Tips for Navigating Zoom as a Participant

You received an invitation to join a Zoom meeting...now what?

When you receive an invitation to join a zoom meeting there is usually a time and date that the meeting will be taking place. 30 minutes prior to the scheduled meeting you can do one thing that will significantly streamline your experience - clear your cache. Our browsers are getting more aggressive in “helping us” by anticipating what we want to see, offering suggestions and remembering what websites we have visited (this accomplished by tracking “cookies”).

So in a time when many of us are attending multiple online meetings - our browsers are being fed a banquet of “cookies” which are cached (saved) for easy viewing access and can lead to a “cookie coma” confusing settings, meetings and identities.

That’s as technical as we’re going to get - the point of this is we need to clear your cache. Start fresh before entering a zoom meeting.

Your device may vary please look up “How to clear the cache” and enter your device to learn more. Most instructions are similar:

At the top right hand side of the browser click on the 3 dots and navigate to “MORE TOOLS”
From the More Tools menu select “CLEAR BROWSING HISTORY”

You will see these options

Note that when you clear your history and cookies, you will need to know any of your saved passwords because those get erased as well as all of the clutter.

Now that your cache is cleared - plan to use the link to join the meeting 10 minutes early to test your audio and video settings.

If you have headphones, earbuds or earphones - consider using them and having them plugged in prior to clicking on the meeting link. These can sometimes improve sound quality.

When you enter the zoom meeting you will be given an option to test your settings, please take a moment and do so.
For the CUCC service you will be muted when you arrive and at 9:55 we will be offering a tutorial about navigating zoom once you are in a meeting.