

ZOOM – Information Sheet

Last updated on 21 March 2020 by Kartikay Chadha

DATAS MEETING


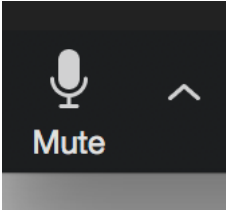
Zoom Invite link: <https://yorku.zoom.us/j/453050594>

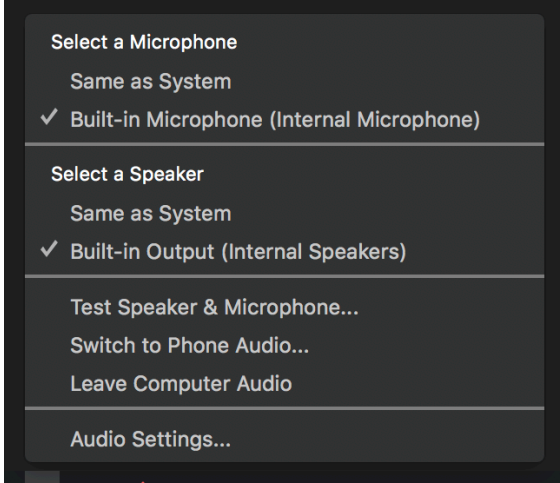
You can install Zoom and Join the meeting directly by clicking on the above link and following the prompt! If this doesn't work for you – please use this information sheet for alternative methods.

1. Selecting and testing Microphone and/or Speakers?

Zoom should automatically detect your microphone and speaker – If it doesn't follow the steps below to configure your microphone.

These instructions are applicable after you have joined the meeting

<p>Step 1</p>	<p>Click “^” sign next to microphone on your Zoom meeting room scree,</p>	 <p>Kartikay Chadha</p> <p>Mute Start Video Invite Manage Participants Polling Share Screen Chat Record Closed Caption Reactions More End Meeting</p> <p>→</p> 
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<p>Step 2</p>	<p>Click on “Audio Settings” – Last option on the list</p>	
<p>Step 3</p>	<p>Select your microphone and speaker from the dropdown menu.</p> <p>In image here “Build-in Output (Internal Speaker)” and “Build-in Microphone (Internal Microphon..)”</p> <p>Click on Test Speaker/Mic to check if everything OK!</p>	