



Everyone – How to Setup and operate a Zoom Conference

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Operating System / Version: Windows 10

Application / Version: N/A

Hardware Version: N/A

Summary: This FAQ has information on how to setup and operate a Zoom video conference.

TOP TIPS:

1. If you need to download and install the Zoom app; you may need to install the app as an administrator.
 - a. Right click on the app installer (usually located in your “downloads” folder as a file), then “Run As Administrator”.
2. If you find diminished performance when using Zoom such as choppy video or audio, you may want to perform a broadband speed test on the network you are using.
 - a. Go to google.com
 - b. In search box; type: Internet Speed Test
 - c. First result should be “Internet Speed test”.
 - d. Click on “Run Speed Test”
 - e. Click [here](#) for Zoom System Requirements.

If your download and upload speeds fall below Zoom’s requirements, you will experience diminished performance.

Steps-to-Take: Below are helpful links that you can review before setting up and operating a ZOOM conference.

How To Schedule a Zoom Meeting:

<https://youtu.be/ZAYv8sVPTxU>

How To Join A Zoom Meeting:

https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc_load_policy=1

How To Adjust Meeting Controls:

https://www.youtube.com/embed/4w_pRMBEALE?rel=0&autoplay=1&cc_load_policy=1