Setup Zoom on Your Device

Recommended Equipment

- PC Laptop or MacBook with internal HD webcam and ethernet connection
  (Desktop Users will require an external HD Webcam)
- Headphones with integrated microphone
  (Earbuds with integrated microphone will also suffice)
- Router with ethernet connection
- Cat5e or Cat6e Ethernet Cable

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Quick Start Guide

Environment & Lighting for Stream

For the best visual clarity with the stream, we recommend you consider the of the following in your surroundings:

- Good amount of room light
- Ensure a majority of light in in front of you. Lighting behind you will cause clarity issues with your webcam.
- Avoid being in the dark
- Consider what is behind you. We recommend plain walls. However, should you wish to decorate, we advise keeping it simple.
- We advise being in a quiet room uninterrupted by phone calls, music and other people talking. These additional sounds can project quite loud on top of your speech during the stream

Sign Up to Zoom

Visit Zoom's website and follow the sign up and installation process
https://zoom.us/signup

Installing Zoom onto Your Device

After sign up you will be given the option to install Zoom onto your device. Select the correct download option suited for your operating system e.g. PC or Mac. The website generally identifies the suitable download link for you.

Should the download option not appear, navigate to Zoom's download page and download the Client for Meetings option.
https://zoom.us/download

Online Tutorials for New Users

For new users of zoom, short online tutorials are available at - https://zoom.us/resources

We recommend the following tutorials:

- Join a Meeting
- Joining & Configuring Audio/Video
- Meeting Controls
- Sharing Your Screen
- Schedule a Meeting

Cabled Internet Connection

We recommend a cabled internet connection from your router for streams. Using wireless internet is prone to signal dropouts which can affect the zoom and stream connection.

Requirements:

- Cat5e or Cat6e Ethernet Cable with enough length from router to your device
- Router
- Computer device with ethernet connection. For Mac users, you may need to purchase an ethernet adaptor to suit your device. Your IT department can help guide you with the suitable adaptors for your device.

Internet Speed Test

Once your ethernet cable is connected to your device, please navigate your way to one of the links below.

- First Option - https://speedof.me/
- Second Option - https://www.speedtest.net/

 The recommended speed is 5-10 mbps (up/down).

Configuring Video and Audio

Please view Joining & Configuring Audio/Video in Zooms video tutorial.
https://zoom.us/resources

If problems persist, please request assistance from your IT department.