Greetings PharmDawg Family!

The Instructional Design and Technology Office has worked up this “Quick Guide to Zoom” to help answer questions regarding system requirements for your PC, Mac, Chrome or Mobile Devices. We have also included some “Best practices while using Zoom” to make your Zoom experience as useful as possible. Any questions not answered here can be e-mail to the IDTO staff listed at the end of this document.

Faculty and Staff: If you do not currently have off-campus access to a system listed below that meets the minimum system requirements, please contact the College of Pharmacy IT staff or your local administrative assistant for alternative arrangements.

Students: If you do not currently have off-campus access to a system that meets the minimum system requirements, please contact your course coordinator or the Dean of Student Affairs for alternative arrangements.

Utilizing Zoom on PC, Mac or Linux

Minimum Requirements:

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in
- Or, a HD cam or HD camcorder with video capture card

Utilizing Zoom on Chrome OS

- The zoom application on Chrome OS can be downloaded from the Chrome Web Store.

Utilizing Zoom on iOS, iPadOS or Android

Minimum Requirements:
• The zoom application for iOS, iPadOS or Android can be downloaded from the Apple App Store or Google Play
• An Internet connection – WiFi (a/g/n/ac) or wireless (3G or 4G/LTE)
• (Optional) Bluetooth wireless speakers and microphone
• iOS 7.0 or later:
  • Send and receive video using front or rear camera
  • iPhone 4 or later, iPad Pro, iPad Mini, iPad 2 or later, iPod touch
    4th Generation, iPhone 3GS (no front facing camera)
• iPadOS 13 or later
• Android 4.0x or later
• Kindle Fire HD

Additional System Requirements for Zoom can be found here:
• [Zoom System Requirements for PC Mac and Linux](#)
• [Zoom System Requirements for iOS, iPadOS and Android](#)

Using Zoom Off-Campus (Faculty and Staff)

• All UGA Faculty and Staff have access to a Zoom Licensed Account through UGA when setup utilizing your UGA email address. The Zoom Licensed Account allows for establishing meetings for unlimited time and up to 300 participants. Zoom Licensed Account with your UGAmail account can be established here: [https://uga.zoom.us/](https://uga.zoom.us/) or can be setup through the College of Pharmacy Zoom administrator, Sarah Jones (swjones@uga.edu)
• Faculty and Staff are not required to have a Zoom account to participate in Zoom meetings. However, individuals will not be able to create Zoom meetings without a Zoom account.

Using Zoom Off-Campus (Students)

• Students can create a free basic Zoom account at [www.zoom.us](http://www.zoom.us). A free basic Zoom account allows for unlimited 1 to 1 meetings, up to 40 minutes for group meetings and can host up to 100 participants
• Students are not required to have a Zoom account to participate in Zoom meeting. However, individuals will not be able to create Zoom meetings without a Zoom account

Joining a Zoom Meeting
Brief video tutorial on how to join a Zoom meeting is available here: How Do I Join A Zoom Meeting

PharmDawg Rules for Best Practices for Web-conferencing

1. **We can hear you!** Unless you are presenting, please mute your microphone until you need to ask a question. Background noise is distracting to all participants

2. **What are YOU looking at?** Be aware of your video settings and what’s in the background of your camera view. Unmade bed? Clothes that need folding? If it’s in your camera view it’s in everyone else’s camera view too.

3. **Who wore it best?** Wear appropriate clothing. Wear appropriate clothing.

4. **Testing, testing. Check 1, Check 2:** Test your microphone before your video call. Setup a test call with a friend or schedule time for a test call with the IDTO team.

5. **Hello, my name is!** Make sure you unmute your microphone and introduce yourself before you talk. Consider something like ”Hi this is Sarah Jones from the Athens campus, I have a question.” And when you are done with Rule 5 remember Rule 1: We can hear you.

6. **Sharing is Caring:** Be mindful of the contents of your desktop and any browser tabs you may have open before sharing desktop content. See Rule 2: What are YOU looking at.

7. **We are ready to believe you!** Hopefully everyone one will get that Ghostbusters reference...if you have any problems with your Zoom connection please reach out to the IDTO team. Sarah (swjones@uga.edu), Chris (cduran@uga.edu), Katie (aksmith@uga.edu) and Russ (rpalmer@uga.edu) are here to help you!