How to use Zoom to access the FRS Seminar series

1. Open zoom.us in a web browser
2. Click Join a Meeting on the menu bar.
3. Enter Meeting ID: **448-154-948**
4. Allow zoom.us to run on the page (MAC) or Open Zoom Meetings (PC)
5. If asked to Join Computer Audio – select Yes
6. On the Zoom screen you should see the shared screen open for the presentation.

7. Look at the bottom left corner where there is a microphone sign + the word Mute.
   (Note: This menu can float to the top or bottom of the page. If you don’t see it, just move your cursor to the top or bottom of the screen and it should show up)
8. If you are introducing the speaker:
   a. Click on the up arrow next to the microphone icon
   b. Check that the **Built-in Microphone** (internal microphone) option is selected
   c. Check that the **Built-in Output** (internal speakers) are selected
   d. Click on **Test Speaker and Microphone**
   e. It will offer two tests
      i. The first plays music. If you hear it click yes
ii. The second tests your microphone – say something and you should hear it repeated back to you.

iii. If you hear both – you are all set

iv. If you don’t hear one or both – you need to go into the sound settings of your desktop or laptop and select the internal microphone and/or internal speakers settings (or equivalent)

v. When you are done introducing the speaker – click on the microphone/Mute icon and you will see a red slash which means you will be muted for the duration of the meeting.

9. If you aren’t introducing the speaker, click on the microphone/Mute icon where you will see a red slash that indicates your sound is off. You will still be able to hear the speaker, but your background noise or voice will not be heard on the Zoom meeting. We will use the Chat icon (Step 10) for asking questions.

10. Click on the chat icon at the bottom of the Zoom screen to open up an online message board where you can ask questions.