

Zoom Tip Sheet

Getting Started – What do I need?

- 1) You will need:
 - Device (laptop, tablet or smartphone)
 - Internet connection – broadband wired or wireless
 - Headset/earbuds with microphone – built-in or USB plug-in
 - Webcam – built-in or USB plug-in
- 2) Check that you have the most current version of the Zoom application installed. To ensure your application is up to date, please follow these steps:
<https://infosec.yorku.ca/files/2020/04/Zoom@YorkU-Desktop-Update.pdf>.

Joining the Zoom Meeting

- 1) Please arrive 15 minutes in advance of the meeting to aid in establishing quorum. In order to provide optimum bandwidth, it is suggested that you try to limit other uses of your Internet connection during the meeting.
- 2) Click on the Zoom link found in the evite or go to <https://yorku.zoom.us/>, click “Join A Meeting,” enter the Meeting ID found in the evite, and click “Join.”
- 3) A dialogue box will open stating, “Open Zoom Meetings? <https://yorku.zoom.us> wants to open this application.” Please select “Open Zoom Meetings” to enter.
- 4) You will need to sign in to Zoom to join, as authentication is required.
- 5) The meeting is password-protected. Please enter the password found in the evite when prompted.
- 6) You will be placed into the Waiting Room. Once your credentials have been verified, you will be automatically moved to the Meeting Room. Only Senators (i.e. those with voting rights) will be able to participate in the meeting through Zoom.

Tip: If you are experiencing difficulties connecting, please contact Michael O’Reilly from UIT at: oreillym@yorku.ca

Audio Setup

- 1) After launching the Zoom meeting, you will be prompted to join the room’s audio. Zoom allows audio participation through your computer’s internal speakers, a headset, or a phone line.
- 2) If possible, please connect with your computer’s audio. This will give us the optimum bandwidth, web quality, and help mitigate back noises and keep static interference to a minimum.
- 3) If you experience problems connecting your audio, click the arrow next to the microphone icon in the bottom-left hand corner, choose “Audio Options,” then “Test Computer Audio.” Built-in and external webcams will turn on automatically when the meeting launches.
- 4) If you need to change your audio/video input device, click the arrow next to the microphone/camera icon and select the appropriate device.