

How to use Zoom

Using Zoom for eLearning and student/teacher meetings

What is Zoom?

- An online interactive forum for video/audio meetings (it is also an app for mobile devices).

The Zoom logo is displayed in a bold, blue, lowercase sans-serif font. It is centered within a white rectangular box that has a thin, light blue border. The background of the slide is a light beige color with a subtle wood-grain texture. There are two black rectangular shapes on the left and right sides of the slide, resembling binder rings or tabs.

How do I get into a Zoom meeting?

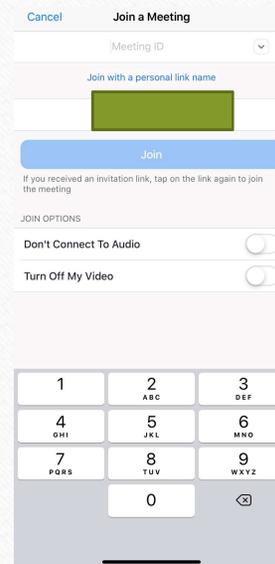
- Your student's teacher will send a link via email or through Canvas. The email will say the teacher's name (for example, Ms. Ellison is "inviting you to a scheduled Zoom meeting" and "Join Zoom Meeting")
- You can also type in a unique code for the meeting if no link is provided; however, the code and password should come with the invitation email link.
- Click on the link which asks you to open Zoom. If it is your first time using Zoom, you will need to download Zoom to your computer or download the app.

Where should I have the meeting in my house?

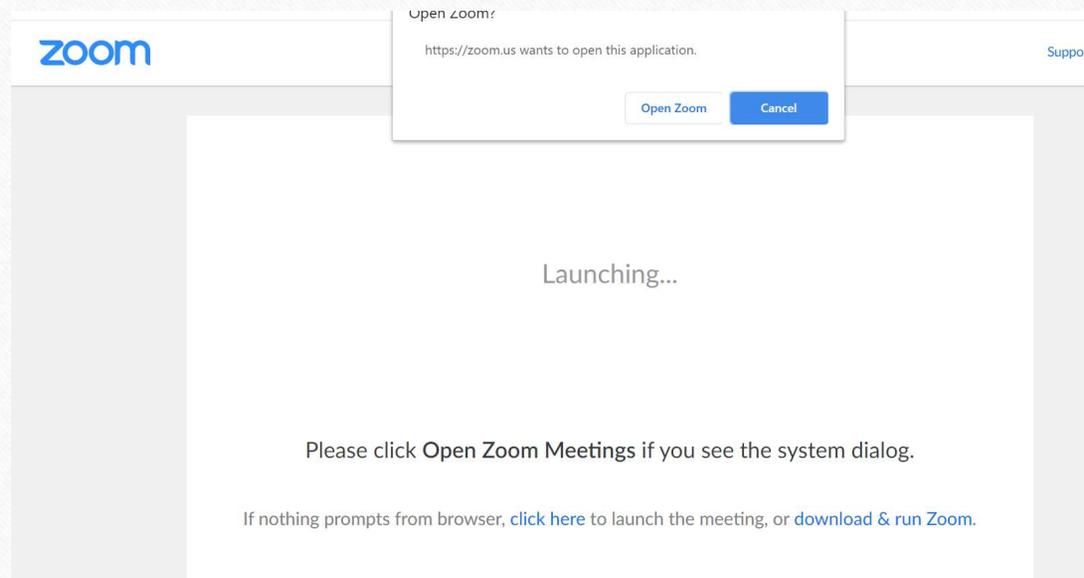
- A quiet space, if possible to limit noise, although you can click mute or the teacher can mute students when he or she is talking/another student is talking.
- To limit distraction, try to find a spot that you are comfortable with. You can choose to use a virtual background, like the Golden Gate bridge. This link can tell you more:

<https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

Zoom on the App



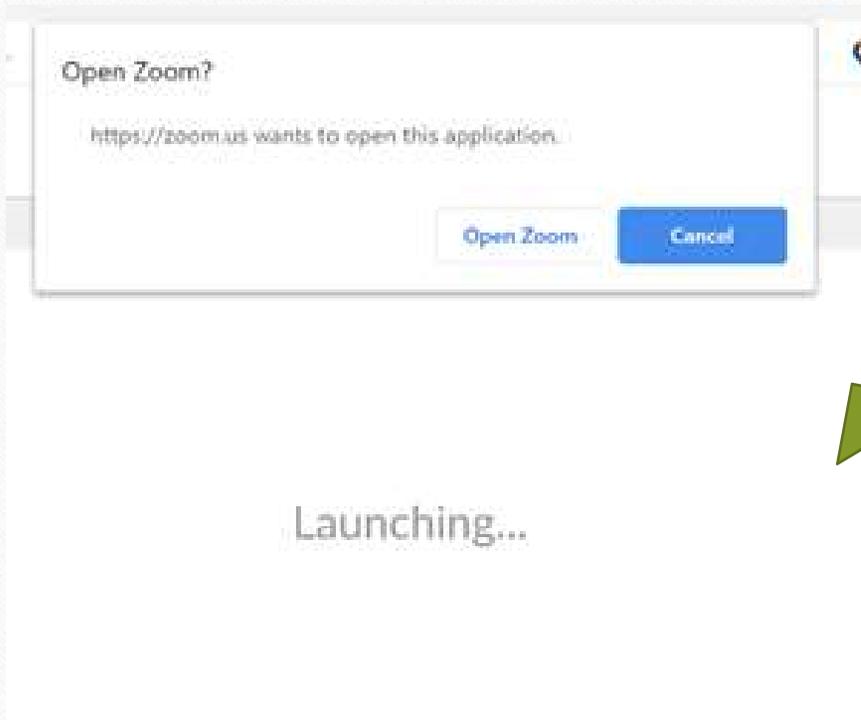
Zoom on a Computer



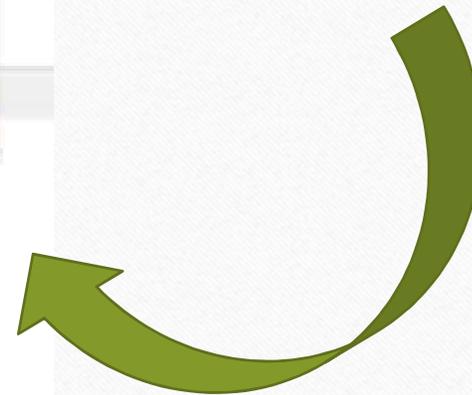
How Do I Get Into a Zoom Meeting?

- If on a computer, it will open in another tab or window.
- If on a mobile device, it is easiest to download the free Zoom app. Once you click the link, it will automatically open the app.
- It will ask you if you want to join the meeting with video and audio.
- This link will provide more information:

https://www.youtube.com/embed/hIkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1

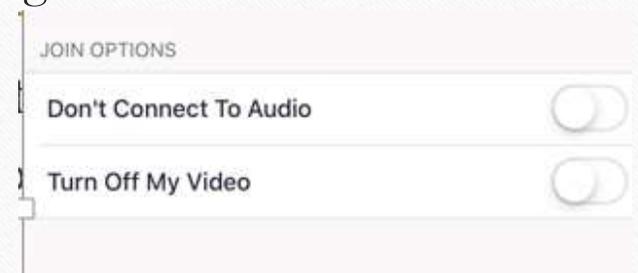
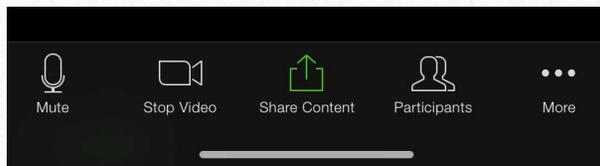


Example of the Zoom screen when first entering a meeting.



Do I have to use video or audio for the meeting?

- You do not have to use video. You can select to join with audio only. Your username will appear on the screen instead of your image/video.
- You can click on “Mute” at the bottom left of the screen during the Zoom meeting. This disables your audio, but still allows you to hear the speaker. You can “unmute” when you need to share something.



What if I need to leave the meeting?

Simply click **“Leave Meeting”** (it will be in red) if you need to leave the meeting.

