

Zoom Audio and Video Settings

(by Ashley Turner and Mike Bednarz)

Join By Computer Audio

Once you start or join a meeting in Zoom you will be asked whether you want to join using your computer audio or join by using a phone.

If you're using your computer microphone you **MUST** click the button to "**Join Audio by Computer.**" No one on the call will be able to hear you until you click this button.

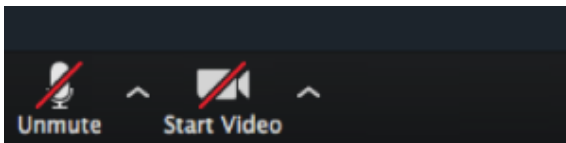
If for some reason you do not see this window pop up, look for the small green arrow on the bottom left in the tool bar asking you to "**Join Audio.**"

If your computer does not have a microphone you can join by phone using the toll number given to you in the invite.

Audio and Video Mute and Unmute

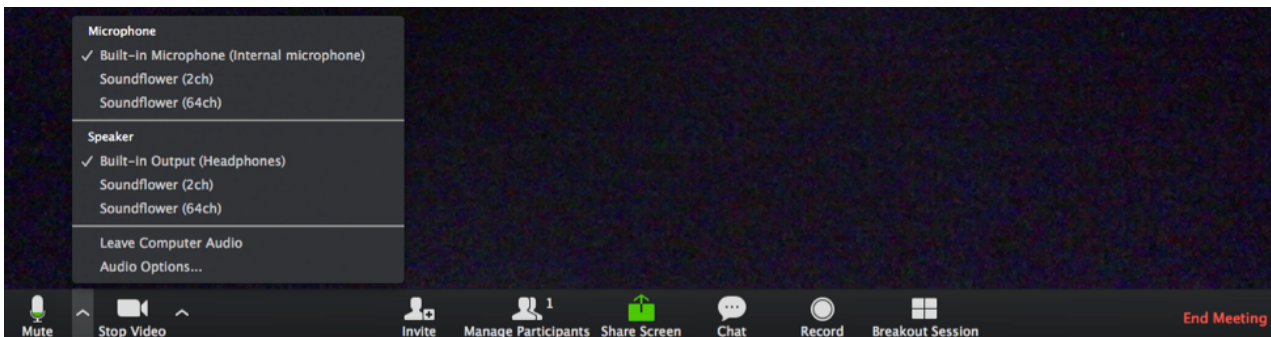
During a session you might be asked to mute your microphone until you have a question or comment.

This helps to minimize background noise and audio feedback. Mute your audio by clicking on the microphone icon located in the lower left-hand corner of the menu bar. You can quickly unmute yourself by holding down the space bar to talk. You can mute your video by clicking on camera icon as well.



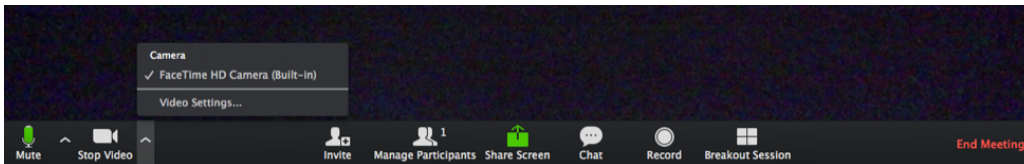
Audio Settings

By clicking on the small caret next to the microphone icon, you can choose your microphone and speaker settings. It normally defaults to your built-in microphone and speakers but you can select any other microphone or speakers you have plugged in to your computer. Zoom has more information on Audio Settings at <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>.



Video Settings

By clicking on the small caret/arrow next to the camera icon, you can choose which video camera you want to use.



If you click on Video Settings at the bottom it will show you what the camera image actually looks like so you can make adjustments. For a high quality image, check the box for "Enable HD". Zoom has more information on Video Settings at <https://support.zoom.us/hc/en-us/articles/201362313-Testing-your-video>.

Testing Your Speakers

By clicking on the small caret/arrow next to the microphone icon, you can select "Test Speaker & Microphone" to make sure they are working. Once you click on the "Test Speaker" button music will play through your speakers until you press stop. If you do not hear music playing please make sure you have the right audio output selected in the drop down menu to the right. You can also select your microphone from the drop down menu and see your microphone input level.

Chat

The chat feature provides the ability to send instant messages during the session. You can send a private chat to one person or message to everyone.

Click on "Chat"



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 selecting the individual's name on the left column. Zoom has more information on the Chat feature at <https://support.zoom.us/hc/en-us/articles/203650445-Using-in-meeting-chat>.

Leaving the Meeting

At the end of the meeting when you are finished click the "Leave Meeting" button to sign out of the meeting.



Topic: **AACLL 2021 Fall Learning Event - Returning to the Beloved Community**

Time: **November 13, 2021 11:00 AM Central Time, 12:00 PM Eastern** (US and Canada); 8:00 AM Alaska Std Time, 8:00 AM Pacific, 9:00 AM Mountain, 6:00 PM Central Africa Time. The meeting concludes at 1:00 PM Central Time (US and Canada).

Join Zoom Meeting

<https://zoom.us/j/99416217751?pwd=Q1lSeHI5YXJTSE84UUV3WkQzeHgvQT09>

Meeting ID: 994 1621 7751

Passcode: 418664

One tap mobile

+16465588656,,99416217751# US (New York)

+13017158592,,99416217751# US (Washington DC)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 994 1621 7751

Find your local number: <https://zoom.us/u/a0il0awZQ>