

Preparing for a Web Event

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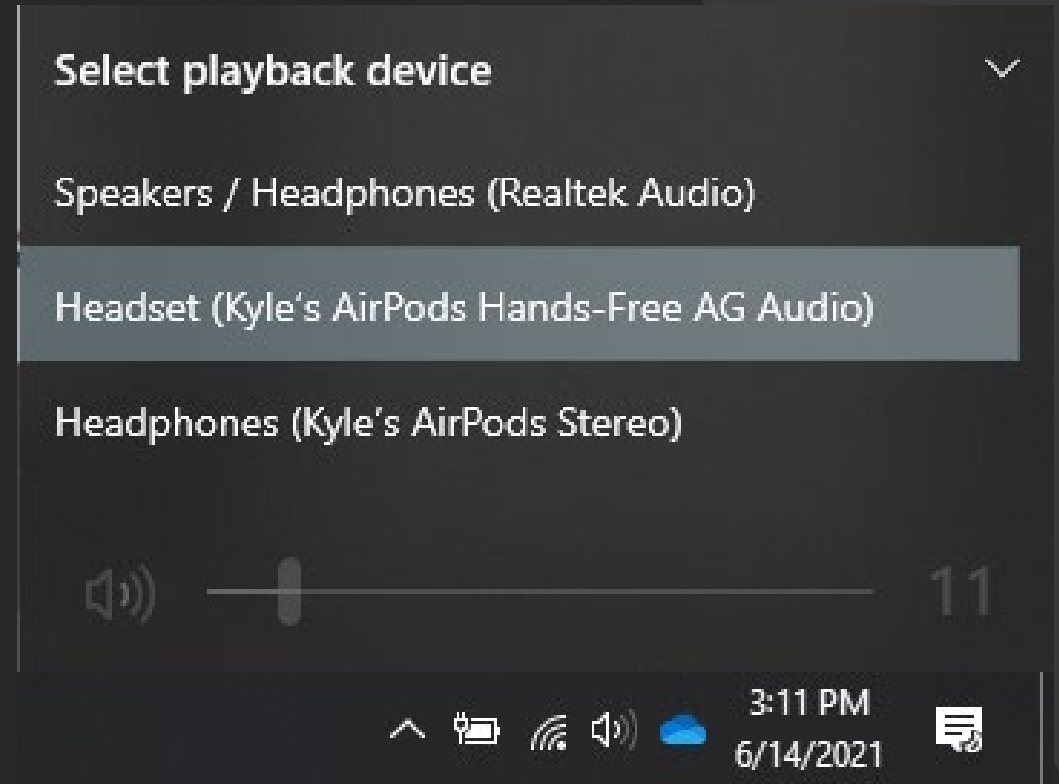
Getting Started

Joining an online event is just like joining any other web meeting! As with all web meetings, some quick testing and prep ahead of time will ensure the best experience.

While any browser can be used for this event, we recommend using Microsoft Edge for best compatibility. For Mac users, Chrome is the recommended browser.

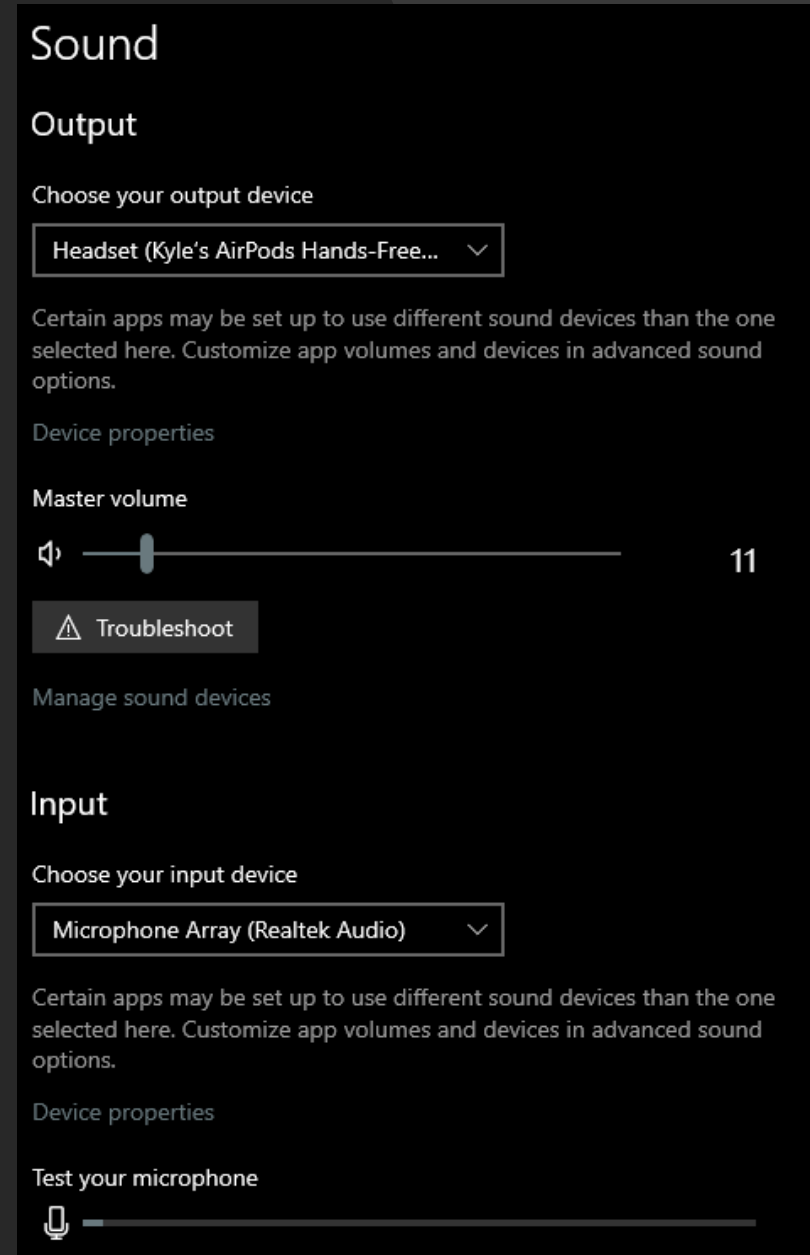
Hardware Setup

- **Speakers/Headphones**
 - You will need either speakers or headphones for the entirety of the event.
 - Connect your headphones/speakers to your system, then test in your web browser. We recommend testing audio on your favorite YouTube video in the Microsoft Edge browser (Chrome will work too!)
 - If you hear no audio, check to make sure your volume is up and mute is off.
 - If you are still experiencing issues, click the speaker icon in your bottom right tray and make sure your device is selected.



Hardware Setup

- **Microphone/Headset**
 - You may choose to enable your microphone for social sessions. We recommend using a headset, as an external mic and speakers can sometimes cause feedback.
 - Connect your microphone and test by going to Start > Settings > System > Sound. You should see a microphone test bar that will react to your voice if connected properly. If it is not working, verify your output (speaker/headphone) and input (microphone) are set to the correct device.



Hardware Setup

- **Webcam**

- You may choose to enable your camera during social sessions – this can be either a built-in laptop camera or an external webcam.
- To test your camera, open Edge or Chrome and browse to <https://turncameraon.com>. You may be prompted to allow the camera permission – select “allow” or “yes”
- Verify that you can see your camera output in the browser window. You can also use this opportunity to see what you will look like to other viewers!
- If you are getting no image, check to ensure your webcam is plugged in (if external). If your webcam is part of your laptop, make sure there is no privacy cover or other obstruction

Zoom Setup

- Some portions of this event will be broadcast using Zoom, including social events.
- If you have not used Zoom before, you will be prompted to download it the first time you open a Zoom link. To prepare for this, download Zoom ahead of time.
- Click this [Zoom Downloader](#), which will immediately download the application. If it does not automatically launch the installer, click on the link in the bottom left of your screen, which will be indicated by a large arrow. Click "next" through the installation to complete.
- Once the installation finishes, you will be ready to click a Zoom link and jump right in!

Zoom Tips

- When you click a Zoom link after installing the application, it will take you directly to the meeting. You may be prompted to “use computer audio” or “grant permission” to Camera/Mic/Speakers. These are all normal prompts and should be allowed.
- Please mute your microphone when not speaking to keep background noise at a minimum.
- If this is your first time using Zoom, check out [this](#) basic guide to participant controls (includes Apple/Android)
- If you are planning to attend from a smart-phone, download the Zoom app from your app store first. Once downloaded, clicking a Zoom invitation link will bring the application up automatically.

Thank you!

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