ZOOM - How to Guide for Participants (EGI)
SAP Enterprise Support Academy

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PUBLIC
# Zoom Participation: Technical Requirements

## System Requirements

- Internet connection – broadband wired or wireless (3G or 4G/LTE)
- **Speakerphone and a microphone or a headset** – built in or USB plug-in or wireless Bluetooth
- **Webcam** – built-in or USB plug-in

## Supported Operating Systems

- Mac OS X with MacOS 10.7 or later
- MacOS 10.6.8 (Snow Leopard) with limited functionality (Zoom version 3.6)
- Windows:
  - 10, 8 or 8.1, 7, Windows Vista with SP1 or later, Windows XP with SP3 or later
- Ubuntu 12.04 or higher
- Mint 17.1 or higher
- Red Hat Enterprise Linux 6.4 or higher
- Oracle Linux 6.4 or higher
- CentOS 6.4 or higher
- Fedora 21 or higher
- OpenSUSE 13.2 or higher
- ArchLinux (64-bit only)

## Supported Browsers

- Windows: IE7+, Firefox, Chrome, Safari 5+
- Mac: Safari 5+, Firefox, Chrome
- Linux: Firefox, Chrome

See latest technical requirements from the official Zoom page
Zoom – Join Meeting as a Participant 1/2

Zoom offers communications software that combines video conferencing, online meetings and mobile collaboration.

Join Meeting

1. Click the Join link in the meeting invite or

2. Access SAP Learning Hub briefly before the session begins

3. Choose Learning Content > My Active Courses > Select All > mark “Registrations”

4. In the displayed list of your registrations choose the relevant course and click “Join Virtual Session”
Install and Launch Zoom

5. You will be prompted to download and run the Zoom application (zoomusLauncher.zip)

6. Install the launcher

7. Once host starts the meeting, the zoom meeting window will appear where you can join your audio and connect your video

How to video: join a Zoom meeting
https://www.youtube.com/watch?v=vFhAEoCF7jg

Support for participants

- Contact Zoom Helpdesk https://support.zoom.us/hc/en-us
- Create a ticket in Zoom Helpdesk
- Phone dial-in: International numbers available
How to Join My Computer/Device Audio? 1/3

Prerequisites:
- Microphone, such as the built in microphone, a USB microphone or an inline microphone on headphones
- Speaker or headphones

How to Join Audio?
1. Via computer
2. Via Telephone

To test before a meeting
1. Login to the Zoom meeting
2. Click settings
3. Click the Audio tab

When joining a meeting, if you haven’t selected to always join audio by computer, a prompt will appear
4. To test your speaker and microphone, click Test Computer Mic & Speakers
5. This will open your audio settings
How to Join My Computer/Device Audio? 2/3

During a Meeting
You can access your audio settings and test your audio when you are already in a meeting:
1. In the meeting controls, click the arrow next to Mute/Unmute
2. Click Audio Options
3. This will open your audio settings

Testing your playback speaker
4. Click Test Speaker to play a sound
5. If you cannot hear it, select a different speaker from the menu or adjust the output volume

Testing Microphone
6. In the microphone section, you will see the green Input Level bar move when Zoom is picking up audio.
7. Click Test Mic to test your microphone.
8. Your audio will start recording. Click Recording when you are done and it will play back. You can select another microphone from the menu or adjust the input level.
9. Check Automatically adjust microphone settings if you want Zoom to adjust the input volume automatically.
How to Join My Computer/Device Audio? 3/3

Audio Settings

- **Automatically adjust microphone**: Automatically adjust your microphone input volume based on the sound that Zoom is picking up.

- **Automatically join audio by computer when joining a meeting**: Join the computer audio automatically, instead of being prompted on how you want to join the audio each time.

- **Always mute microphone when joining a meeting**: Always mute your microphone when joining a meeting. You will be able to unmute yourself.

- **Do not prompt for joining audio when I join a meeting using 3rd party audio**: This option turns off the join audio prompt when joining a meeting, if the meeting has 3rd party audio enabled. [Read more about 3rd party audio.](#)

- **Enable stereo**: Send stereo audio if supported by your microphone. [Read more about this setting.](#)

- **Allow option for original sound from microphone in meeting**: This allows you to send original sound from your microphone, without applying Zoom’s audio-enhancing features. [Read more about this setting.](#)