How to log onto ZOOM & Audio Set up

Log into Zoom

Step 1: Click the Zoom link located below (note: you may not require the Meeting ID & Passcode)

ZOOM Meeting Link:
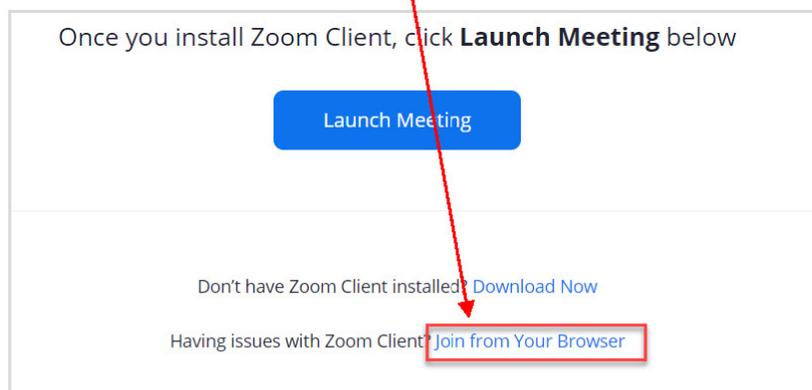https://us02web.zoom.us/j/4124300346?pwd=UWhqWmRrdHBvOHcxbzR5NWV2ejkrdz09

Meeting ID: 412 430 0346
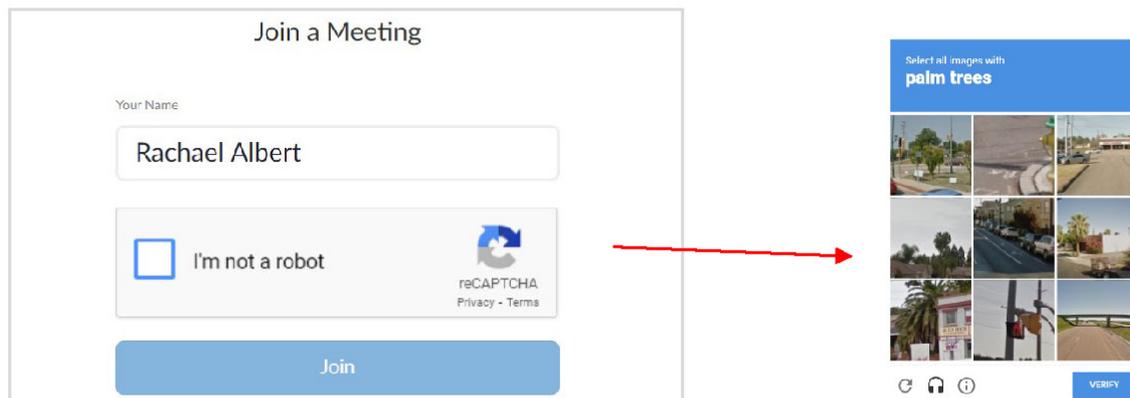**Password: HI2022**

This program will be facilitated by **Blythe Rowe** (Human Incite) using ZOOM. Please note that ZOOM is not a standard platform and is not permitted or using when discussing sensitive information.
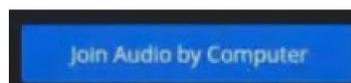Use of ZOOM for this program has been approved.

**Step 2:** Click the link 'Join from Your Browser' (do not install Zoom)

Once you install Zoom Client, click **Launch Meeting** below

Launch Meeting

Don't have Zoom Client installed? Download Now

Having issues with Zoom Client? Join from Your Browser

Step 3: Enter your name and tick the checkbox 'I'm not a robot'. Complete the myCAPTCHA pop up and click 'VERIFY' and then click 'Join'

Join a Meeting

Your Name

Rachael Albert

I'm not a robot — reCAPTCHA — Privacy - Terms

Join

Select all images with
palm trees

VERIFY

Step 4: Click 'Join Audio by Computer'

Join Audio by Computer

Step 5: Click 'Join Audio' located in the lower left corner of the screen. This will now become your mute/unmute button.
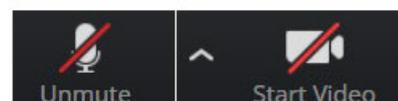
Join Audio   Start Video
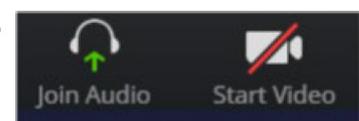
You have now joined the Zoom meeting.

Audio set up & troubleshooting

After completing 'Log into Zoom' steps 4 & 5.

These buttons will appear in your lower left corner giving the options to click the button to mute/unmute or to start/stop video allowing others to see you.
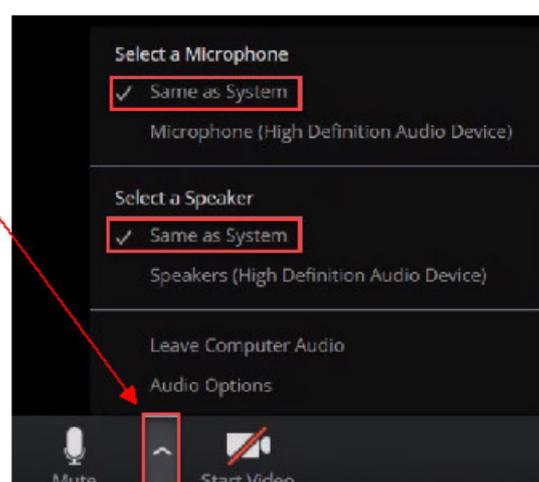
If you are unable to hear facilitator/other participants:

- Ensure your laptop is open
- Make sure your computer/laptop system audio is not muted or turned down by clicking on the volume located bottom right
- Do you have any device (Bluetooth speaker) set to automatically connect? Check if it has connected.
- Check your microphone and speaker by clicking on the arrow between the audio and video buttons to display a list of options.

✓ Same as System will mirror your computers settings. If there are any devices connected or blue toothed to your computer, such as a headset; speaker or monitor; they will appear in this list. If your computer settings are already set up using one of these options, you can select 'Same as System'. If you have plugged in new device, you can select it here.

If the facilitator/other participants are unable to hear you:

- Ensure your laptop is open
- If you have connected earphones/headset that does not have a microphone check your system Settings to ensure the computers microphone is enabled not disabled.

How to check your laptop/computer settings

1. Click on the Windows icon (bottom left) ⊞ then select ⚙ Settings.
2. Click 🖥 System Display, sound, notifications, power and select 🔊 Sound
3. Click Manage sound devices to view settings for Output(speakers) and Input (microphone).
4. To use the computer speakers and microphone, ensure they are **enabled**. If they are showing as disabled
5. Select Speakers or Microphone and click Enable

Disabled

🎤 Microphone
High Definition Audio Device

🎤 Microphone
High Definition Audio Device

Enable
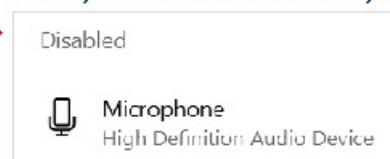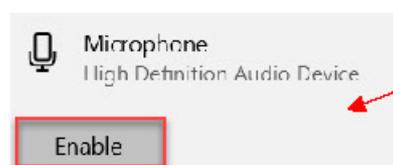
Your audio should now be working.