Zoom Guide for Participants

Zoom is Brandeis University's central web conferencing solution. Standard Zoom meetings can accommodate up to 100 participants. Remote participants DO NOT need an account to join a meeting. The meeting must be hosted by an account owner, but all other participants can join as guests without requiring a login.

Joining a Meeting:

You should receive a web link from the meeting host, either via email or calendar invitation. By clicking on the link, the software will automatically download to your computer and prompt you to allow the installation if it is not already installed. The link to join the Zoom meeting should look like this: https://brandeis.zoom.us/j/<MEETING ID>

Connecting Audio:

Once the software has launched, it will prompt you to connect your audio. You can connect audio via the computer's microphone/speakers or you can connect via a telephone if your computer is not equipped with a microphone or speakers. If using the computer's audio, you can test the microphone and speakers by clicking on the "Test Computer Mic & Speakers" button under the green "Join Audio Conference by Computer" button.

Basic Meeting Controls:

Mute/unmute Camera and Microphone: The camera and microphone mute buttons can be found on the left side of the control bar at the bottom of the video window. More info on the mute/unmute feature can be found here.

Screen sharing: Any participant can share their screen by launching the "Share Screen" feature located in the center of the control bar. More info on screen sharing can be found here.

Viewing the participants' list: To open the list of participants, click on the "Participants" button on the control bar. From this section, can raise your hand by clicking the "raise hand" button to notify the host that you would like to speak.

Additional information about attendee controls can be found here.
View our Best Practices documentation for additional information on testing/installing the software, optimizing your audio, and ensuring you have a solid internet connection.

Additional support documentation can be found at https://support.zoom.us

Please direct any questions or support inquiries to webconferencing@brandeis.edu