

Zoom Student Guide

Joining a Zoom Meeting

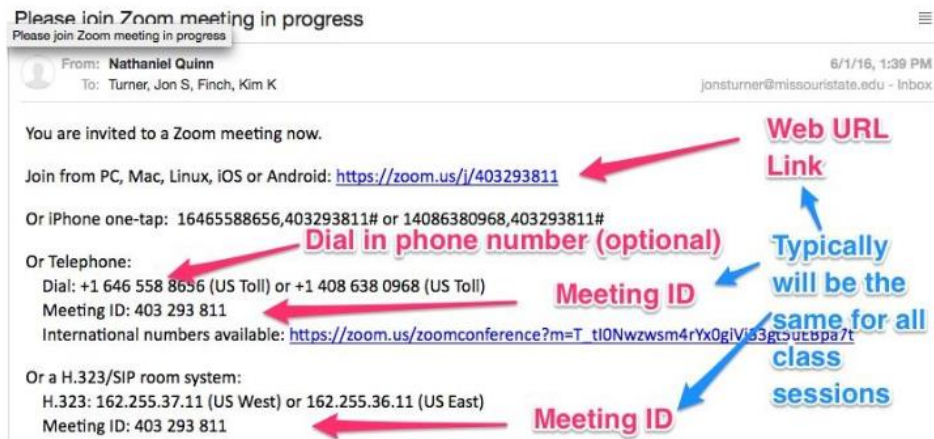
There are primarily two ways to join a Zoom meeting:

- By using a web link (URL) provided, or
- By using a meeting ID provided

This URL or ID information will be provided by your instructor prior to the class meeting. Typically the URL or meeting ID does not change for an instructor, the instructors meeting URL and ID will remain the same for all class sessions.

If you use the URL link or meeting ID provided by the instructor, you typically will not be asked for a password to join the meeting.

Information from the instructor will often be provided by an email that looks something like this:



To join by URL:

simply click on the link included in the email or retype it in a browser (Explorer, Firefox, Safari, Opera).

To join by Meeting ID go to this website www.zoom.us. Enter the appropriate Meeting ID on the link titled "JOIN A MEETING" on the top banner of the website. While not required, it is strongly suggested that you create a free Zoom account by clicking the "SIGN IN" link the first time you join a class. By creating a free Zoom account, it will speed the sign in process when you join classes in the future. Creating a Zoom account is NOT required to join a session.



- Next, you'll see a screen similar to this example. Click on the '**Join Meeting**' button.

zoom



- This screen will be presented 1st time and everytime unless checkbox next to '**Remember my choice for zoommtg links**' is selected.
- Click '**OK**' button to continue.

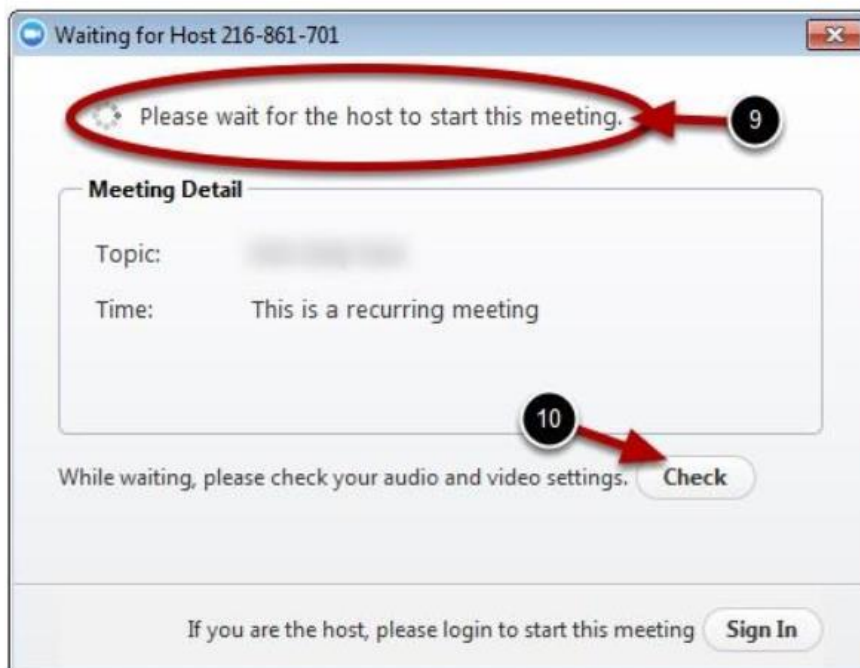


- If prompted, click on '**Save File**' button.





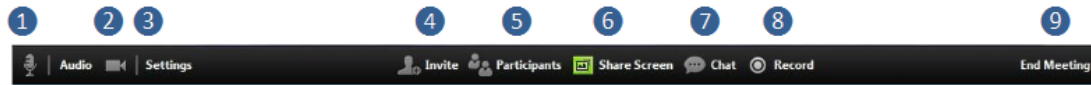
8. At the 'Open File - Security Warning' window, click on '**Run**' button.



9. If the instructor has already started or joined the meeting themselves, you'll be automatically be joined to the meeting, otherwise you'll be prompted with a similar screen shown above. It will indicate towards the top to '**Please wait for the host to start this meeting**'. This is normal until the instructor joins the meeting.

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.)



You can:

1. Mute/unmute your audio (not the audio of the participants)
2. Stop/start your video
3. Configure your settings for items such as audio and video
4. Invite more people to join by email, IM, SMS (mobile users) or meeting ID
5. View a list of participants
6. Share your desktop (everything you have open) or select a specific application to share (e.g., Microsoft Word)
7. Send a message to one person (private chat) or to all participants
8. Record the meeting (if you have been granted permission)
9. 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:

1. Clicking on "Share Screen":

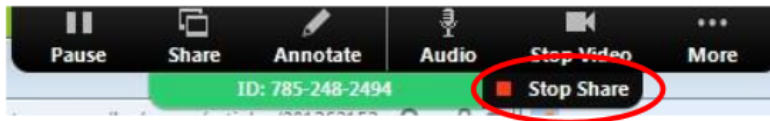


2. A window showing all possible options for you to share displays. Click on the item you want to display and then click "OK":



If you are displaying your screen, switch to video by:

1. Clicking “Stop Share” from the sharing/annotation menu at the top of the screen:



The view will immediately switch back to showing the webcam videos of the participants.

Audio Mute and Unmute

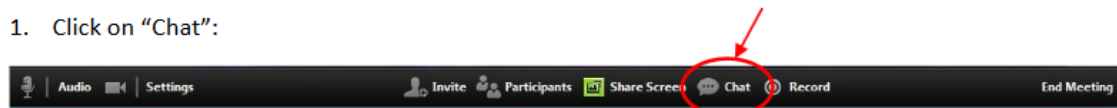
During a session you might be asked to mute your microphone until you have a question or comment. This helps to minimize audio feedback. Mute your audio by clicking on the microphone icon located in the lower left-hand corner of the menu bar.



Chat

The chat feature provides the ability to send instant messages during the session. You can send private chat to one person or message all participants.

1. Click on “Chat”:



2. Type a message and press “Enter” on your keyboard to send. Messages are sent to all participants by default. You can message an individual participant via private chat by clicking on the drop down menu, and selecting an individual’s name.