

# Zoom Participant's Guide

Cornell Small Farms Program's online courses utilize Zoom for weekly webinars. This interface is very easy to use, but if you are new to Zoom or to webinars altogether, this guide will get you up and running.

## What to Expect

Our webinars generally do not feature live video, because many of our participants live in rural areas where internet bandwidth can't support video.

You will be muted for most of the webinar, but we still want to hear from you! Muting participants' audio is necessary to prevent background noise and audio feedback, but we strongly welcome you to participate in webinars - your instructor will show you how.

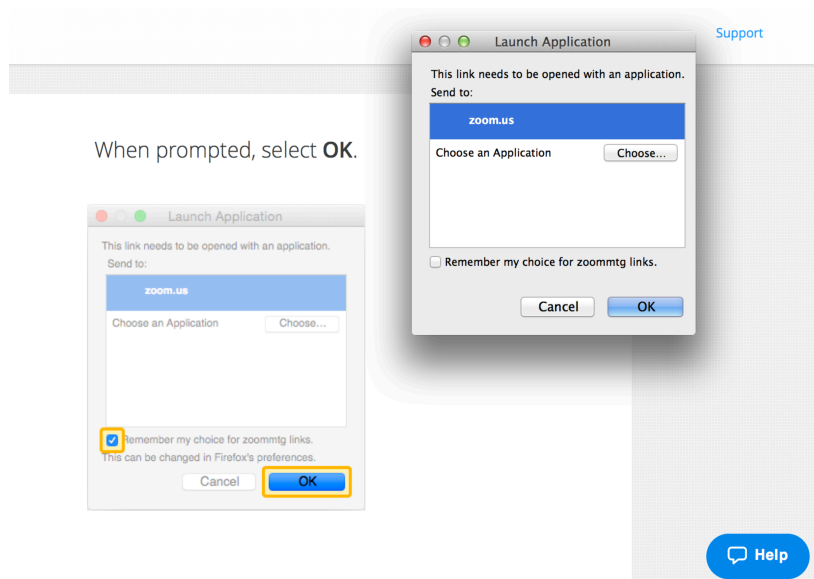
Most webinars feature a speaker using slides from a Powerpoint. You will hear the speaker's voice and see their images and text, and you will be asked to participate at various points in the webinar.

## Getting In

You either received an email containing a link, or you saw a Zoom meeting invitation posted in your online course in Teachable.

About 15-20 minutes before your first webinar is scheduled to begin, click on the link to your webinar. When you click on this link two things should happen.

**1. The Zoom app will be downloaded onto your PC, Mac, or smart phone.** You might see a prompt like this:



Put a check in the checkbox and click OK.

**2. The conference will automatically start.**

Depending on your device, operating system version and web browser, if it's your first time using Zoom, you may be prompted to start/run/install the app. On a Mac, you

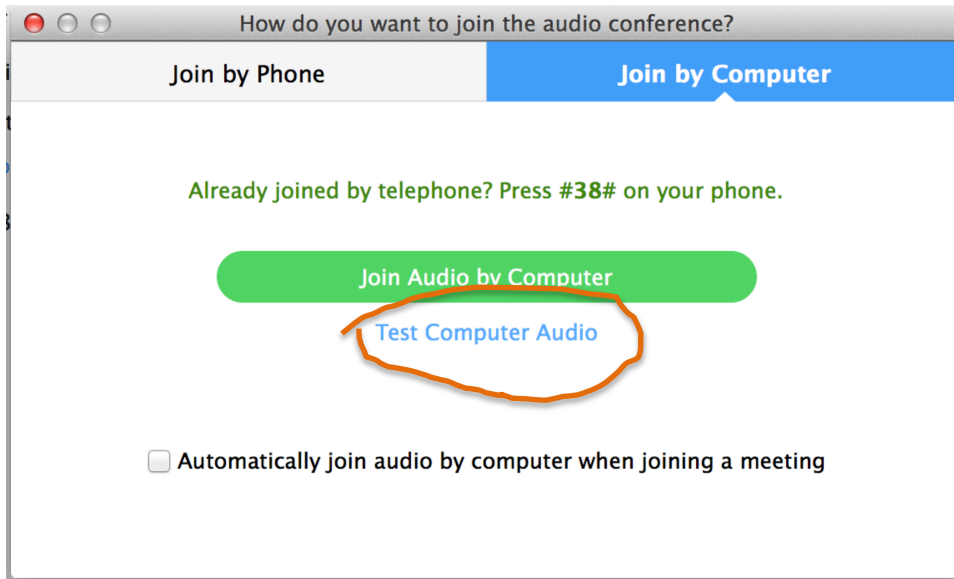
may be prompted to enter the administrative password for your system.

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Once the app is downloaded, the meeting should open automatically.

## Joining Audio

When you are in the meeting, you should be prompted to "Join Audio" so that you will be able to hear the presenter. You'll see a pop-up window that looks like this:

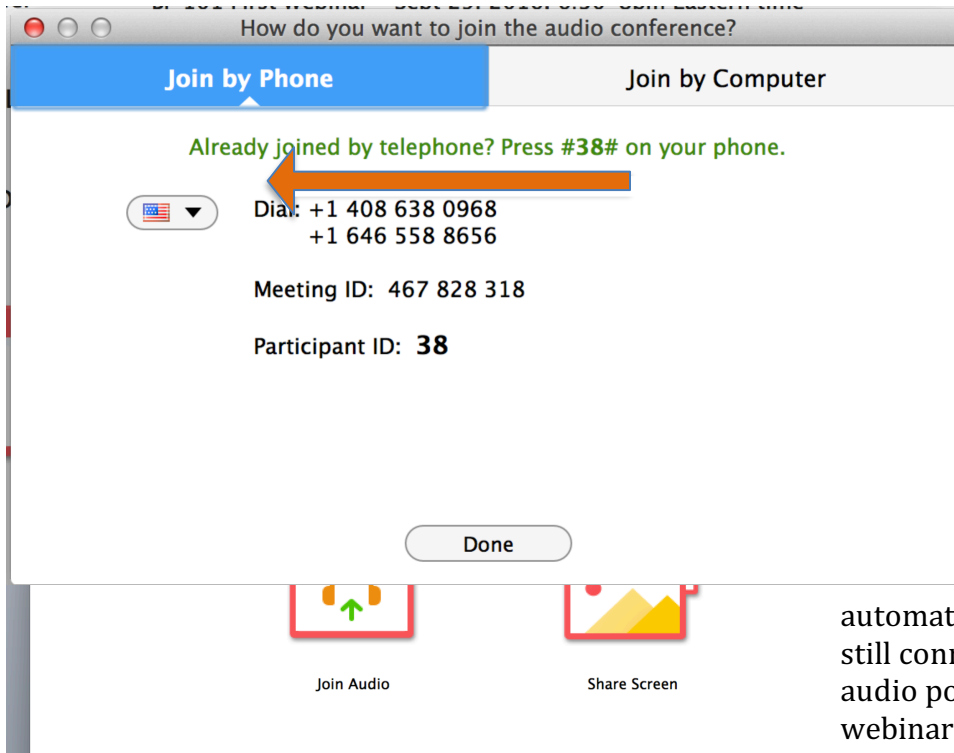


If you have functioning computer speakers, go ahead and Select "Join Audio by Computer". To test your computer's audio systems, select the blue "Test Computer Audio" link below the green "Join Audio" button.



If you prefer to join the audio by phone, click the "Join by Phone" tab at the top of the pop-up box, and follow the instructions to dial into the audio portion of the webinar.

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If for some reason this "Join Audio" window doesn't pop up

automatically, you can still connect to the audio portion of the webinar by going to the "Meeting" menu at

the top lefthand part of your computer screen and selecting "Join Audio." Follow the instructions above from there.

## Joining a Zoom Webinar Via Mobile Device

You may also join course webinars via a tablet or phone, though your ability to participate actively may be diminished, and it will be harder to see images and text on the smaller screen. Simply go to your preferred app store and download the official Zoom app. About 15 minutes before your first webinar is scheduled to start, open the app and enter the meeting ID number provided in Teachable for that week's webinar. The meeting should open immediately, as long as your instructor has already joined the meeting.

## System Requirements

Check out [this link](#) to determine whether your computer system will be able to support Zoom meetings.

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## Troubleshooting

Please contact Zoom support staff directly if you are not able to access your webinar. Contact information is here: <https://support.zoom.us/hc/en-us/articles/201362003>. Support is available 24/7, though the speed with which Zoom staff are able to help varies by how busy they are.