Microphone” box and pull the slider bar down
b. If you're the only participant, use a headset or earbuds instead of the speakers so that the voices coming in from other participants aren’t picked up by the mic in your environment. Laptop mics aren’t far enough away from the laptop speakers to avoid sending the sound round and round.

4. Do you hear echo when other participants talk?
   a. If so, then they are the source of the problem. There is really nothing you can do other than ask the person who is the source of the echo to try the options listed above.

Video Issues

1. Can’t see the other participants in the meeting?
   a. Make sure you have installed the Zoom software and are logged into the meeting

2. Can the other participants see you?
   a. Make sure your camera is turned on, plugged in and selected in Zoom •
      In the Zoom meeting, Choose the Video icon:
      
      • Make sure your camera is selected in the video section. If it is not, use the drop down to select the correct camera.

b. If the camera is turned on, make sure nothing is blocking the camera view.

c. Is using an external web camera, try connecting it to a different USB port and repeat steps 1 and 2 above.

d. If you continue to experience difficulties, try restarting your computer/device.