

# Student ZOOM User Guide: Computer/Laptop/Tablet

Zoom is the video conferencing tool you will use in this class to attend your discussion sections and office hours.

## **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=K8l4l\\_39MFA](https://www.youtube.com/watch?v=K8l4l_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 Safari, 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:**

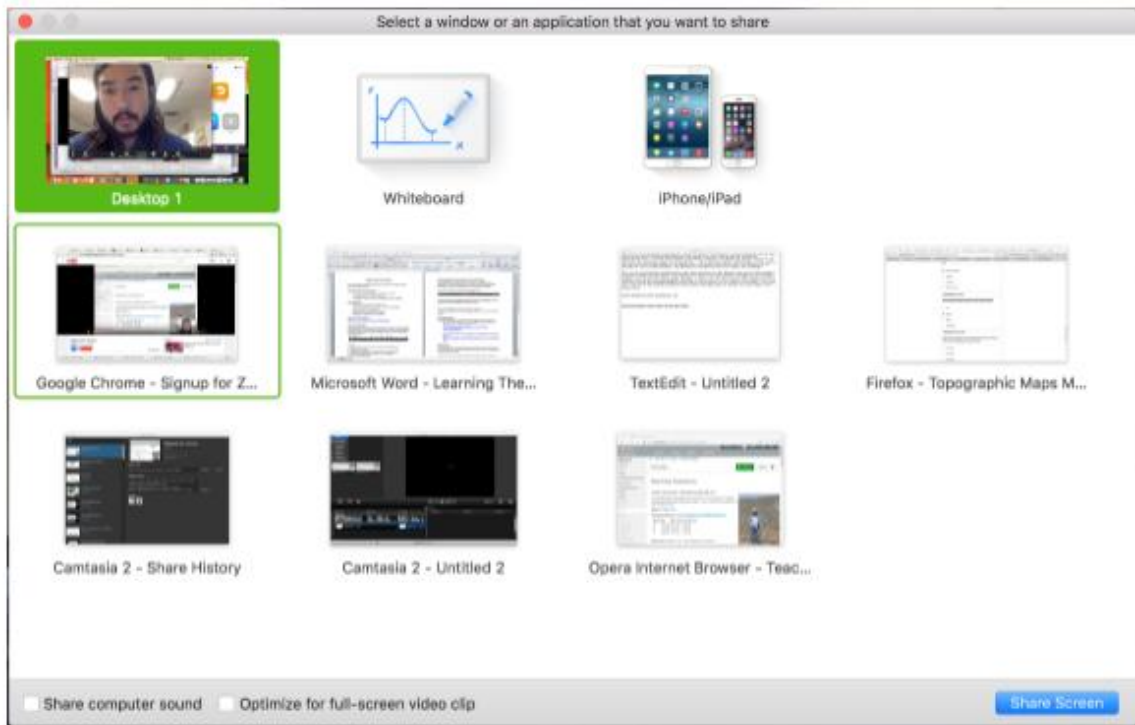
1. Mute/unmute your audio (not the audio of the participants). You can also select you audio input here by clicking the up arrow next to the microphone icon.
2. Start/stop your video. You can also select you video input here by clicking the up arrow next to the video camera icon.
3. Invite more people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

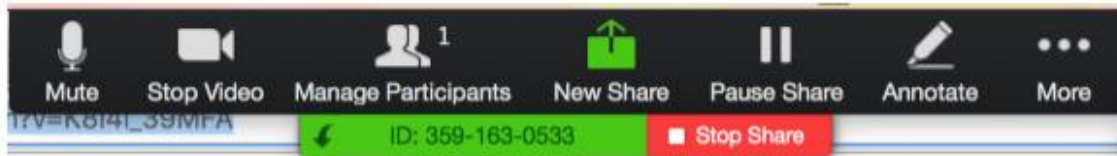
As a participant you might be asked to share your desktop or an application. During a meeting you can switch back and forth between sharing your screen and sharing your video as often as needed.



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:



### **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 (if you're on campus, use Eduroam).
- 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).

## Student ZOOM User Guide: iPhone

### Download Zoom App On Your Phone:

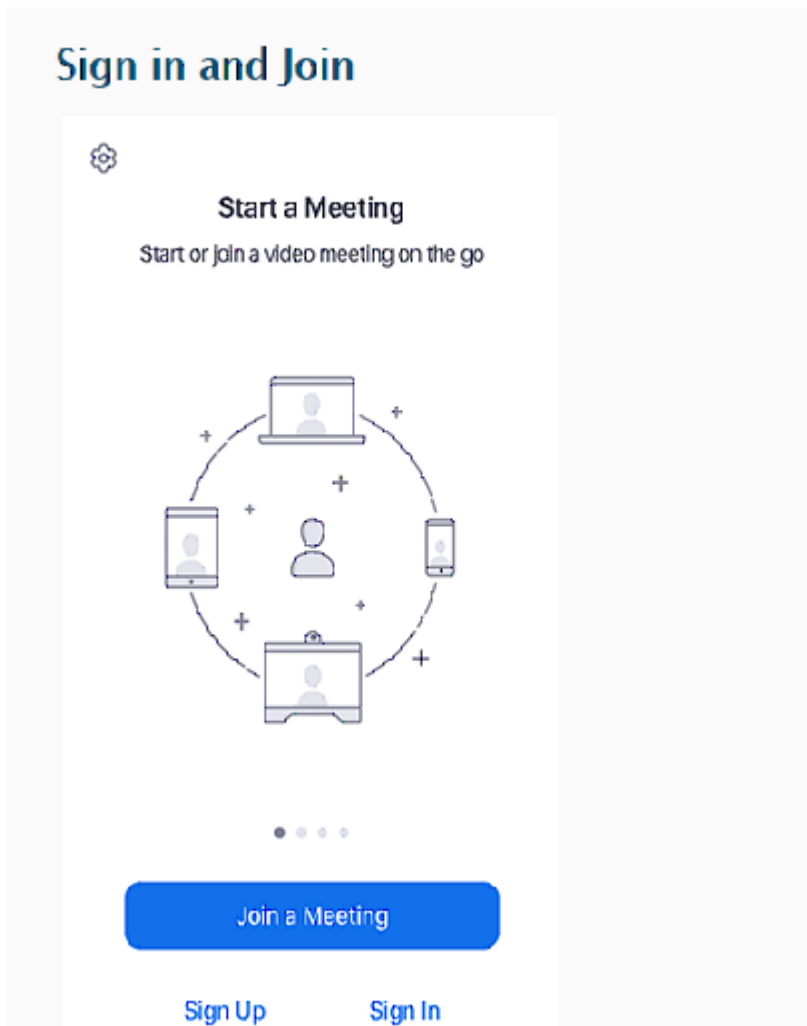
1. Zoom Cloud Meetings app (available on the App Store)
2. Search for: Zoom.us
3. Find ZOOM Cloud Meetings:



4. Click the cloud icon to download the app on your phone.

### Create Your Account:

1. Once the Zoom app is done downloading, open the app. You will see this screen:

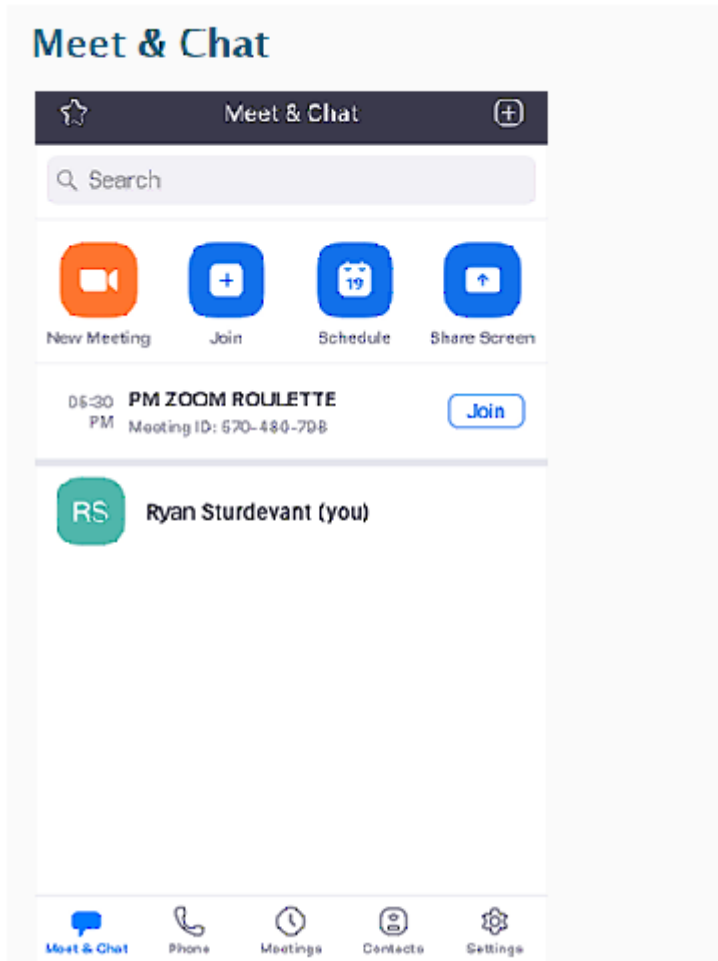


2. Click "sign up"
3. Follow all of the screens, putting in the information it asks of you.  
**\*\*\*MAKE SURE YOU LIST AN EMAIL ADDRESS THAT YOU CAN ACCESS AND USE! We suggest using the Gamil account that you have created for school.**
4. Once you are done, a confirmation email will be sent to the address you listed.
5. Open the email
6. Tap "Activate Account"
7. Open the Zoom app and sign in to your account to access all features.

### **Joining a Meeting:**

1. You will be sent an email by your teacher/advisor with the day/time of your scheduled meeting.
2. Click on the link and it will take you directly to your Zoom meeting.
3. You can also join a meeting without signing in. Tap the gear icon to access basic meeting

settings if you join without signing in.



4. After signing in, tap Meet & Chat for these meeting features:

**\*\*New Meeting:** Start an instant meeting using your PMI or a new meeting ID. Learn about in-meeting controls for hosts.

**\*\*Join:** Join a meeting using the meeting ID. Learn about in-meeting controls for attendees.

**\*\*Schedule:** Schedule a one-time or recurring meeting.

**\*\*Share Screen:** Enter a sharing key or meeting ID to share your device screen to a Zoom Room

**\*\*Tap your name to use your personal chat space.**

**\*\*You also have access to these chat features:**

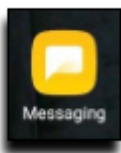
-Plus icon : Start a one-on-one chat with a contact.

-Star icon : View and start a chat with your starred contacts and channels.

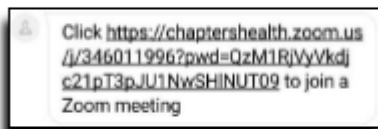
## [Student ZOOM User Guide: Android](#)

1. Make sure the Zoom meeting invitation was sent via text message to you. If not, ask the host of the Zoom meeting to provide it to you with the method mentioned above.

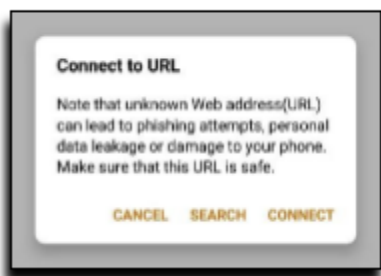
2. Open the Messages App on the device



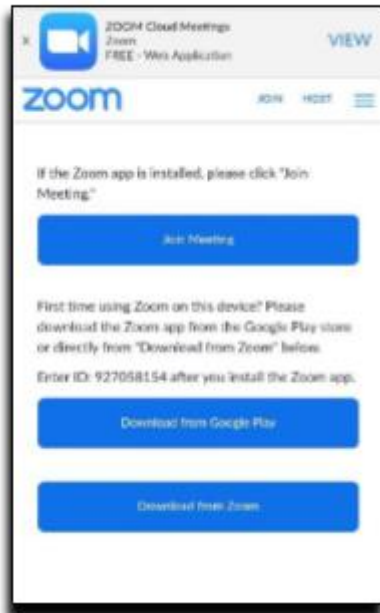
3. Once the Zoom meeting invitation has been sent to you, join it by select the meeting invitation by tapping the link. If you have the ZOOM Cloud Meetings app already installed on the device, skip to step 6.



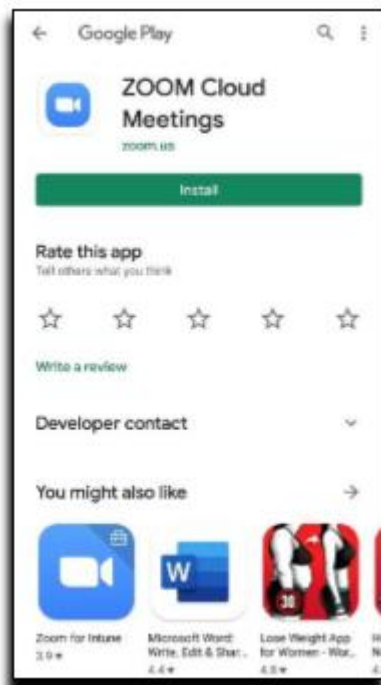
4. Select CONNECT



5. Select Download from Google Play

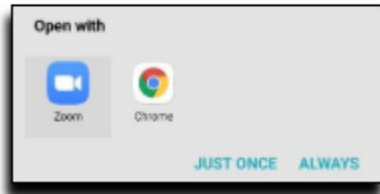


6. Select Install to download the ZOOM Cloud Meetings app. This may require you to know your Google Play Store username and password.

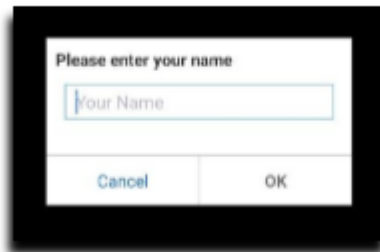


7. After the app's installed, navigate back to the Messages app. Select the Zoom meeting invitation by tapping the link again. Select the Zoom app icon then ALWAYS

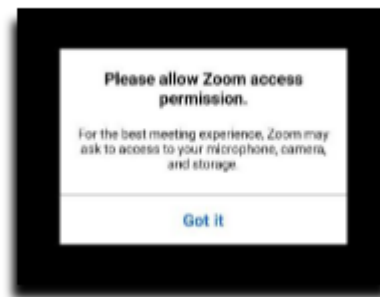




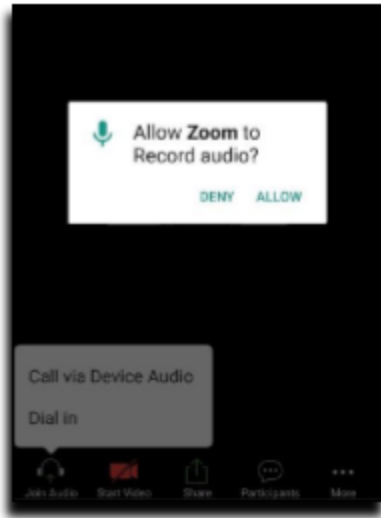
8. Input your first and last name then select OK



9. Select Got it



10. Select Call via Device Audio then ALLOW. You may have to select Join Audio first.



11. Select Start Video then ALLOW

