

HOW TO ZOOM - Installation and Basic Settings

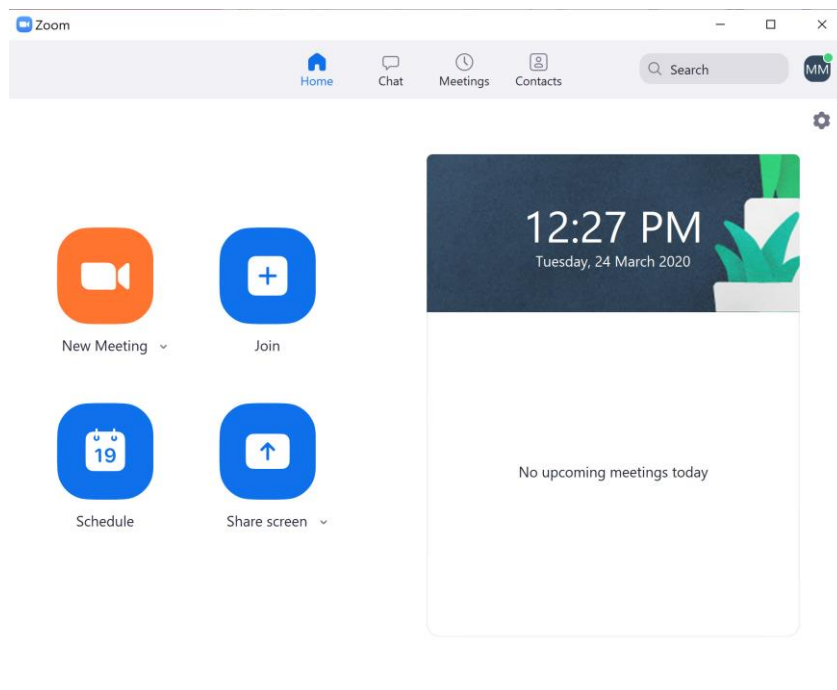
This tipsheet walks you through the process of downloading Zoom, along with the basic settings you will need for engaging in your online classroom.

Download Zoom (Choose **ZOOM CLIENT FOR MEETINGS**)

You may also wish to download Zoom for your smartphone. Choose the appropriate app store from the link above to download the app.

Start a New Meeting

1. Select **NEW MEETING** from the home window

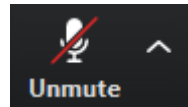


2. A new window should appear, utilising the default camera for your device. A Join Audio dialog window will prompt you to **JOIN WITH COMPUTER AUDIO**. It is

advised to select **TEST SPEAKER AND MICROPHONE** for initial set-up to make sure your device works properly.

3. Adjust Audio Settings

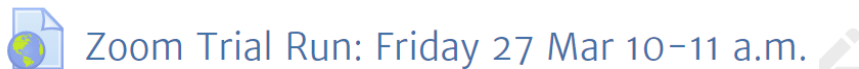
- In the bottom left corner of the Zoom Meeting Screen, click the up arrow (^) to the right of the microphone symbol. Click **AUDIO SETTINGS** at the bottom of the menu. Here you can test your speaker and microphone and make changes to your devices.



- STUDENTS: Tick the box to the left of **MUTE MY MICROPHONE WHEN JOINING A MEETING**. This will avoid unwanted noises annoying the class when you enter the online classroom.
- STUDENTS: Tick the box to the left of **PRESS AND HOLD SPACE KEY TO TEMPORARILY UNMUTE YOURSELF**. This allows you to press and hold the SPACE key when you want to talk without having to unmute your microphone.
- ✓ Automatically join audio by computer when joining a meeting
- ✓ Mute my microphone when joining a meeting
- ✓ Press and hold SPACE key to temporarily unmute yourself
- ✓ Sync buttons on headset

Join a New Meeting (Students)

1. Lecturers will be in touch with students via Carey Online with instructions for joining a meeting, or attending class online.
 - You will likely see a link in your Course Information page that looks something like one of the images below:



Matthew McKirland is inviting you to a scheduled Zoom meeting.

Topic: Understanding Culture

Time: Mar 30, 2020 01:45 PM Auckland, Wellington

Join Zoom Meeting

<https://zoom.us/j/640047627>

Meeting ID: 640 047 627

2. Simply click the link during the listed time, and you will be directed to a website that hosts the meeting.
 - If you have not downloaded Zoom to your computer, you will be asked to do so.
 - You may also go to <https://zoom.us/join> and enter the **MEETING ID**, if known. However, lecturers should provide a direct link to the meeting.
3. Follow the prompts to join the meeting with the video and audio options, and you will be able to participate in your session.

How to Mute Your Microphone

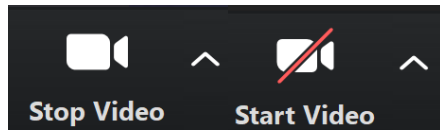
1. Muting your microphone is quite simple. STUDENTS: If you followed the instructions above to mute your microphone when entering a meeting and selected the option to press and hold the SPACE key to temporarily unmute your microphone, you should not have to worry about muting yourself.
2. However, to **MUTE** or **UNMUTE** yourself, simply click the microphone icon in the bottom left corner of the Zoom Meeting Screen. Your microphone is muted when the icon has a red line through it and says, **UNMUTE**.



How to Share Your Video

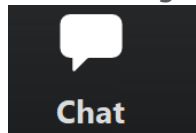
1. Lecturers will be sharing their video as they teach their synchronous Zoom sessions. Students may desire to use video of themselves to make the connection more personal. However, if your bandwidth does not support video or you wish to turn video off, simply click the video icon in the menu at the bottom of your Zoom Meeting Screen that says, **STOP VIDEO**.

2. To start your video, click **START VIDEO**. See icons below.



How to Chat

1. A useful feature in Zoom is the chat feature. With chat, you can send relevant messages to the entire class or to individual students. Lecturers may ask students to answer a question in chat, or you may wish to send a course-pertinent file or URL to another student without interrupting the entire class. To use chat, click **CHAT** in the Zoom Meeting screen menu.



2. A chat pane should appear to the right of the Meeting Screen that says **ZOOM GROUP CHAT**. Type your message in the textbox that says, **TYPE MESSAGE HERE**. Also, be sure to select the appropriate recipient(s) from the **TO** dropdown box.

