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Preparing your laptop or device for video conferencing

It's a good idea to try Zoom before your actual meeting. You'll want to make sure your device is ready, and that your microphone and camera are functioning. This guide will give you some helpful tips to prepare for your first Zoom meeting.

- Test your microphone and camera
- Charge your device
- Try a practice meeting

Test your microphone and camera

1.) **Test your microphone.** Most computers have a basic built in microphone. You may choose to use an external microphone or headset with a built-in mic. Whatever you decide to use, test it out beforehand to make sure your "input" volume levels are good.

Your specific settings this will depend on what type of device you are doing. If you aren't sure how to test your microphone, you can contact VUIT for assistance.

2.) **Test your camera.** It's a good idea to have a webcam available with your computer. If you don't have a built-in camera, you can purchase a basic and inexpensive camera. Make sure your camera is set up to show your face and that your lighting is good.

As with the microphone, your specific settings will depend on what type of device you are using. Contact VUIT for assistance with camera setup.

Check your connection

If possible, use a wired internet connection when in a Zoom meeting or Virtual Classroom. If you are not sure what type of wire/connector you need for this, you can contact VUIT for assistance. [A wired connection will be the most reliable.](#)

If you are connecting via Wifi, we suggest using a private network such as the one you have at home. Using a public network at a library, coffee-shop, or other public place is possible, but you run the risk of having a slow connection or other internet problems.

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Charge your device

When you are going to join a video conference, always make sure your device is charged. If possible, keep plugged into a power source for the duration of the meeting. This is especially important if you are using a tablet or laptop.

Try a practice meeting

If you want to practice with a virtual meeting ahead of time, you can use the Zoom app on your device, or go to Zoom.us. It is free to sign up, create a meeting, and invite a friend. This is a great way to learn how the tool works ahead of time.