

Using Zoom for Your English Language Interview

Can I try out Zoom in advance of my scheduled interview to confirm how Zoom works?

Yes, you can link to this 'test meeting' at any time to try out Zoom:

<https://zoom.us/test>

(Note: this is ONLY a test meeting, not the meeting link you will use to connect to your actual language proficiency interview.)

You will be prompted to download the Zoom app and can then join the meeting. (There will be no interviewer to talk with, but you can verify your audio/video settings and get a feel for how Zoom works.)

How can I verify my audio and video settings in advance of my Zoom interview?

To check audio settings, once you have entered the Zoom meeting you should:

1. Verify that your voice can be heard:
 - a. Find the microphone/mute button on the lower left corner of the screen
 - a. Verify that the microphone is not set to 'mute'
 - b. Say something
 - c. If the microphone is working, the microphone icon should show a green indicator light when you are speaking
2. Check the speaking and microphone settings:
 - a. Click on the upward arrow next to the microphone icon to see a pull-down menu with many audio settings options
 - b. Choose 'test speaker and microphone' and follow the prompts to verify that your audio is working

What are some common problems I might have with audio?

- If you can't hear the interviewer: Check the volume settings on your computer.
- If the interviewer can't hear you: Verify that your computer's microphone settings are 'on' and not muted. (Not sure? Check the sound system preferences/settings on your computer, and/or use the 'test speaker and microphone' function within Zoom, noted above, to diagnose the problem).