

Post Covid Resources

Zoom

For more detailed information and links to YouTube tutorials please visit the [Zoom Help Center](#)

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
- Or, a HD cam or HD camcorder with video capture card

Supported operating systems

- macOS X with macOS 10.7 or later
- Windows 10
- Windows 8 or 8.1
- Windows 7
- Windows Vista with SP1 or later
- Windows XP with SP3 or later
- Ubuntu 12.04 or higher
- Mint 17.1 or higher
- Red Hat Enterprise Linux 6.4 or higher
- Oracle Linux 6.4 or higher
- CentOS 6.4 or higher
- Fedora 21 or higher
- OpenSUSE 13.2 or higher
- ArchLinux (64-bit only)

Supported tablet and mobile devices

- Surface PRO 2 running Win 8.1
- Surface PRO 3 running Win 10
- iOS and Android devices
- Blackberry devices

Supported browsers

- Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+
- Mac: Safari 7+, Firefox 27+, Chrome 30+
- Linux: Firefox 27+, Chrome 30+

Downloading Zoom

After checking your system meets the requirements above you will need to download Zoom. Depending on whether you are using a PC or android or iPhone you will need to search Google to download Zoom for desktop, or go to the play store on your phone and follow the instructions to download.

Sign in and Join

After launching Zoom, click **Join a Meeting** to join a meeting without signing in. If you want to log in and start or schedule your own meeting, click **Sign In**.

To sign in, use your Zoom, Google, or Facebook account. You can also log in using SSO. If you don't have an account, click **Sign Up Free**. If you have a Zoom account but cannot remember your password, click **Forgot**.

[Join a Meeting](#)[Sign In](#)

Sign In

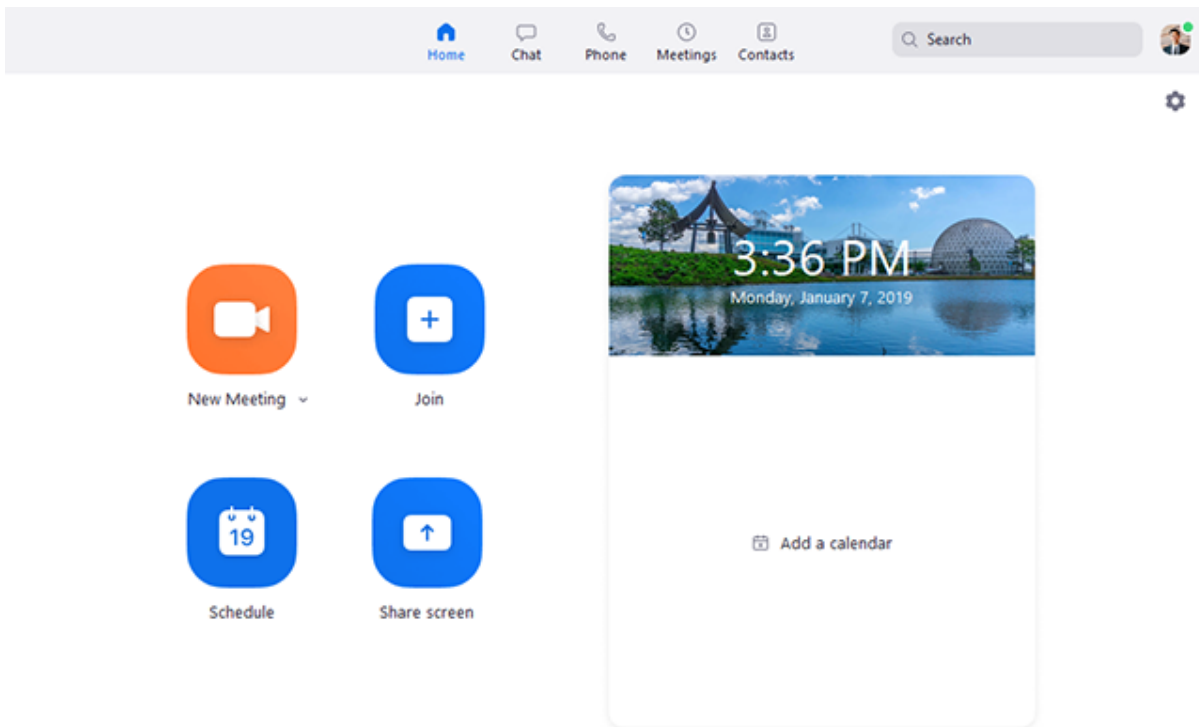
[Sign Up Free](#)[Forgot?](#)☐ Keep me signed in[Sign In](#)

or

[Sign In with SSO](#)[Sign In with Google](#)[Sign In with Facebook](#)[← Back](#)

Home

After signing in, you will see the **Home** tab, where you can click these options:



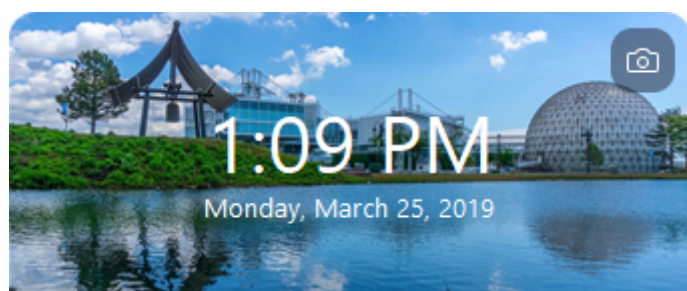
New Meeting: Start an instant meeting. Click the downwards arrow to enable video or use your personal meeting ID (PMI) for instant meetings.

Join: Join a meeting that is in progress.

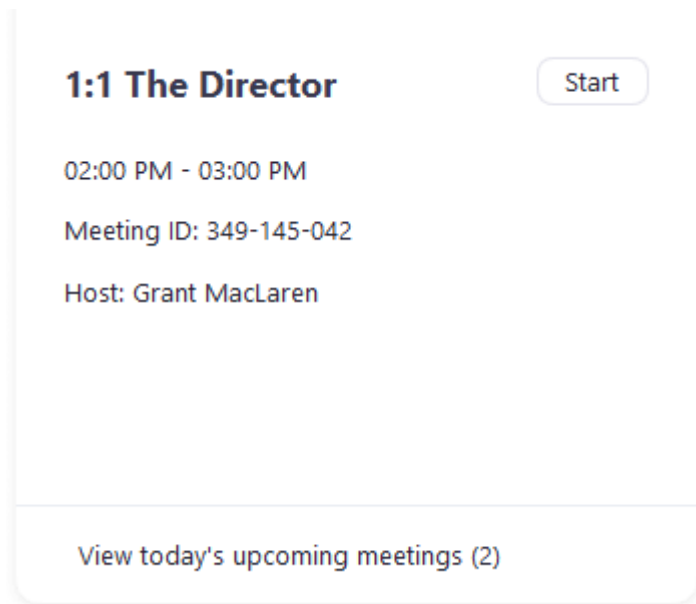
Schedule: Set up a future meeting.

Share Screen: Share your screen in a Zoom Room by entering in the sharing key or meeting ID.

Date and time with background image: To change the background image, hover over the picture and click the camera icon.



Upcoming meeting: Displays the next meeting for the current day. Add a third-party calendar service if you want to sync upcoming meetings.



Click your profile picture for these options:

Add a personal note

Settings: Access settings you can change in the client.

Change your status to **Available**, **Away**, or **Do Not Disturb**.

My Profile: Open the Zoom web portal to edit your profile.

Help: Open the Zoom Help Center.

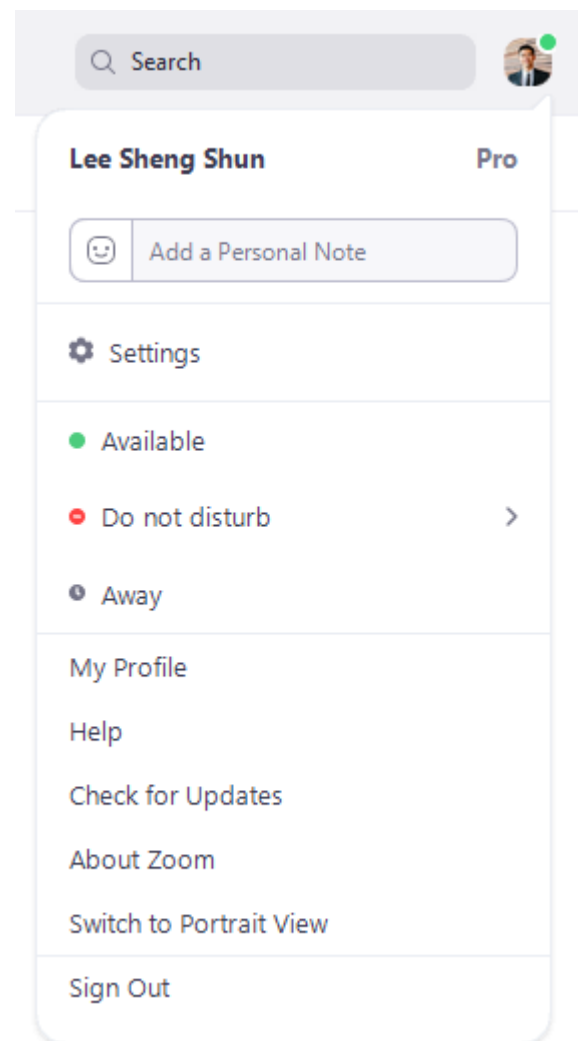
Check for Updates: Check if Zoom is up to date.

About Zoom: View the current version.

Switch to Portrait View: Switch the Zoom window to portrait view if you prefer a narrower window.

Sign out

Upgrade to Pro (if you are on a free account)



Testing Audio before Joining a Meeting – Windows/Mac

If you haven't enabled the setting to automatically join by computer audio, you can test your speaker and microphone before joining a meeting:

1. After joining a meeting, click **Test speaker and microphone**.

2. The meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click No to switch speakers until you hear the ringtone. Click Yes to continue to the microphone test.

3. If you don't hear an audio replay, use the drop-down menu or click **No** to switch microphones until you hear the reply. Click Yes when you hear the replay.

4. Click **Join with Computer Audio**.



Join with Computer Audio

Test speaker and microphone

☐ Automatically join audio by computer when joining a meeting

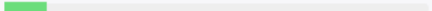
Testing speaker...

Do you hear a ringtone?

Yes

No

Speaker 1: Headset Earphone (Sennheiser SC70 USB f

Output Level: 


Testing microphone...

Speak and pause, do you hear a replay?

Yes

No

Microphone 1: Headset Microphone (Sennheiser SC70 US

Input Level: 

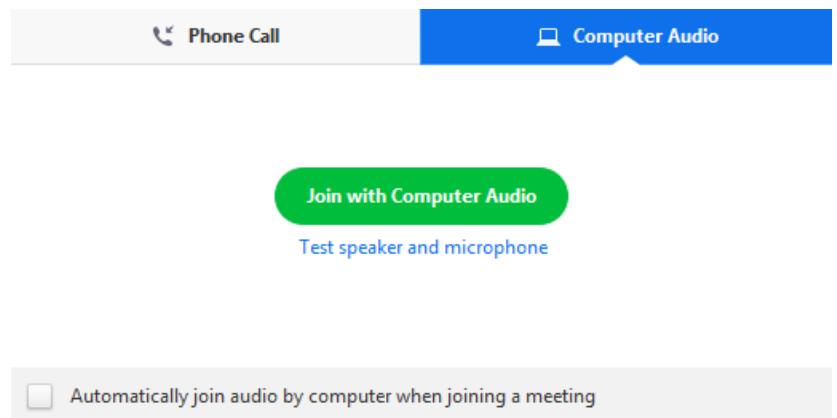
Speaker and microphone looks good

Speaker: Headset Earphone (Sennheiser SC70 USB for I

Microphone: Headset Microphone (Sennheiser SC70 USB fr

Join with Computer Audio


- Click **Join with Computer Audio** to join the test meeting with the selected microphone and speakers.

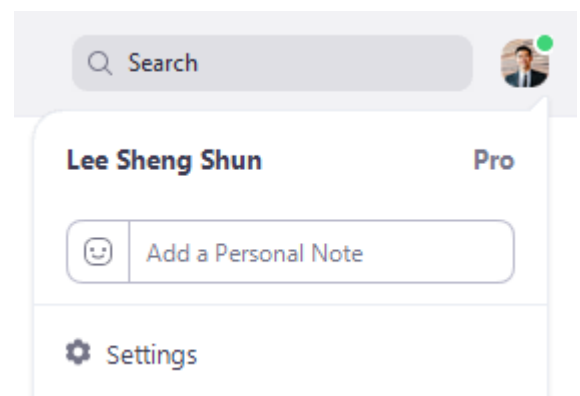


Testing Audio Using Audio Settings

To test your audio, navigate to your audio settings before or during a meeting:

Before a meeting

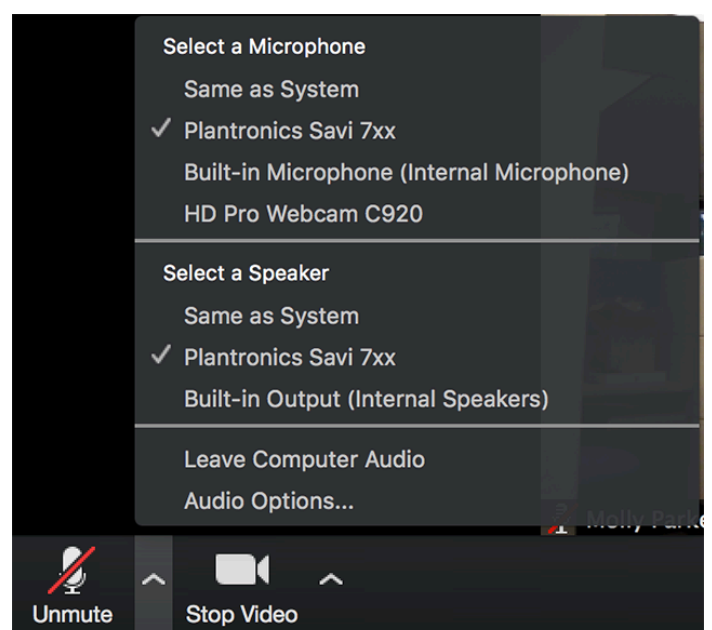
- Log in to the Zoom client.
- Click your profile picture then click **Settings**.
- Click the **Audio** tab.  Audio
- Follow the sections below to test your speaker or microphone.



During a Meeting

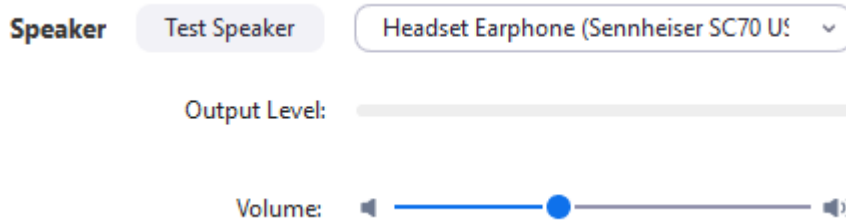
You can access your audio settings and test your audio when you are already in a meeting.

- In the meeting controls, click the arrow next to **Mute/Unmute**.
- Click **Audio Options**. This will open your audio settings.



Testing your Speaker

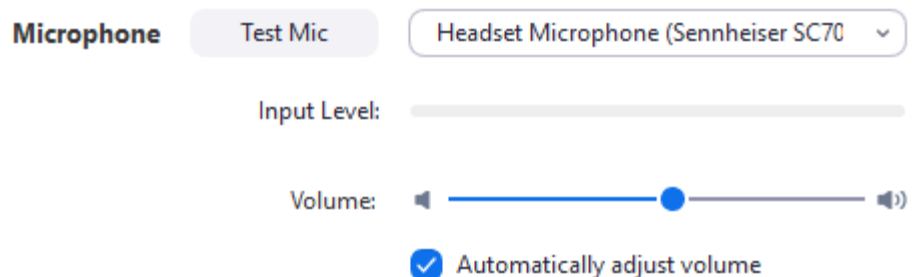
1. Click **Test Speaker** to play a test tone.
2. If you cannot hear it, select a different speaker from the menu or adjust the **Volume**.



[Learn more about audio settings.](#)

Testing your Microphone

1. In the **Microphone** section, you will see the green **Input Level** bar move when Zoom is picking up audio.
2. Click **Test Mic** to test your microphone.
3. Your audio will start recording. Click **Recording** when you are done and it will play back. You can select another microphone from the menu or adjust the input level.
4. Check **Automatically adjust microphone settings** if you want Zoom to adjust the input volume automatically.



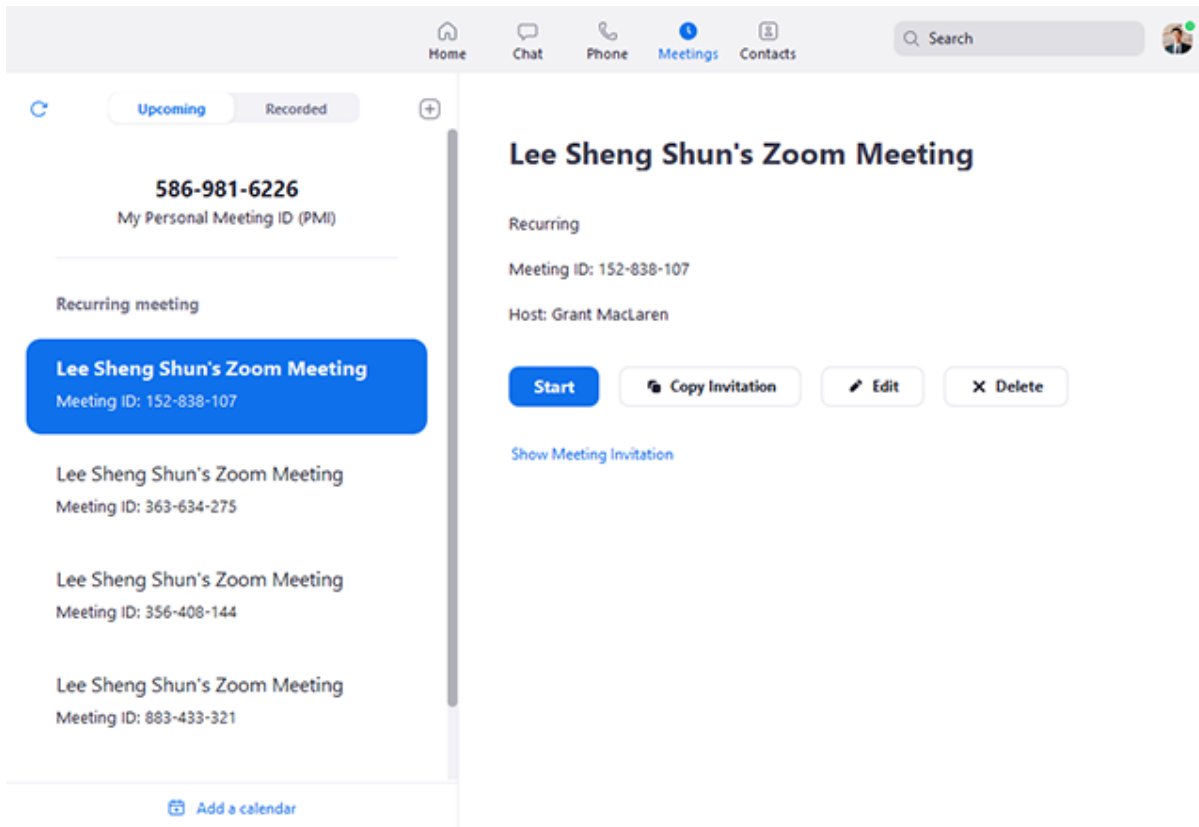
Microphone Troubleshooting

If you are on on Mac OS 10.14 Mojave or earlier and can't access the microphone, check your operating system permissions to confirm that Zoom has access to the microphone. [See Using the Zoom Client and Zoom Rooms with Mac OS 10.14 Mojave for more information.](#)



If you are on Windows 10 and can't access the microphone, use the Windows search box to navigate to **Microphone privacy settings**. Switch on the **Allow apps to access your microphone** toggle, and enable access for Zoom.

Meetings

Select the **Meetings** tab and click **Upcoming** to view, start, edit, and delete scheduled meetings.



You can click the following options after selecting a scheduled meeting in the left-side panel:

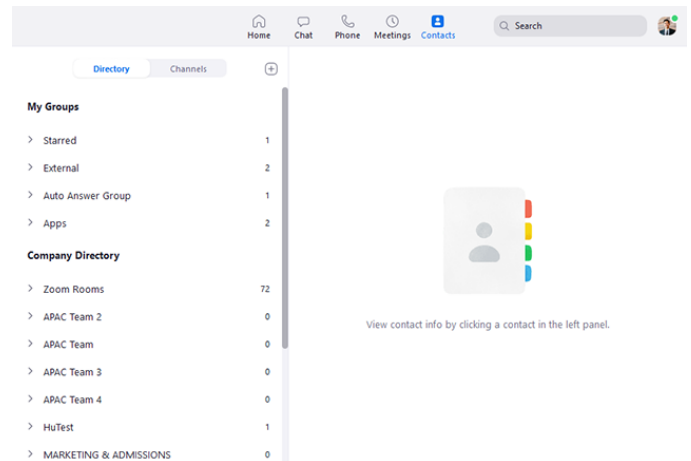
- Add icon  : Schedule a new meeting.
- Refresh icon  : Refresh the meeting list if you don't see your scheduled meeting.
- **Start**: Start the scheduled meeting that you have selected in your upcoming meetings.
- **Copy Invitation**: Copy the scheduled meeting's invitation text, allowing you to manually paste into an email, instant messenger etc. Click **Show Meeting Invitation** if you want to view the invitation you're copying.
- **Edit**: Edit the meeting options for your scheduled meeting.
- **Delete**: Permanently delete your scheduled meeting.

Contacts

Select the **Contacts** tab to view and manage your contacts.

Directory tab: View a directory of all your contacts, including starred, external, and auto answer contacts. If your organization has Zoom Rooms, you will also see a list of Zoom Rooms.

Channels tab: View a directory of your channels (used for group messaging). Starred channels appear at the top of the list.



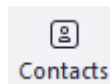
Add icon Show options for contacts and channels. You can add a contact, create a contact group, create a channel, or join a channel.

Adding an External Contact – Windows/Mac

/ , Sign in to the Zoom client.

0, Click on **Contacts**.

1, Click the add icon  , then click **Add a contact**.



2, Enter one email address at a time.

3, Click **Add Contact**.

4, Repeat with any additional contacts.

You can add multiple contacts at a time by clicking on **Copy Invitation** and sending it out via email

Approving an External Contact

Before you can meet instantly with a contact or chat with them, they will need to approve your request.

1. Sign in to the Zoom client.
2. Click **Chat**.



3. Click **Contact Requests** on the list of chats conversations.
4. Click on **Accept** to add this contact to your list.



Lee Sheng Shun

I would like to add you as a contact
[Accept](#) [Decline](#)

5. This contact will now appear on the **Contacts** page, under **External Contacts** for both users.



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