



A Brite Learner's Guide to Zoom

Let's build a community, make friends, and deepen our learning together this summer by interacting in real-time on Zoom. Join **Brite Group meetings** with other learners in your program, **Brite Assemblies** to meet other Brite learners and your phenomenal speakers, and the end-of-week celebration known as **BriteFest**. To participate in those activities, follow the steps below.

Getting Started

Step 1

Download the Zoom Desktop Client <https://zoom.us/support/download>

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

Note: You can also join Zoom on your browser by clicking on the "join from your browser" link each time you click on a Zoom join link.

Step 2

Make sure you have all the necessary information from your Program Lead to join **Brite Group meetings**.

- Meeting join link.
- Meeting ID (a 9,10, or 11-digit number).
- Meeting password (check with your Program Lead to learn whether they've set one up).

Brite Assembly and **BriteFest** information can always be found on the Brite platform.

Join Meeting

Meeting ID or Personal Link Name

Remember my name for future meetings

Don't connect to audio

Turn off my video

Cancel Join

IMPORTANT

Add your name as follows: first name, last initial, (program acronym).

Example:
Kimberly C (WSF)

Enter Meeting Password

Meeting Password

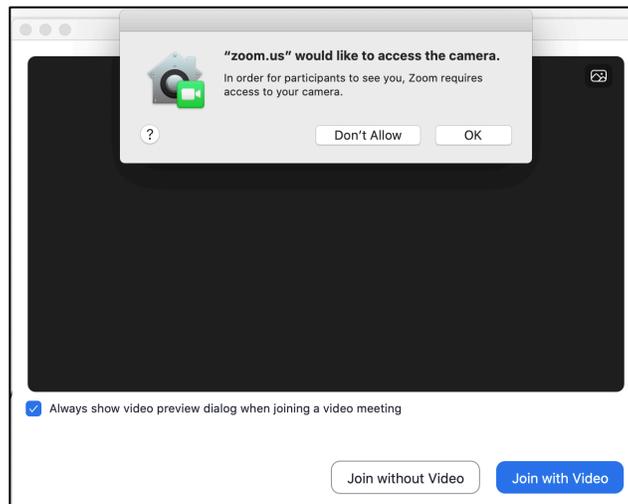
Cancel Join



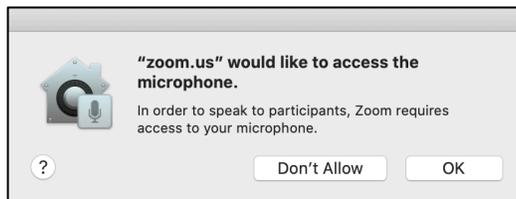
Computer Permissions

Note: We strongly encourage Brite learners to join Zoom via a computer whenever possible.

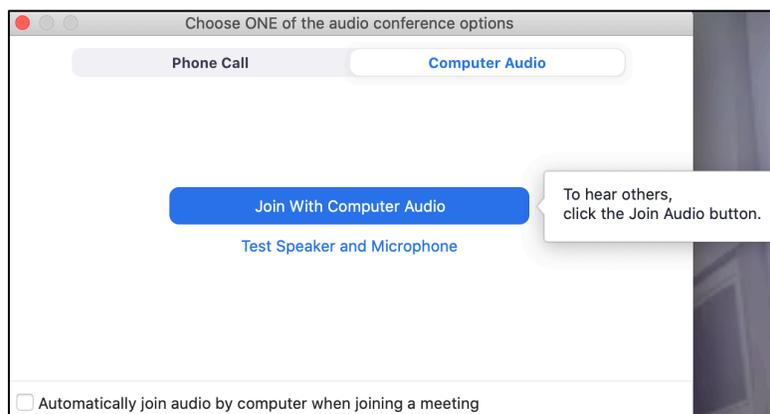
- Let Zoom access your camera.



- Give Zoom access to your microphone.



- Join Zoom by Computer Audio to hear others.





Day-of Preparation

- Ensure that you are in a location with a strong internet connection. Typically, a wired connection is preferred over a wireless connection— i.e. an ethernet cable.
- To maintain a more stable connection, minimize the amount of bandwidth taken up by other devices in your network and on your computer during the session by exiting out of other software and closing any additional tabs.
- Use headphones to reduce any potential feedback on your end and improve sound quality.

Troubleshooting Tips

- Audio Issues?
 - A. Once you launch the Zoom app you will be prompted to give Zoom access to your microphone. Click **Ok**. If you do not give Zoom access to your microphone, you will notice an exclamation mark next to the Audio icon  on the bottom-left of the screen. At this stage click on the Audio icon and  follow the instructions.
 - B. Note that you will also be prompted to choose an audio conference option. Click **Join With Computer Audio** to *hear other participants* during the webinar. If you do not join the webinar by audio you will notice a Join Audio icon  appear at the bottom-left corner of the screen.
 - C. You can test your speaker and microphone at any time as well as check which audio input/output you have selected by clicking on the **upward arrow** next to the Audio icon and then **Video Settings**.
- Video Issues?
 - A. Zoom requests access to your camera once you click on the Video icon. Much like with audio, if you do not give Zoom access to your camera initially you will notice an exclamation mark appear next to the Video icon.  At this stage click on the Video icon and follow the instructions.
- If the above options are not successful, or if you know in advance that your connection is finicky, you are encouraged to join by chat.

Helpful Resources

Zoom offers a wealth of resources within their Zoom Help Center: <https://support.zoom.us/hc/en-us>. Below are a couple helpful links specific to the needs of the program.

- Join a meeting: bit.ly/brite_join
- Manually join a webinar bit.ly/brite_joinwebinar
- Configuring audio and video: bit.ly/brite_videoaudio
- Using webinar chat bit.ly/brite_webinarchat