



Before requesting your Zoom virtual meeting, please review the following FAQ and [other meeting guidelines](#). If you have any other questions about Zoom, please send your questions to [ACRL's Meeting Scheduler](#).

1. What if I do not have Zoom on my computer?

- a. When you click on the meeting link it will automatically download the Zoom plugin for installation.

2. How can I find out what version of Zoom I am running?

- a. Zoom provides a pop-up notification when there is a new Mandatory or Optional update within 24 hours of logging in. You can check your [zoom version here](#).

3. Can I check my internet connection before a meeting?

- a. Yes, we highly recommend that you [test your internet connection](#).

4. What browser should I use to join a meeting?

- a. Compatible browsers are-Chrome, Safari, IE/Edge, and Firefox.

5. What devices are compatible with Zoom?

- a. Compatible devices are Mac, Windows, and Linux.

6. Do I need a webcam to join a meeting?

- a. No, a webcam is optional.

7. Do I need a headset to join a meeting in Zoom?

- a. A headset is recommended but not required. If you choose to use a headset for VoIP and are using a machine with a built-in microphone, you will need to disable the built-in microphone and enable the microphone on your headset (a USB headset is best).

8. Is there a dial-in number to join a meeting?

- a. Yes, you will receive the dial-in number after logging in to the meeting.

9. Are there any tips I can review if I have never attended a Zoom meeting?

- a. Yes, please visit Zoom's website for a quick [overview](#) or the [ACRL Virtual Meeting Best Practices document](#).

10. What if I hear feedback during a meeting?

- a. Check to make sure you do not have both the computer and telephone audio active. You will also want to mute your mic, if applicable, when you are not speaking to reduce feedback.



11. If I registered for the meeting, where is my link to join the meeting?

- a. "After you register" for the meeting, you will receive a



23. Who will start and stop the recording for my meeting?

- a. The ACRL staff host will start and stop the recording for your meeting.

24. Can I upload documents in Zoom?

- a. You will only be able to share your screen in Zoom.

25. Will my presenter/s be able to share their screen in Zoom?

- a. Yes, but only one person can share their screen at a time.

26. What if I would like to have breakout sessions for my meeting?

- a. Zoom Webinar does not have breakout rooms, but Zoom Meetings does. Simply request breakout rooms when you request your meeting via the virtual calendar.