

Zoom Quick Start Guide

If you're a first time user to Zoom then please follow these steps to working with Zoom *prior to* and on the day of your registration appointment.

Steps that can be done prior to your meeting.

Step 1: Go to the following website to ensure you have Zoom up and running on your computer: <https://zoom.us/test>

- Once there you will want to click the "Join" button to begin the test.

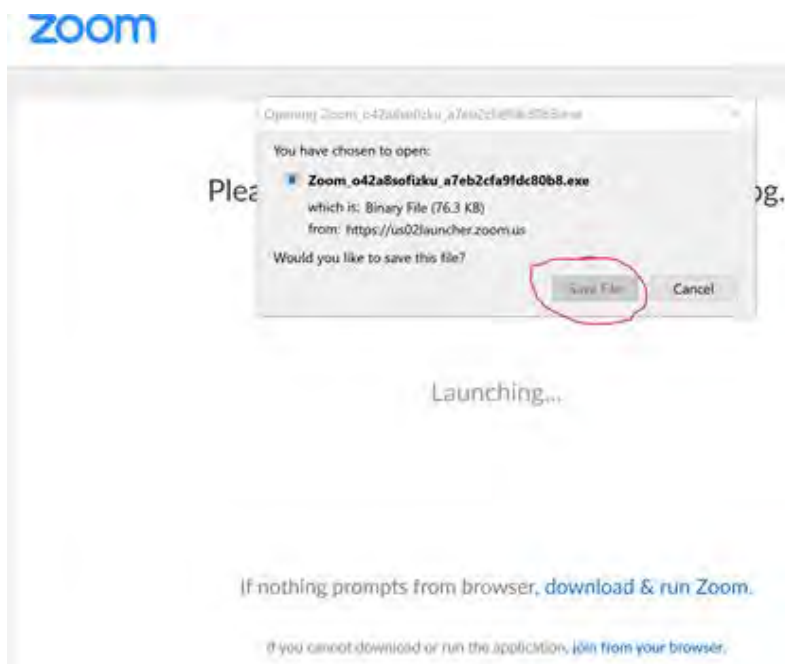
Join Meeting Test

Test your internet connection by joining a test meeting.

Join

If you are unable to join the meeting, visit [Zoom Support Center](#) for useful information.

Step 2: You will be asked to "Save File", please do this to begin the installation.

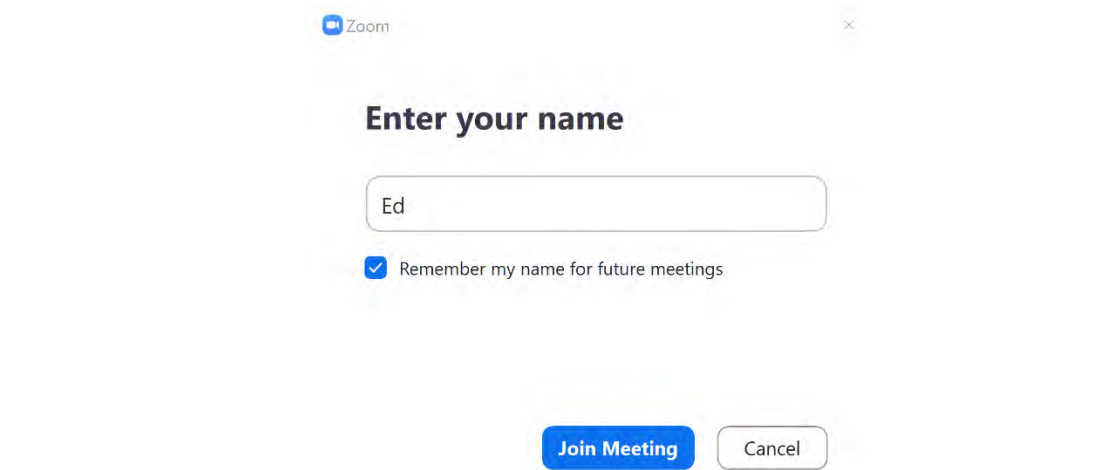


Note:

As the window says if nothing prompts then you can click the "Download & run zoom" to force it or you can join it directly from your browser.

Make sure you save the file somewhere you can find it.

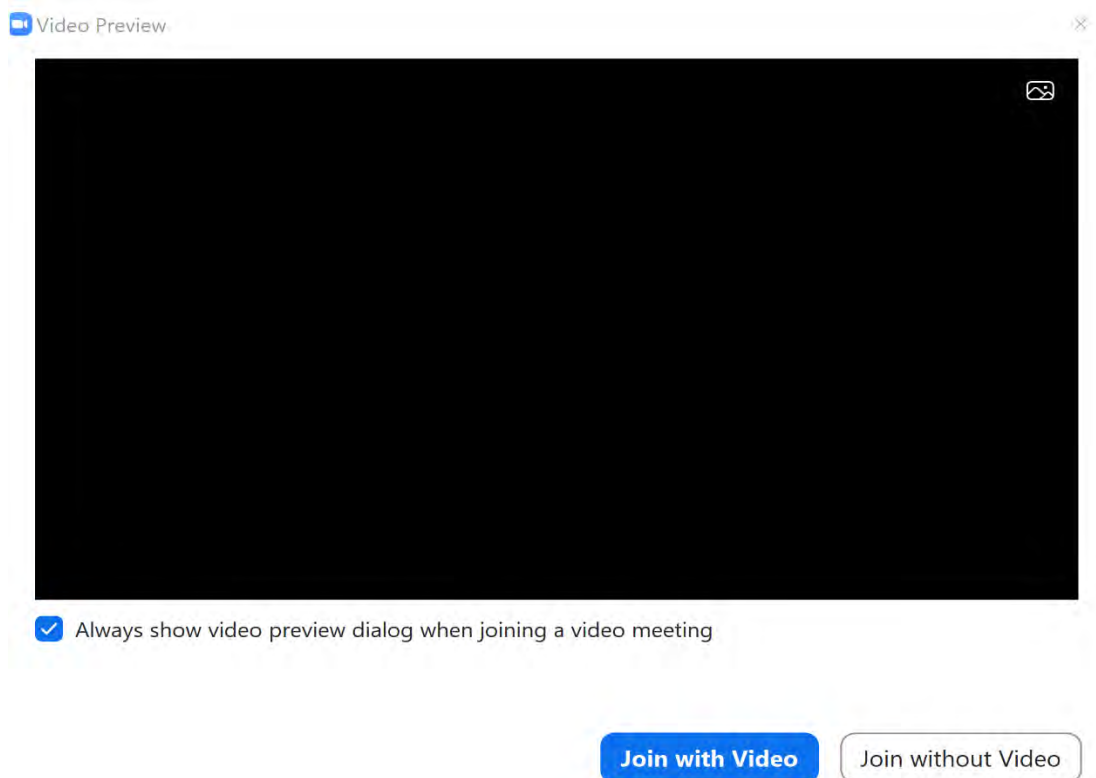
Step 3: Open the file you have saved and follow the instructions on screen to install the client. Upon successful installation you will see the following screen



The image shows a Zoom application window titled "Zoom" with a close button in the top right corner. The main heading is "Enter your name". Below the heading is a text input field containing the name "Ed". Underneath the input field is a checked checkbox with the text "Remember my name for future meetings". At the bottom of the dialog are two buttons: "Join Meeting" (highlighted in blue) and "Cancel".

Please put your name in and click "Join meeting" to start the meeting.

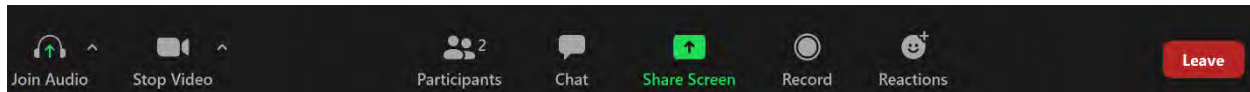
Step 4: Once you click "Join Meeting" you will be asked if you wish to use a web cam or not.



The image shows a Zoom application window titled "Video Preview" with a close button in the top right corner. The main content is a large black rectangular area representing a video preview. In the top right corner of this area is a small icon of a video camera with a slash through it. Below the black area is a checked checkbox with the text "Always show video preview dialog when joining a video meeting". At the bottom of the dialog are two buttons: "Join with Video" (highlighted in blue) and "Join without Video".

Note: You can join with the option you feel most comfortable with but we will discuss how to make sure video is operating for this guide. Part of the Advising/Registration meeting may include sharing registration screens, so you are encouraged to join via video.

Step 5: Once you join, at the bottom of your screen you should be given the following options:

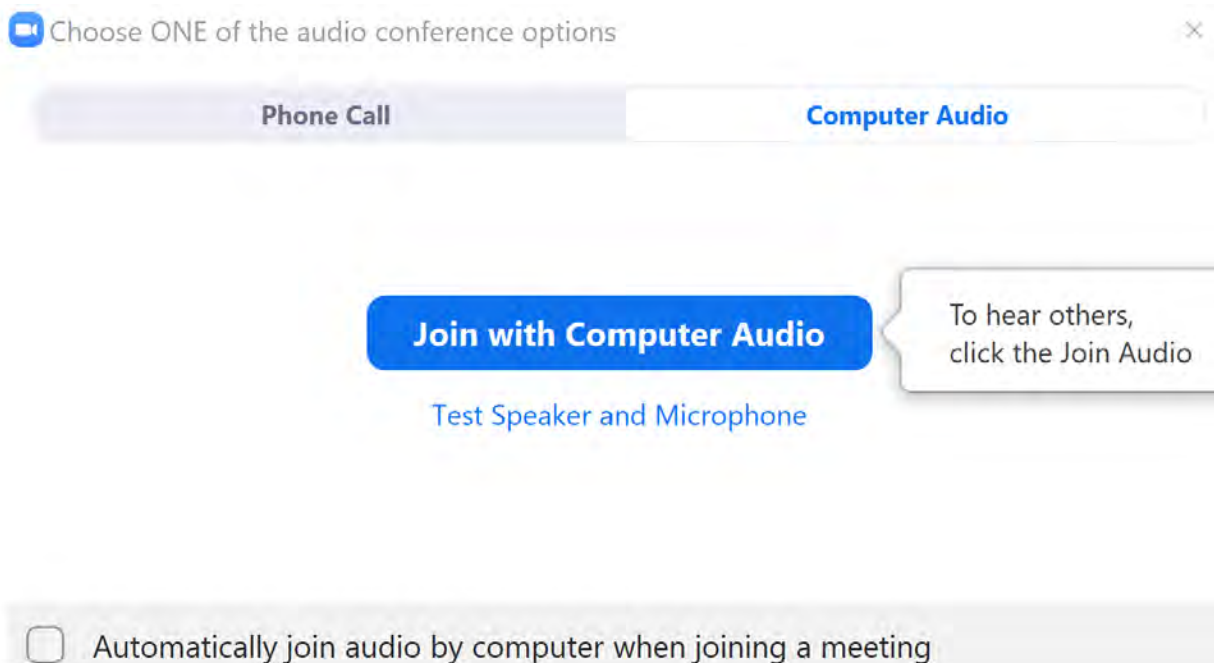


From left to right these options are....

- “Join with Audio” (as explained below in Step 6).
- “Stop Video” to start / stop your web cam. If you click the “^” symbol it’ll grant you additional options to adjust your web cam’s input.
- “Participants” should be limited to yourself and the advisor.
 - You can click this button to see who the participants are.
- “Chat” to open a box on the right side allowing you to type to the other participants.
 - This is typically used if your audio is not working.
- “Share Screen”, the advisor may use this to show you their screen and the information on it such as class data, commonly used websites, etc.
- “Leave” for when the meeting is over and you wish to end the call.

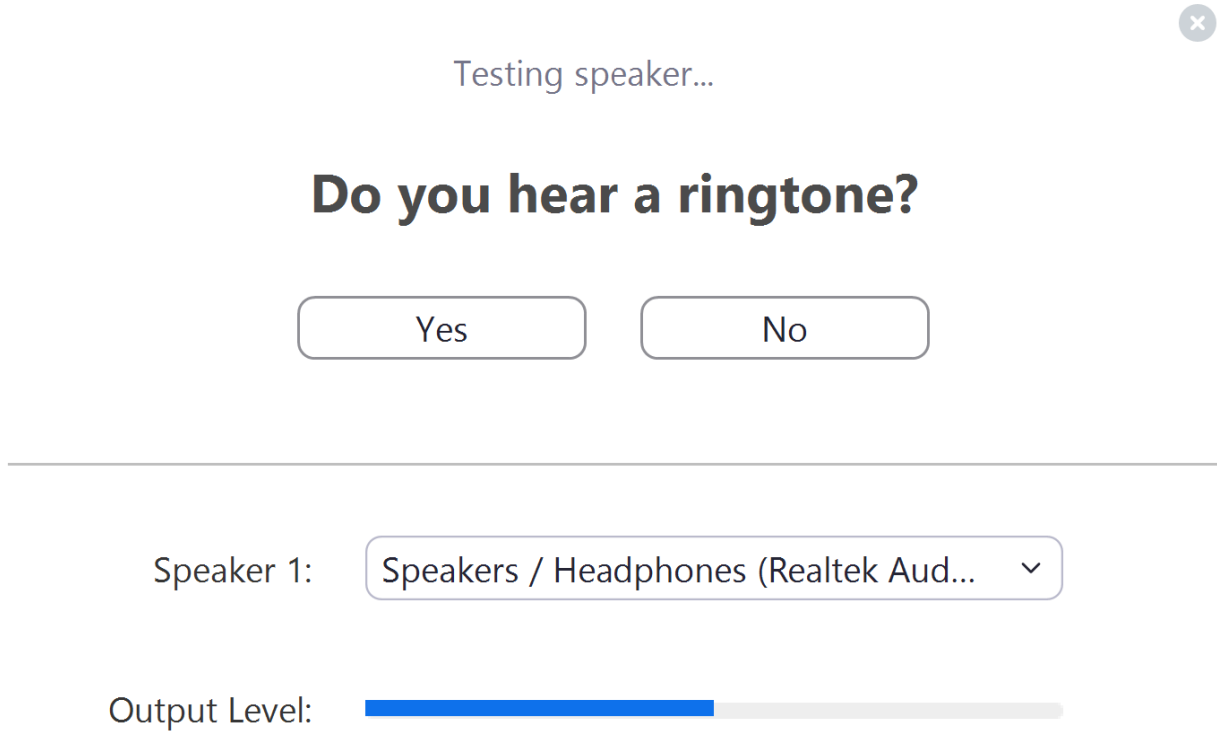
Step 6: Click “Join Audio” to hear your advisor and to be able to speak with them.

- Then click “Test Speaker and Microphone” **before** clicking “Join with Computer Audio” to ensure your system is functioning properly.

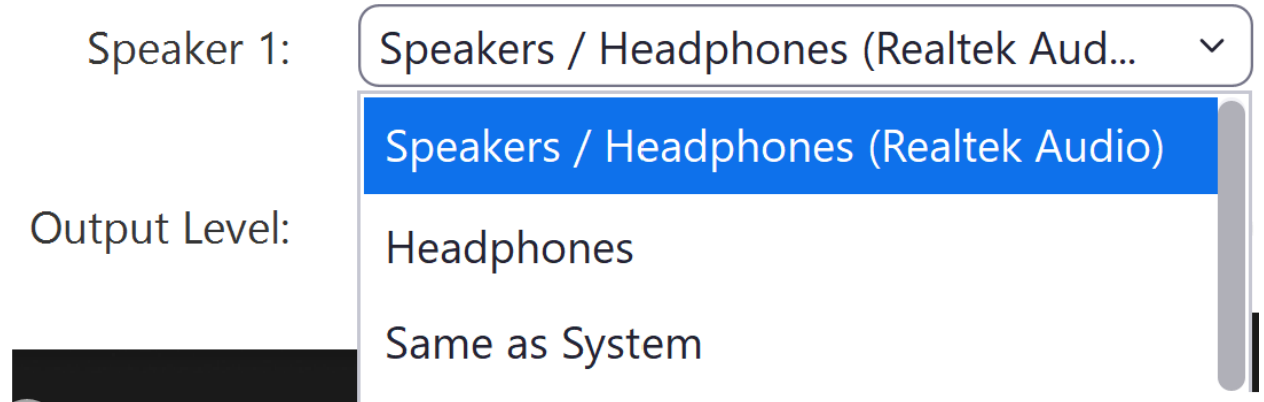


Step 7: Zoom will first test your speaker and it'll look like the following...

- If you hear the ring tone, select yes to move on.



Step 7A: If you do not hear the ring tone then you will want to pick your speakers from the drop down box as shown below. The options will be different based on the PC and the inputs you have connected.



Step 8: Once you hear the ring tone you can move on to testing your microphone.

Testing microphone...

Speak and pause, do you hear a replay?

Yes

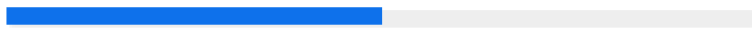
No

Microphone 1:

Microphone (Realtek Audio)



Input Level:



Note: when you speak the blue line should move and you should hear yourself as an echo if your microphone is working correctly.

Step 8A: If you do not hear yourself, make sure you have the correct input selected. As mentioned above, this will vary based on the individual PC.

Microphone 1:

Microphone (Realtek Audio)



Input Level:

Microphone (Realtek Audio)


Headset Microphone

Same as System

Step 8C: If you cannot get your microphone or sound to work you will want to click the “Phone Call” tab up top, call in using one of the available numbers, then enter the information it asks for as listed on the this page.

Choose ONE of the audio conference options ×

Phone Call **Computer Audio**

 Dial: +1 646 876 9923
+1 312 626 6799
+1 301 715 8592
+1 669 900 6833
+1 253 215 8782
+1 346 248 7799

Meeting ID: 891 1177 8961

Participant ID: **242801**

Password: 245199

Done


Step 9: Verify you have received your Zoom e-mail for your appointment, it should look similar to the one below under “Steps to log into your appointment”. If you do not have it, please contact advising at: advisor@mwcc.mass.edu

Steps to log into your appointment:

Step 1: Now that you have tested your device and your appointment is about to begin, please find the e-mail that looks like the one below and click the link where the star is.

Topic: Registration meeting

Time: May 18, 2020 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting 

<https://us02web.zoom.us/j/89111778961?pwd=bnY4eXNVUndnS2ZJTvozNEx4YnJwdz09>

Meeting ID: 891 1177 8961

Password: 245199

One tap mobile

+16468769923,,89111778961#,,1#,245199# US (New York)

+13017158592,,89111778961#,,1#,245199# US (Germantown)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

+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: 891 1177 8961

Password: 245199

Find your local number: <https://us02web.zoom.us/j/89111778961?pwd=bnY4eXNVUndnS2ZJTvozNEx4YnJwdz09>

Step 2: After clicking your link, the appointment should directly open up or it will say “Waiting for Host to start appointment”.

- If it says that it is waiting on the host, this means the advisor has yet to arrive at the appointment. Once they arrive, the window will *automatically* open the appointment with your advisor so please keep an eye on it!

Note: If your wait has been 10 minutes past your appointment time, please contact us at: Office of Advising, Career and Transfer at 978-630-9109 or advisor@mwcc.mass.edu and let us know your appointment has not started, so we can assist you!

Don't forget to prepare for registration ahead of time.

Enjoy your registration appointment and welcome to MWCC!