

What is Zoom?

Zoom is a licensed web conferencing system that allows participants to share video, audio, chat, and documents. The meeting room is created by the host, and participants can join the meeting via a specific link provided by the host.

A maximum of 100 people can take part in each session.

To join a meeting, you will need a stable internet connection, a web browser, or the Zoom desktop application. Participation via smartphone or tablet is also possible by downloading the Zoom app. For more information and assistance, please click [here](#).

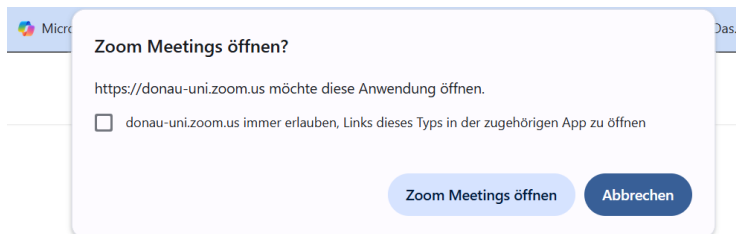
Note:

To ensure good audio quality, we recommend using a headset. Please conduct a technical check in advance and test with the same equipment (e.g., headset) that you plan to use during the meeting.

How do I enter the Zoom room?

To join the Zoom room, please use the specific link provided by the host. This link contains the meeting ID (a numerical code).

The first time you join, you will be prompted to install Zoom on your computer. Alternatively, you can also join the meeting using your web browser.



Click **Open Zoom Workplace app** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)

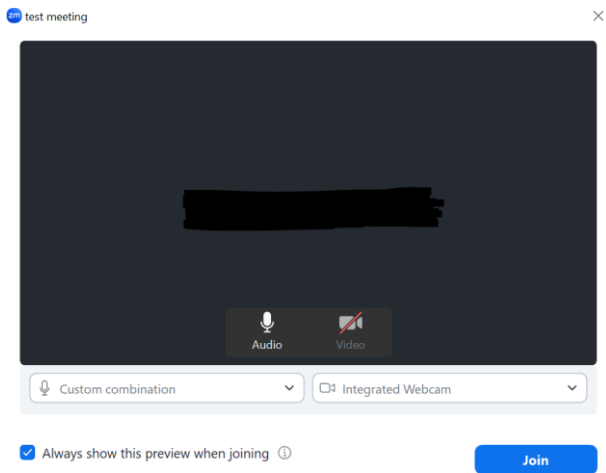
Launch Meeting

Join/open Zoom meeting:
in the Zoom app by clicking on **"Zoom Meetings öffnen"** (open Zoom Meetings) in the upper dialog box.

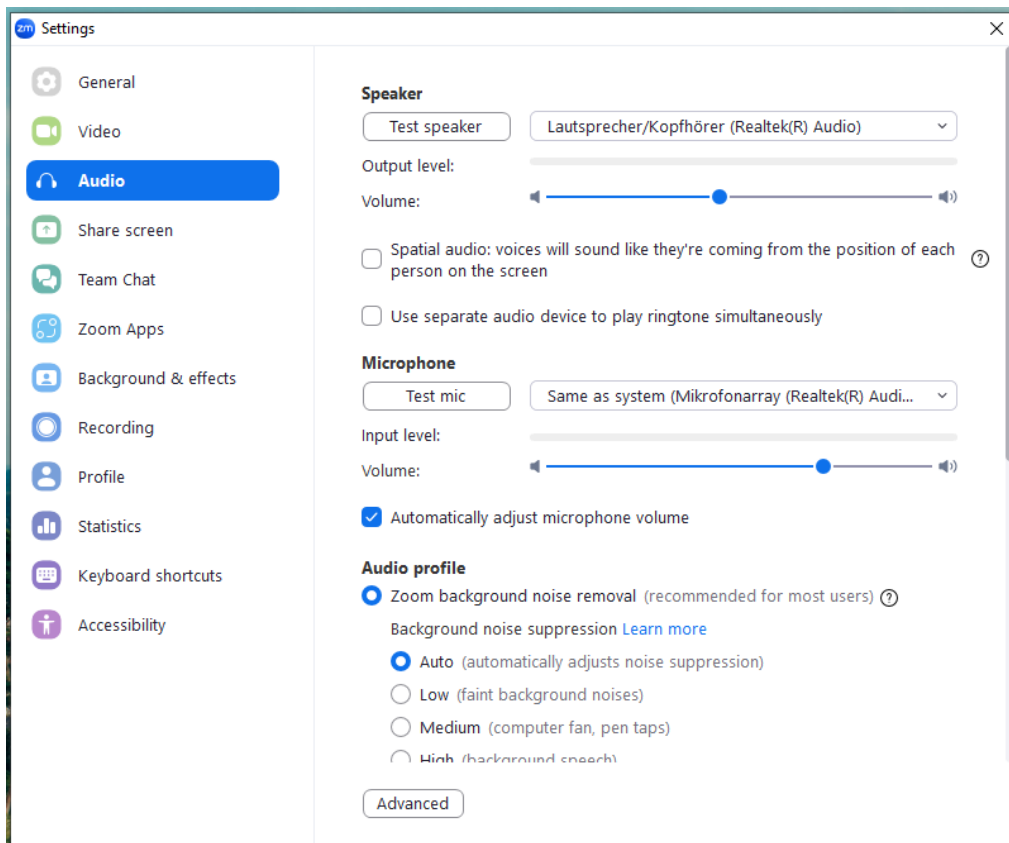
Or
in the browser by clicking on the blue button **"Launch Meeting"**

Joining a Meeting – Option 1: Open in the Zoom App

The join window with a video preview will open automatically. You will be placed in the waiting room and admitted manually by the host.



In the meantime, you have the option to test your microphone and speakers/headphones. Alternatively, you can open the Audio settings from the Zoom App.



Test Computer Audio

Clicking on "**Sound Test**" will play a sound. You can select your preferred output device in the field to the right.

Under "**Microphone Test**," you can record a short audio sample and play it back.

Both functions also allow you to adjust the **volume** using the slider below.

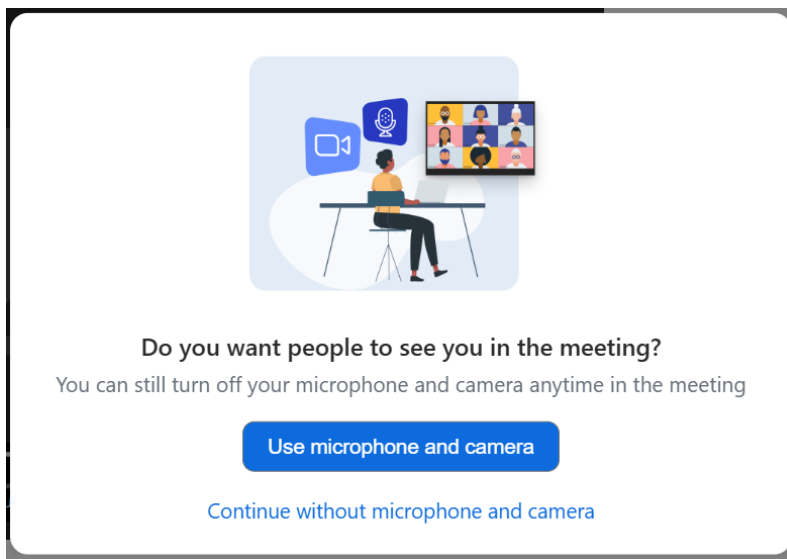
In the menu on the left, you will find additional options such as **video settings, backgrounds, and effects**.

To **save your settings**, close the settings window by clicking the "X" in the upper right corner.

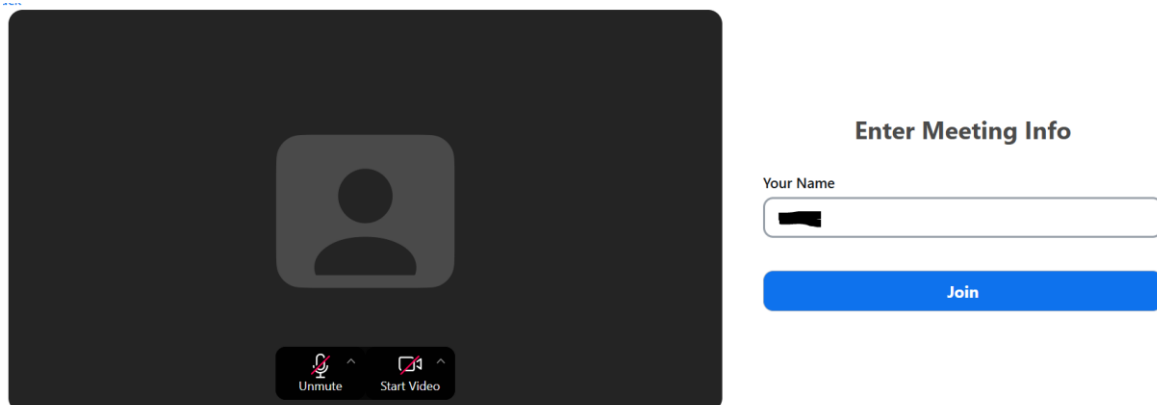
Join a Zoom Meeting - Option 2: Open in the Browser

Enter the **Meeting ID** or **Meeting Name**. Alternatively click on the Meeting Link you received.

Now you can choose whether to **connect with audio** (checking the box will mute your microphone) and/or **turn off your camera** before joining.



Then, enter your name (this will activate the "Join" button, turning it blue).



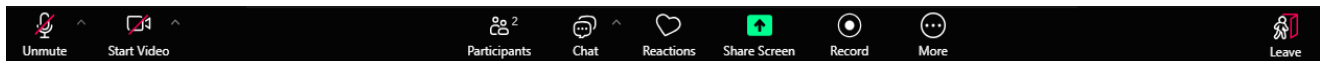
Click the "Join" button to enter the meeting. By clicking "Join" you **agree to Zoom's Terms of Service and Privacy Policy**.


Join with Computer Audio

You can also click on "**Test Computer Audio**" beforehand to adjust the relevant settings (see screenshot in the top right).

Activate Microphone and Webcam

By default, your microphone and webcam are disabled when joining a meeting. If you would like to turn your microphone or webcam on or off, click on the **Microphone** or **Video** icon in the navigation bar (you may need to click **Allow**).



By clicking on the icon , you can access the microphone or camera settings.

Once you are satisfied with all settings, click **OK**.

In the meeting room

The presentation screen displays webcam videos or presentations (screen sharing) and can also be used as a whiteboard.

Use the **Chat** feature to communicate if your microphone is muted.

Click on **Participants** to open the participant overview. Under **Reactions**, you will find emojis for interaction.

If you wish to share a presentation yourself, use the green "**Share Screen**" button and choose between sharing your **entire screen** or a **specific window**.

If you want to share presentations/videos with sound, select the option at the bottom left. By clicking **Share**, you will start sharing your screen.

Zoom | Whiteboard & Interaction

How can I write/draw on a Whiteboard?

In some Zoom meetings, you may be asked to write or draw on a whiteboard. However, this feature is only available in the **Zoom app**.

How can I interact with others in the Zoom room without a microphone?

You can express your agreement or disagreement, or signal that you would like to speak by using **Reactions** (e.g., by **raising your hand**). The reaction will appear at the bottom of the screen as well as next to your name in the participant list.

At any time, you can also use the **Chat window** to communicate (with everyone or with a selected person).

FAQ

I can't join the Zoom room.

1. Please check if the meeting has already started.
2. If you're trying to join via smartphone or tablet, please download the Zoom app.
3. If you're experiencing issues with the browser, try using an alternative browser. Ensure your software is up to date, and if issues persist, clear your browser cookies (or history).

My microphone is not working.

1. Check if your headset/microphone is correctly plugged into your PC and is active.
2. Verify if the microphone is active in the Zoom room (see **Activate Microphone and Webcam**).
3. Check if you've selected the correct microphone (see **Activate Microphone and Webcam**).
4. Try using a spare headset, if available.

My webcam is not working.

1. For an external webcam: Check if your webcam is properly connected and active. For a built-in webcam: Enable camera access in your PC settings.
2. Verify if the webcam is active in the Zoom room (see **Activate Microphone and Webcam**).
3. Check if you've selected the correct webcam (see **Activate Microphone and Webcam**).

I don't see the screen sharing button.

1. Please ask your host/presenter to grant you the necessary permissions.