



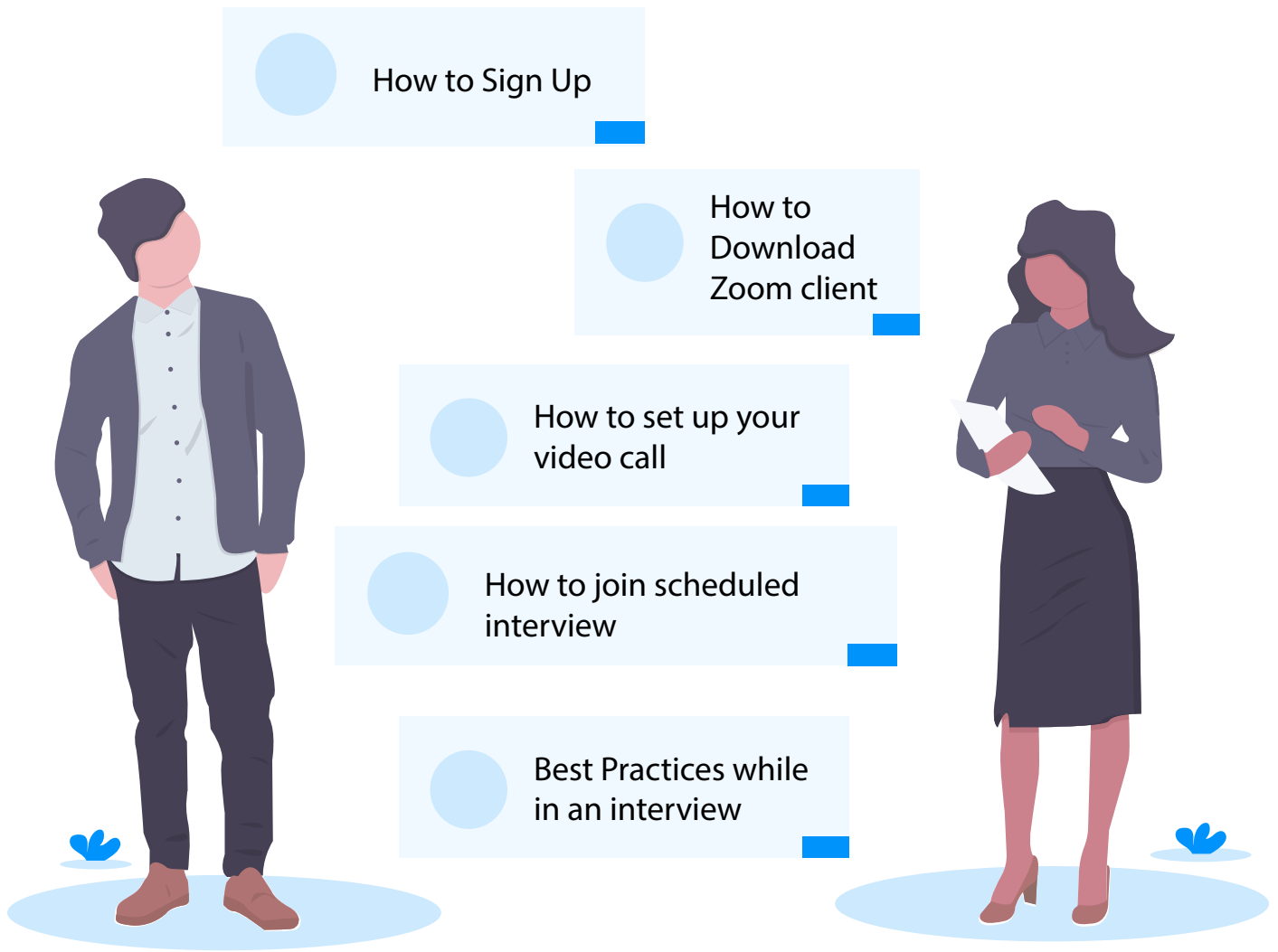
**DRISHTI IAS**

**COMPREHENSIVE GUIDE**

**FOR INTERVIEW GUIDANCE PROGRAM  
THROUGH ZOOM**



The purpose of this guide is to help candidates use and leverage Zoom for the [Interview Guidance Program](#) of Drishti IAS. If it is your first-time using Zoom, this guide will help you with everything you need to get started using Zoom. If you have any issues or questions, please reach out to email ID: [interview@groupdrishti.com](mailto:interview@groupdrishti.com)



## HOW TO SIGN UP

- Visit the website [zoom.us](https://zoom.us)
- On the top right corner, click on the “Sign Up, It’s Free” button.
- Enter your email address registered with Drishti IAS and click “Sign Up”.
- You’ll receive an email from Zoom to activate. Go to your email and click Activate Account.
- You’ll be redirected to fill in your first name, last name, and create a password.
- For android and apple products, download zoom app from the play store and app store respectively and follow the last three points.
- You’re good to go!

### Sign Up Free

Your Work email address

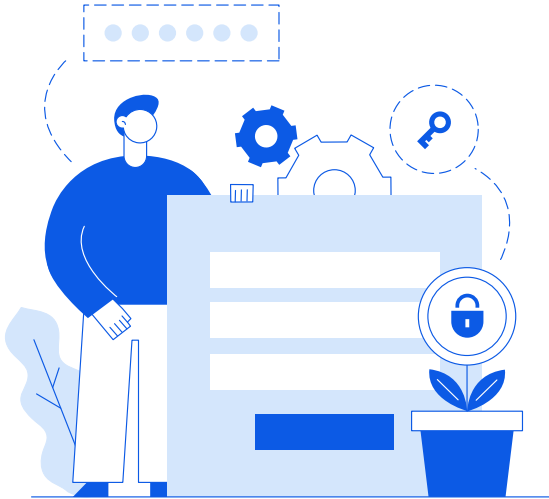
Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Services](#) apply.

**Sign Up**

By Signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

## HOW TO DOWNLOAD ZOOM CLIENT

- Start by going to [zoom.us/download](https://zoom.us/download).
- Click the blue “Download” button under Zoom Client for Meetings to access the installer.
- Open the Zoom installer from your Downloads folder and follow the on-screen steps to set up your Zoom Client.

A screenshot of the Zoom registration page. The background is blue. At the top, it says "Welcome to Zoom" in white. Below that, a message reads: "Hi, drishti@gmail.com. Your account has been successfully created. Please list your name and create a password to continue." There are four white input fields with rounded corners: "First Name", "Last Name", "Password", and "Confirm Password". Each field has a small icon on the left (person, person, padlock, padlock). At the bottom, there is a yellow "Continue" button. Below the button, it says "By Signing up, I agree to the Privacy Policy and Terms of Services."

## HOW TO SETUP YOUR VIDEO CALL

### Light Your Face

- Have your largest light source either right in front of you or no more than 45 degrees away from directly in front of you. To avoid appearing dark in the video, make sure that the source of light is not behind you.
- If using laptop/desktop please be aware that your screen can be a large source of light, so adjust your screen brightness.
- Avoid white or light colored shirts. Solid color would enhance the candidate’s appearance on screen. Make sure you are dressed in formals.

### Camera Angle: Head-on and at Eye Level

- Use a set of books, a stool, or a higher table to make sure your camera is at the same level as your eyes.
- If you are using a phone kindly position it vertically for a better frame.
- Place the camera in a stable position, rather than holding it in your hand for the interview. Use a stack of books or a tripod, if available.

## Test Your Video Before the Call

- Zoom provides an option for showing you a preview of your video before a meeting. A video preview will help you check how everything looks.
- Do at least two dry-runs with family members or friends on Zoom before the interview so that your interview with the panel goes smoothly.

## HOW TO JOIN THE SCHEDULED INTERVIEW

- A link will be sent to your email ID (registered with Drishti IAS) and to your WhatsApp.
- Click on the link and join the waiting room at least 15 minutes before the scheduled time. At the specified time, the moderator will admit you in the interview room.

## BEST PRACTICES WHILE IN AN INTERVIEW

- Kindly use a dedicated Wi-Fi connection (if not wi-fi, then 4G would do as well, however quality may suffer) with your mobile or laptop. A mobile with good quality front camera would be preferable.
- Find a quiet space and ask family members or friends to not disturb and use the Wi-Fi during the time of the interview.
- Prepare your setup at the least an hour before the scheduled session.
- In case of lags, delays or other obstruction do not panic. We are here to help.

