

## Zoom Access for ACCJC Events

### Installing and Testing Zoom

**Download and Testing:** To get ready for an ACCJC virtual meeting, training, workshop, or webinar, follow these steps:

1. **Download:** Zoom's web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here: [Zoom Client for Meetings](#)
2. **Sign In:** the Zoom Meetings window appears when the installation is complete.
  - a. Please use your institutional/work email, which ACCJC normally communicates to you with to create/login to the Zoom platform.
3. **Testing:** On the Zoom website please perform a **Join Meeting Test**, to test your internet connection, microphone, and webcam, by following this link: <https://www.zoom.us/test> and clicking the **JOIN** button.
  - a. Click on **Open Zoom Meetings** and **Join with Video** in the video preview dialog box.
  - b. **Sound/Microphone:**
    - An automatic test will ask if you hear a ringtone, answer yes or no. If yes, the next test will appear. If no, follow the instructions to troubleshoot.
    - The next automatic test will ask you to speak and ask you if you hear a replay. Answer yes or no. If yes, proceed to **Join with Computer Audio**. If no, follow the instructions to troubleshoot.
    - Click Join with Computer Audio, you should now see a microphone at the bottom left side of your screen. Your sound and microphone testing is complete.
  - c. **Video:** Your connection is successful when you see yourself in the window. This is just a test meeting, so no one else will join you.
    - You will see a video camera icon at the bottom left hand side of your screen. Click on the small white arrow to display a menu for the webcam and to adjust **Video Settings**. If your connection is slow, turn off HD video in the settings.
    - Did not see any video?
      - Make sure that your webcam is plugged in and turned on.
      - Check the video selection above to use the correct webcam.
      - Ensure that your webcam is not being used by another application.
      - Connect your webcam to a different USB port.
      - Restart your computer.
  - d. **Troubleshooting:** If you are unable to join the meeting or have complications testing, visit [Zoom Support Center](#) for useful information.