

Student ZOOM User Guide

Zoom is the video conferencing tool you will use for this class.

What You Need to Get Started:

- An internet connected computer, laptop, or device
- Your meeting ID number or URL of the meeting
- A headset or ear buds (if you're participating with a laptop)

Download and Launch the Zoom App:

Video tutorial on the following steps: https://www.youtube.com/watch?v=K8I4I_39MFA

- Click the link or URL to the Zoom room posted by your professor.
- You will be prompted to download the Zoom application.
- Download the Zoom application.
- Click the URL of the zoom room again.
- Launch Zoom application from your browser.

Download and Launch the Zoom Mobile App:

The Zoom mobile app is available for both iOS and Android devices.

- For iOS, search "Zoom" on Apple AppStore or open a web browser and enter zoom.us. It will direct you to <http://itunes.apple.com/us/app/zoom.us-cloud-video-meetings/id546505307>
- For Android, search "Zoom Meetings" on Google Play. It will direct you to <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

The Zoom Menu Bar:

The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full-screen mode.)



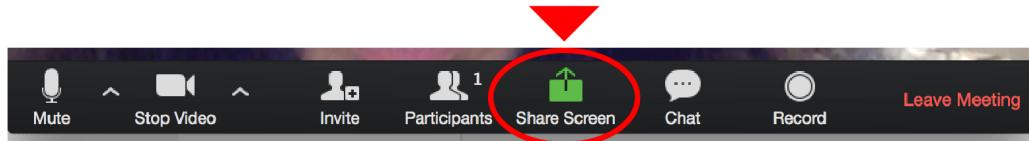
With the Zoom Menu Bar you are able to do the following:

1. Mute/unmute your audio (not the audio of the participants). You can also select you audio input here by clicking the up arrow next to the microphone icon.
2. Start/stop your video. You can also select you video input here by clicking the up arrow next to the video camera icon.
3. Invite more people to join by email, IM, or meeting ID

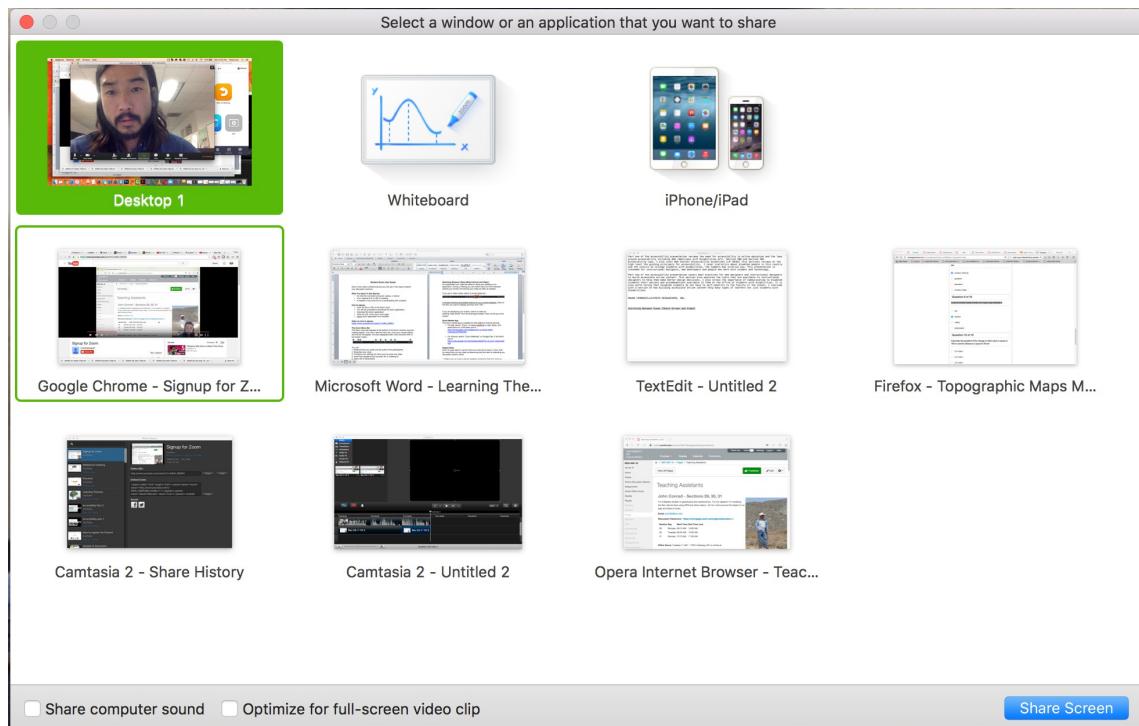
4. View a list of participants
5. Share your desktop (everything you have open) or select a specific application to share (e.g., Microsoft Word)
6. Send a message to one person (using private chat) or to all participants
7. Record the meeting (if you have been granted permission)
8. Leave or end the video meeting

Switching Between Views (Share Screen and Video):

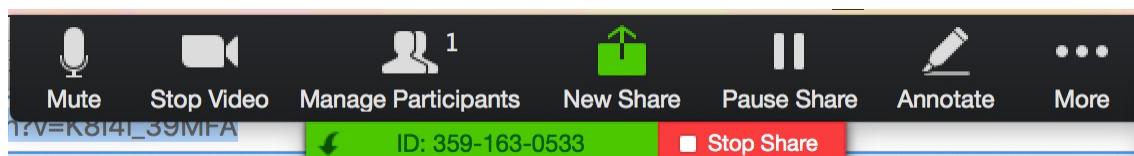
As a participant you might be asked to share your desktop or an application. During a meeting you can switch back and forth between sharing your screen and sharing your video as often as needed.



If you are in video mode, switch to screen share by clicking "Share Screen" in the menu bar as shown: A window showing all possible options to share displays like below. Click on the item you want to display, which will be highlighted in green, then click "OK":

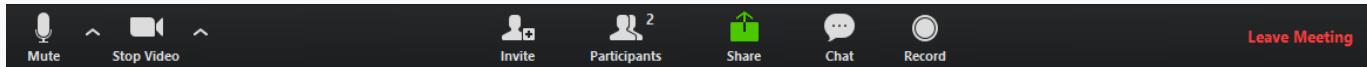


If you are displaying your screen, switch to video by clicking "Stop Share" from the menu at the top of the screen shown in the red box:

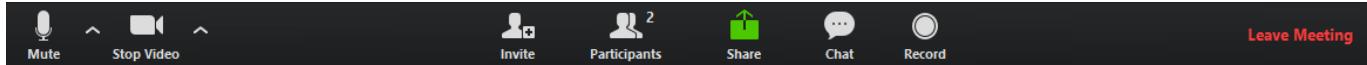


Attendee (Participant) Controls in a Meeting

When you join a Zoom meeting hosted by your instructor, you are considered an attendee. The instructor who scheduled the meeting or was selected to be the alternative host (if the host is unable to join) will have host controls.



The attendee controls appear at the bottom of your screen if you're not currently screen sharing.



Attendees have access to these features:

Mute / Unmute: Mute and unmute your microphone.

Audio Controls (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](#).

Tip: Use the following [keyboard shortcuts](#) to mute or unmute yourself. You can also use [push to talk](#) if you want to unmute yourself by holding the spacebar.

- Windows: **Alt + A**
- Mac: **Shift + Command + A**

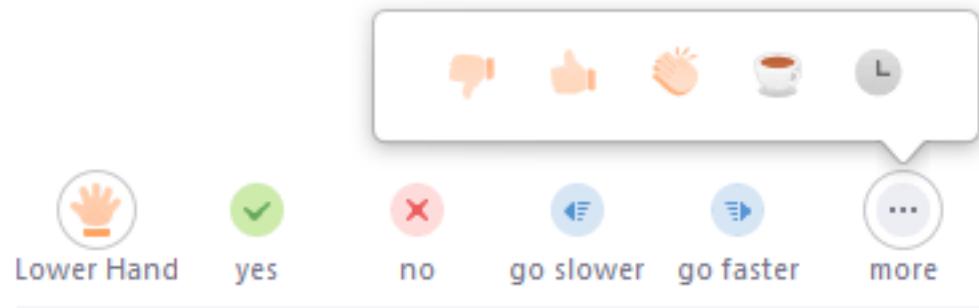
Start Video / Stop Video: Turns your camera on or off.

Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a [virtual background](#) (if enabled), or access your full [video settings](#).

Invite: Invite others to join your meeting. [Learn more](#).

Participants: See who's currently in the meeting. The Participants list also gives you access to these options:

- **Rename:** Hover over your name and click **Rename** to change your screen name displayed to other participants.
- Non-verbal feedback icons (if enabled by the host): Places an icon beside your name to quickly notify the host. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.



Share Screen: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share. [Learn more](#).

Chat: Access the chat window to chat with the participants. [Learn more](#).

Record: Start or stop a local recording. Attendees do not have access to start a cloud recording. [Learn more](#).

Note: The host will need to allow local recordings in their account settings, then give you permission to record. If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.

Leave Meeting: Leave the meeting while it continues for the other participants. Only the host can end the meeting.

Helpful Hints:

Video conferences are a great way to meet - and stay connected with - your classmates, instructor and teachers aids (TA). To make sure you get the most out of every session, keep the following tips and tricks in mind:

- Find a quiet location from which to join your session, and make sure you have access to a fast LAN connection or excellent Wi-Fi signal.
- Log in to every session using **your full first and last name**.
- Join a session a few minutes early to test your audio and video connections. You should also make sure you have the latest Zoom app downloaded (Zoom.us menu > Check for updates)
- Use a headset (or earbuds) instead of speakers and a microphone. The connection may sound fine to you, but speakers and a microphone generate too much static for others.
- **Mute your audio unless you are speaking (or in line to speak) so as to prevent unintentional background noise from disrupting the conversation.**
- When video is enabled, speak to the camera (and *not* to the screen).