zoom | Quick Guide

Jones Graduate School of Business

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- **Audio**

  Mute microphone unless you plan to speak
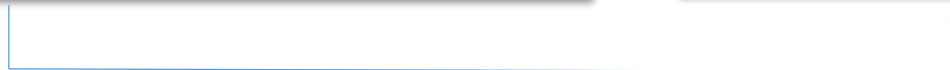
- **Chat**

  Questions and comments can be made by using the Chat tool

- **Raise Hand**

  Digitally raise your hand to be acknowledged by moderator

zoom | Best Practices

- **Connectivity**

  Wired connection preferred over Wifi

  Disable video if you experience buffering

- **Hardware Testing**

  Test your audio and video connection by going here:

  https://zoom.us/test

zoom | Best Practices

- **Technical Support :** 1.888.799.9666 ext 2 [Live Chat](#)

Zoom Topic	Link
Testing your Video	https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video-
Testing your Audio	https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio-
Meeting Controls	https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls-
Managing Participants in a meeting	https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting
Mute and Unmute All Participants	https://support.zoom.us/hc/en-us/articles/203435537-Mute-All-And-Unmute-All
In Meeting Chat	https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat
Sharing your Screen	https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-
Displaying Participants in Gallery View	https://support.zoom.us/hc/en-us/articles/360000005883-Displaying-participants-in-gallery-view
Sharing Multiple Screens Simultaneously	https://support.zoom.us/hc/en-us/articles/115000424286-Sharing-Multiple-Screens-Simultaneously
Creating and Managing Breakout Rooms	https://support.zoom.us/hc/en-us/articles/206476313
Resources for Students	https://kb.rice.edu/84830