# MSU Zoom Instructions

## How to Join a Meeting

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<th>Mac</th>
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* Click on the meeting link in your email or copy and paste the link into your preferred web browser |
* Follow steps to allow plug-ins if prompted |
* Click **DOWNLOAD**, then **SAVE** |
* Double click to open *zoom_installer.pkg* |
* **Install Zoom Cloud Meeting Client Window** will pop up with a message reading “This package will run a program to determine if software can be installed.” Click **CONTINUE**. |
* Enter your name into the **Join Meeting** window that pops up. |
* Click on **TEST MIC & SPEAKERS** to ensure that your audio is working correctly |
  * **Mic**—the input level will move to reflect your speaking voice or background noise |
  * **Speakers**—click **TEST SPEAKERS** to ensure you’re using the correct output. If you can’t hear the test sounds, try changing the input from headphones to speakers |
* After setting the Mic and Speaker preferences, exit out of the settings window. |
* Click **JOIN AUDIO CONFERENCE VIA MIC & SPEAKERS** |

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* Click on the meeting link in your email or copy and paste the link into your preferred web browser |
* Click **JOIN MEETING** |
* Double click to open *zoom_launcher.exe* |
* Click **Run** |
* Enter your name into the **Join Meeting** window that pops up. |
* Click on **TEST MIC & SPEAKERS** to ensure that your audio is working correctly |
  * **Mic**—the input level will move to reflect your speaking voice or background noise |
  * **Speakers**—click **TEST SPEAKERS** to ensure you’re using the correct output. If you can’t hear the test sounds, try changing the input from headphones to speakers |
* After setting the Mic and Speaker preferences, exit out of the settings window. |
* Click **JOIN AUDIO CONFERENCE VIA MIC & SPEAKERS** |
If you don’t have a meeting link or if you know the meeting ID, you can open the Zoom App to join a meeting.

Open the Zoom App and Click the “Join a Meeting” button.

Enter the Meeting ID (the 10 digit number at the end of the Zoom link)

Enter Your Name as you’d like it displayed to other meeting participants.
Click *Test Mic & Speakers* to test the audio on your computer before joining the meeting.

If the Automatic Join box is unchecked, check the box.
Click *Test Speaker* button to ensure Zoom has detected the right audio output. You’ll hear a melody and see the output level bar change.

You can adjust the speaker volume by adjusting the Output Volume bar and you can also change the volume of your speakers directly.

If you're unable to hear the melody, try selecting a different output method. Follow the same instructions from above for each output option until you're able to hear the melody.

*If you have headphones plugged in, but don’t wish to use them, simply unplug the headphones and test the output options again.
Once you’ve selected the right speakers and the Input Volume is changing reflecting your voice (follow instructions displayed under Microphone), exit out of the Audio window.

At this point, you’re ready to join the audio conference!

Click Join Audio Conference via Mic & Speaker
Mutting Audio

If you wish to mute your audio at any point during the call, click the microphone button, and a red slash will show appear the microphone. When the red slash is present, your audio is muted. To unmute, click again on the microphone so no slash is present.

Turning off Video

If you wish to hide your video at any point during the call, click the camera button, and a red slash will appear across the camera and your video will turn off. When the red slash is present, your video is off. To turn back on, click again on the camera so no slash is present and your video displays onscreen.