

Zoom, The POST, And You
An instruction manual

1. **Verify your internet speed is fast enough to adequately support video chat.** Zoom recommends 1.2mbps for speaker view and 1.5mbps for gallery view (recommended) – check your internet speeds [on fast.com](#).
2. **Verify your webcam/microphone configuration is adequate.** Most devices have a webcam and microphone built in, including most laptops and almost all tablets and phones. Zoom is supported on most mobile devices, as well as Windows/Mac OS. For the best quality, we recommend a headset as they generally have better microphones as well as allowing you to better hear everyone.
3. **[Join the call, by clicking here](#).** If you are on a laptop or desktop computer, the zoom client will automatically begin to walk you through the install process, or it will launch if already installed. Follow the instructions to get it configured. Once installed, you will be placed in the meeting.
4. **During the call, we recommend using gallery mode.** This will allow you to see everyone at once, rather than just the person currently speaking. You can enable this by clicking the button next to the full screen button in the upper right hand corner of the window.

A note on microphones...

As a courtesy to others in the call, please mute your microphone while you are not talking in order to reduce background noise, feedback, and other distractions. You can do this by pressing the mute button in the lower left hand corner of the window, or by pressing Alt+A. Whenever you feel called to speak, feel free to unmute your microphone – we appreciate your sharing.