Strategically Focused Research Networks
Zoom Meeting Guidelines

System Requirements
- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in

Supported by the following Mac & PC Operating Systems
- Mac OS X with MacOS 10.7 or later
- MacOS 10.6.8 (Snow Leopard) with limited functionality (Zoom version 3.6)
- Windows 10
- Windows 8 or 8.1
- Windows 7
- Windows Vista with SP1 or later
- Windows XP with SP3 or later

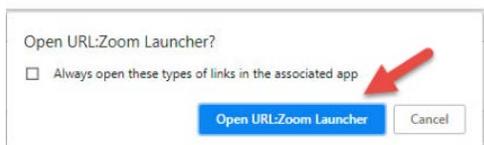**Join Zoom Meeting without a Zoom Account**
1. Open your outlook meeting invite
2. Click on the Zoom meeting link –
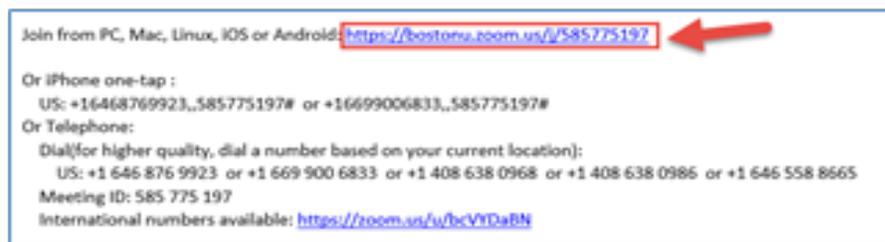
3. Save and run the Zoom Launcher EXE

4. Launch Zoom –

5. Add your name
6. Join the meeting via computer or phone

7. Meeting interface -

Note: You can also use a smartphone or tablet for Zoom meetings (Zoom app available on Android and Apple Devices)

Audio options:

You can join zoom calls using your computer audio- instruction #6 in the section above shows how to join with your computer.

When joining a zoom conference call using your phone for the audio, call from a landline/ cell and be sure to use your individual participant ID#.

- After joining a Zoom meeting, you will be prompted to join the audio automatically. If this prompt does not appear or you close out of it, click **Join Audio** in the meeting controls.

- Click **Phone Call**.
  Note: If you are subscribed to the call out add-on, you can join the meeting by having Zoom dial your phone number.
- If you join by computer first and then call in with your phone, you can enter the *Participant ID* to bind your phone and device session together and show your video when you speak on the phone.
- To enter your *participant ID* once you are in the meeting, enter #*Participant ID#* on your phone.
- If you joined computer audio automatically and want to switch to your phone, you can leave the computer audio and join by phone using the following steps:

  1. Click the arrow next to **Mute/Unmute**.

2. Click **Leave Computer Audio**.
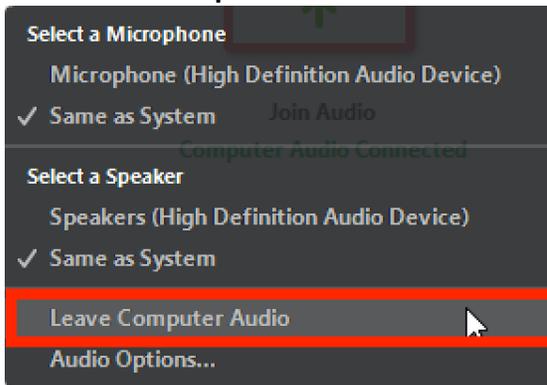
3. Click **Phone Call** and follow the prompt to dial in.

Best Practices:

- "Gallery View" is the preferred choice for most Zoom users. However, if you want to have the speaker's window enlarged, please select "Speaker view" instead. You can also switch between these views depending on your preference for a session.
- Remain on mute unless you are speaking or presenting. All participants will be automatically muted upon entry.
- In the Chat box, you can send a message to an individual or the entire group.
- Please have your video turned on, if possible. We would like the virtual meeting experience to mimic the face-to-face meeting.