



Zoom Instructions, Tips & Tricks

In the age of remote working, virtual meetings and distance learning, it's important to understand how virtual meeting platforms work. Here are some instructions for using Zoom to participate in a Wichita Public Library virtual program.

There are two ways to join virtual presentations using Zoom:

1. Join the meeting by internet connection with your computer or smart phone.

- To join, just click the link provided in the email Library staff sends to you.
- You may be prompted to "Enter Your Name" as you wish it to appear to the presenter and other audience members.
- Lastly, you will be prompted to "Join Audio" in order to hear the speaker. Click "Join Audio," "Join Meeting Audio" or "Call Over Internet" to connect to the audio for the meeting. The exact option will vary by device.

2. Join the meeting by calling in by phone (this will allow you to hear the meeting, but not see the PowerPoints or information shared visually): To join by phone call:

- First, call one of the two phone numbers listed in your email. Both will take you to the same place, but there are two options in case one line fills up.
- When you call, you will be prompted for a meeting ID, which is provided in your email.

- You will be prompted for a Participant ID. Ignore this option and press #.
- Now you will be connected and able to hear the meeting audio

Upon joining the meeting, you may be placed in a waiting room before the presentation starts. If this occurs, the meeting host will connect you into the meeting before the presentation begins.

Tips if you have trouble connecting:

- Make sure your internet browser is up to date before connecting.
- Some people may have trouble connecting with Safari

Your microphone will be muted upon entry, and you will not be allowed to unmute your microphone until the Q&A session at the end of the presentation, or when called upon. There will be a chat feature that allows you to type in your questions to the presenter as we go through the presentation.

You will have the option to turn your camera on or off so the presenter can see you. Some programs will be recorded. If you don't want to appear on the recording, make sure your camera is turned off.