

ZOOM Guide for Participants

Advanced for PC Users

We recommend the following best practices for the best audio and video experience for you and other meeting participants when using ZOOM.

JOINING A MEETING

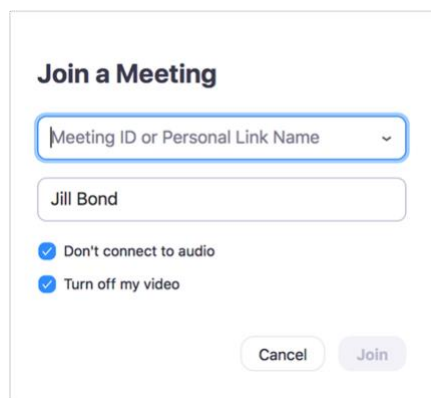
You can join a meeting by clicking on a web link provided to you, or try these other ways:

Meeting ID in ZOOM Client Method

1. Open ZOOM Client
2. Click “Join”
3. Enter Meeting ID
4. Click “Join” again

Meeting ID in Browser Method

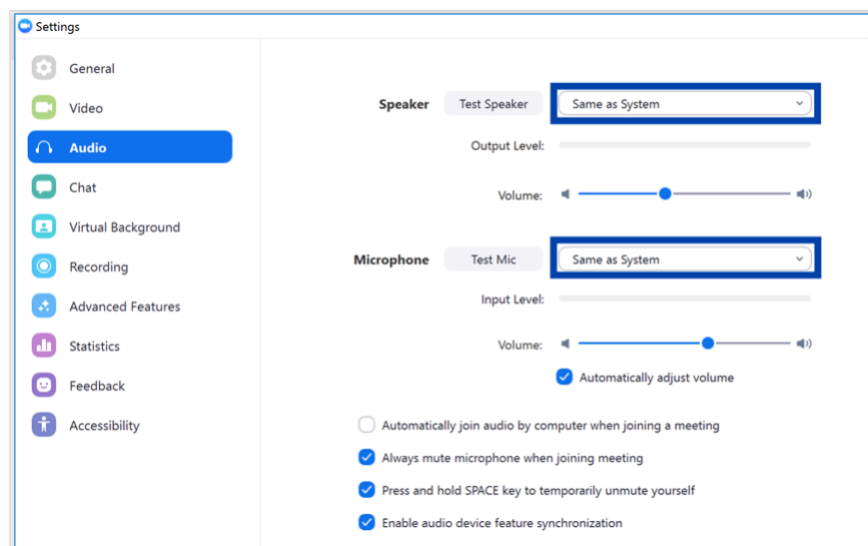
1. Visit ucsf.zoom.us
2. Click “Join A Meeting”
3. Enter meeting ID



MANAGING AUDIO

Enable the “Same as System” settings to avoid managing ZOOM audio settings independently of those of your device’s system settings

1. Open ZOOM Client
2. Click “Settings” gear icon in the upper right of the Client window
3. Select the “Audio” tab on the left
4. Select “Same as System” from the dropdown menus for speaker and microphone
5. Test the audio for both the speaker and microphone



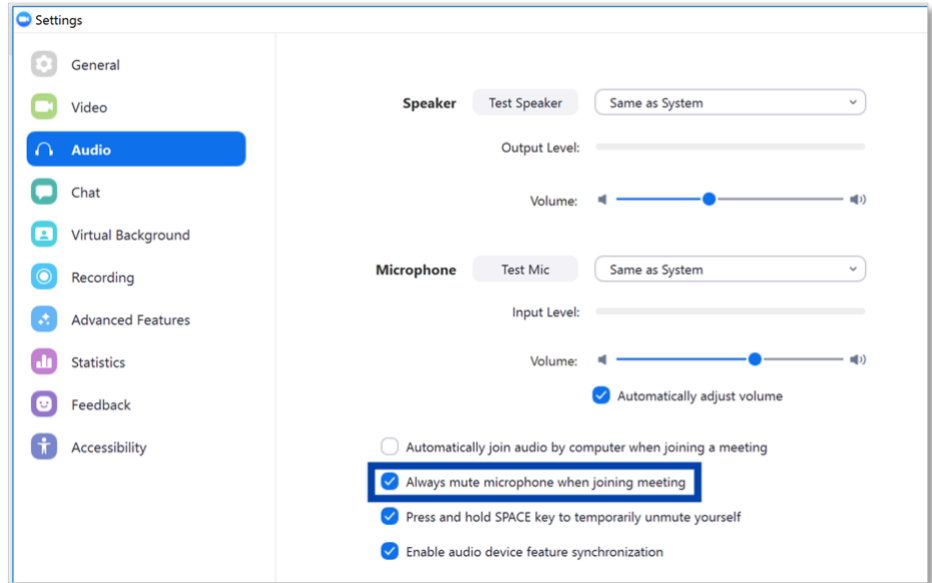
Enable the “Always mute microphone when joining meeting” setting

Adjust audio for what OTHERS hear:

1. Monitor your mute/unmute option on the ZOOM toolbar in the bottom left of the ZOOM meeting window

Adjust audio for what YOU hear:

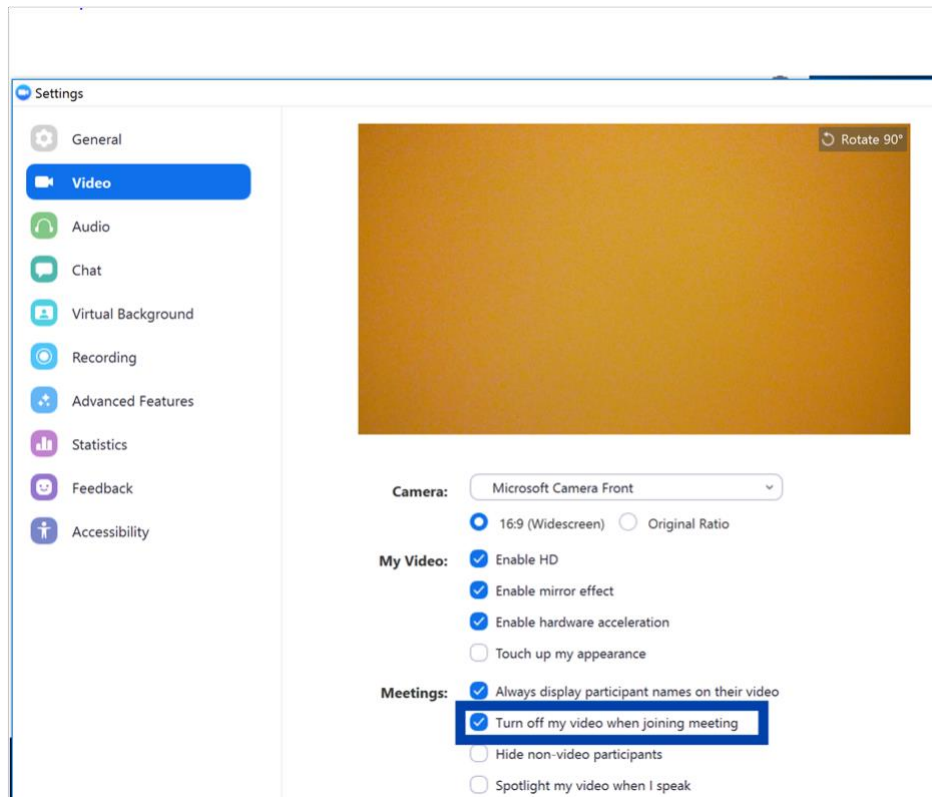
1. Adjust the volume control on your computer or headphones



MANAGING VIDEO

Enable the “Turn off my video when joining meeting” setting. You can turn on your video when you are in the meeting and ready

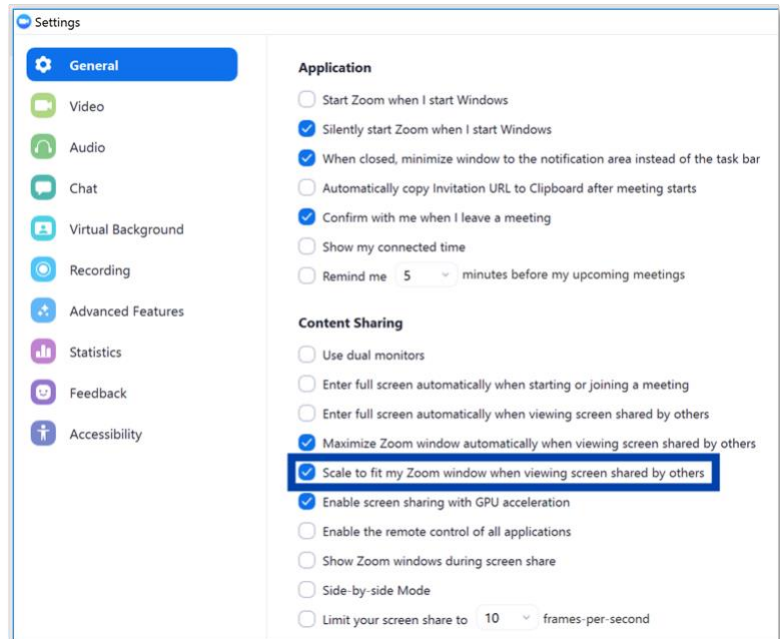
1. Open ZOOM Client
2. Click “Settings” gear icon in the upper right of the Client window
3. Select the “Video” tab on the left
4. Enable the setting



MANAGING GENERAL SETTINGS

Enable the “Scale to fit my Zoom window when viewing screen shared by others” setting. This will help make sure the resolution of the shared content is good quality

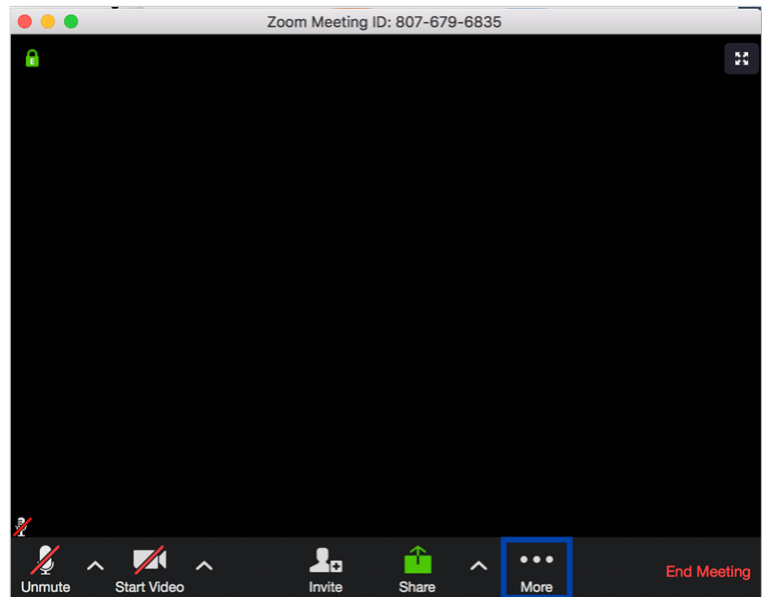
1. Open ZOOM Client
2. Click “Settings” gear icon in the upper right of the Client window
3. Select the “General” tab on the left
4. Enable the setting



COMMON PITFALL

Pay attention to the ellipses [...] in the lower right of the ZOOM meeting window. It indicates that there are more options to select, such as “Polling,” “Chat,” “Participants,” and “Record”

If your ZOOM meeting window is small, you might not see these options and need to select the ellipses to find them



FOR INFORMATION AND SUPPORT

For 24-hour technical support, contact Information Technology (IT) Service Desk [online](#) or by phone at 415-514-4100.

To learn more about ZOOM, or to practice using ZOOM, contact Educational Technology Services (ETS) at edtech@ucsf.edu or 415-476-4310.

To learn more about ZOOM advanced settings, please consult [ZOOM’s Getting Started Guide](#).