



# Zoom Video Conferencing

## PARTICIPANT GUIDE

The first time you use Zoom you will need to **download and install a small application**.

- For PCs and Macs, you can download and install the [Zoom Client for Meetings](#) from the Zoom website (<https://zoom.us>)
- For tablets and mobile devices, install the **Zoom Cloud Meeting** app from the device's app store.

Most recent laptop and desktop computing devices come with a built-in webcam, speakers, and microphone.

- If your device does not, you will need an external webcam and a headset (earbuds or headphones) plus microphone (may be part of the earbuds). If you do not have a built-in webcam and do not have access to an external webcam, you can still participate – other participants will just not be able to see you.
- Tablets and mobile devices should have everything built in

Once the app/client is installed (a one-time process), when you receive notice of a meeting, you will click on the meeting link and be taken directly to the video conference. You can also **join** a meeting by supplying the meeting ID.

For a tutorial, see: [Join a Meeting](#)

- You may have to [configure your audio and video options](#) to get your speakers, microphone, and camera to work properly.
  - Tablets and mobile devices often work better with a headset (earphones and mic)
- You may [test your setup](#) here to make sure everything is working
- There are [several meeting controls](#) available during the meeting

**Participating by phone only:** If you do not have access to a computer, smartphone or tablet, you may participate in the call via audio only by phone. Simply call one of the numbers in the Zoom invitation and enter the meeting ID. (i.e. +1 929 555 5555 US (New York) and enter Meeting ID: 123 456 789. This can also be used for meeting audio if you have trouble with your computer's speakers or microphone.

A variety of tutorials and guides are available at: <https://support.zoom.us/>