

Zoom for Students

1. Recommendations:

Either

- a. **Download the Zoom Desktop Client (Recommended for the best experience)**

Or

- b. **Use Firefox or Chrome browsers**

2. **Accessing Zoom in your Course**

- a. If your instructor is using Zoom, you'll see it in the left-side course menu
- b. You won't need a Zoom account to access your course's Zoom meetings. If you have a Zoom account, don't log into it for your course Zoom access.
- c. When you click on Zoom in your course menu, you'll see any available and previous Zoom meetings for that particular course.
- d. If this is your first time accessing Zoom on the current computer, you'll be prompted to download the Zoom desktop client, which we recommend, if possible.
 - i. The download process is automatic but if it doesn't start, you can go to zoom.us/download to start the process manually.
 - ii. If you are prevented from downloading the client, you can access Zoom from your browser. Zoom allows either way for anyone to access a meeting.
 - iii. If you are limited to Internet Explorer, you can use your computer to view the presentation, but you need to your phone for audio, and video and chat functions are not supported.

3. **Logging into a Course Meeting**

- a. Open Zoom in your course
- b. If you have an available meeting for that course, click on "Join"
- c. If your instructor has enabled "Join before Host" you will be able to enter the meeting right away, otherwise you will need to wait for your instructor to enter.

4. **Meeting Menus**

- a. Audio – Click on the arrow to the right of the microphone icon in the lower left of your meeting window to access the audio settings and do an audio check
- b. Video – click the arrow next to the video camera to access the video settings.
- c. Invite – Send the meeting link to those may need it
- d. Participants – Allows you to see who is in the meeting. Can be popped out.
- e. Share – Allows you to share your desktop or a document with the class
- f. Chat – Allows you to chat with your instructor and other participants. Your instructor will decide to allow private chat or not. Can be popped out.
- g. Record – Recording permission is turned off by default for participants. Please ask your instructor to turn on recording if needed.

5. Sharing Content - *You must be using the downloaded Client version to share

- a. Click Share in the main window
 - i. From Basic, choose the document, desktop, application, or browser window you want to share. *Make sure it is open and active!*
 - ii. From Advanced, you can share a specified portion of the screen, sound only, or content from a second camera, such as a document camera.
 - iii. If sharing a video from a player or Youtube, check “Share computer sound” at the bottom of the share control window.
- b. While sharing, Zoom meeting controls will appear at the top of your screen
- c. Anyone else can request to take control of the shared content, click “View Options” and “Request remote control.”
- d. The person sharing has to stop sharing before someone else can start sharing something else.
- e. To save slide annotations, click Save and your slides will appear in the default Zoom save folder on your computer.
- f. To end sharing, click the red “Stop Share” button at the top of your screen

6. PowerPoint slide show

- a. Set up your slides as a show to show without the tools and slide deck
 - i. Open your slide show and go to the Slide Show tab
 - ii. Go to “Set Up Slide Show”
 - iii. Choose the Show type as “Browsed by an individual (window)”
 - iv. Click OK
 - v. Start the slide show
- b. Annotations
 - i. Click on Annotations in the Zoom Sharing toolbar
 - ii. Click Save to save the current shared view, including annotations. Zoom will create a folder for your saves, grouped by meetings.
 - iii. Click Clear to delete annotations before proceeding.

7. Breakout Rooms

- a. If breakout rooms are created for your class, you’ll be invited to join via a pop-up window.
- b. Your instructor may assign one person in the room with permission to record the session.
 - i. That recording will download at the end of the breakout session and need to be retrieved from the recorder’s computer in order to share with the large group.
 - ii. The recording will end when the breakout room is closed.
- c. When it’s time to return to the main room, you’ll be alerted with a 60-second timer.