



# Student Zoom User Guide

## What you need to get started:

- An internet connected device (computer, laptop, mobile (Cell Phone/Tablet))
- Your meeting ID number or URL of the meeting.
- A headset or earbuds (If you're participating with a laptop or mobile device).

## Download and Launch the Zoom App:

- Click the link or URL to the Zoom meeting posted by your professor.
- You will be prompted to download the Zoom application (if you have not downloaded).
- Allow the Zoom Application to be installed.
- Once Zoom is installed, you can now begin to enter your meeting (enter your Name and confirm audio/visuals are connected).



## Download and Launch the Zoom mobile app:

The Zoom mobile app is available for both iOS (App Store) and Android devices (Google Play Store).

## 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 full-screen mode.)

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### With the Zoom menu bar, you are able to do the following:

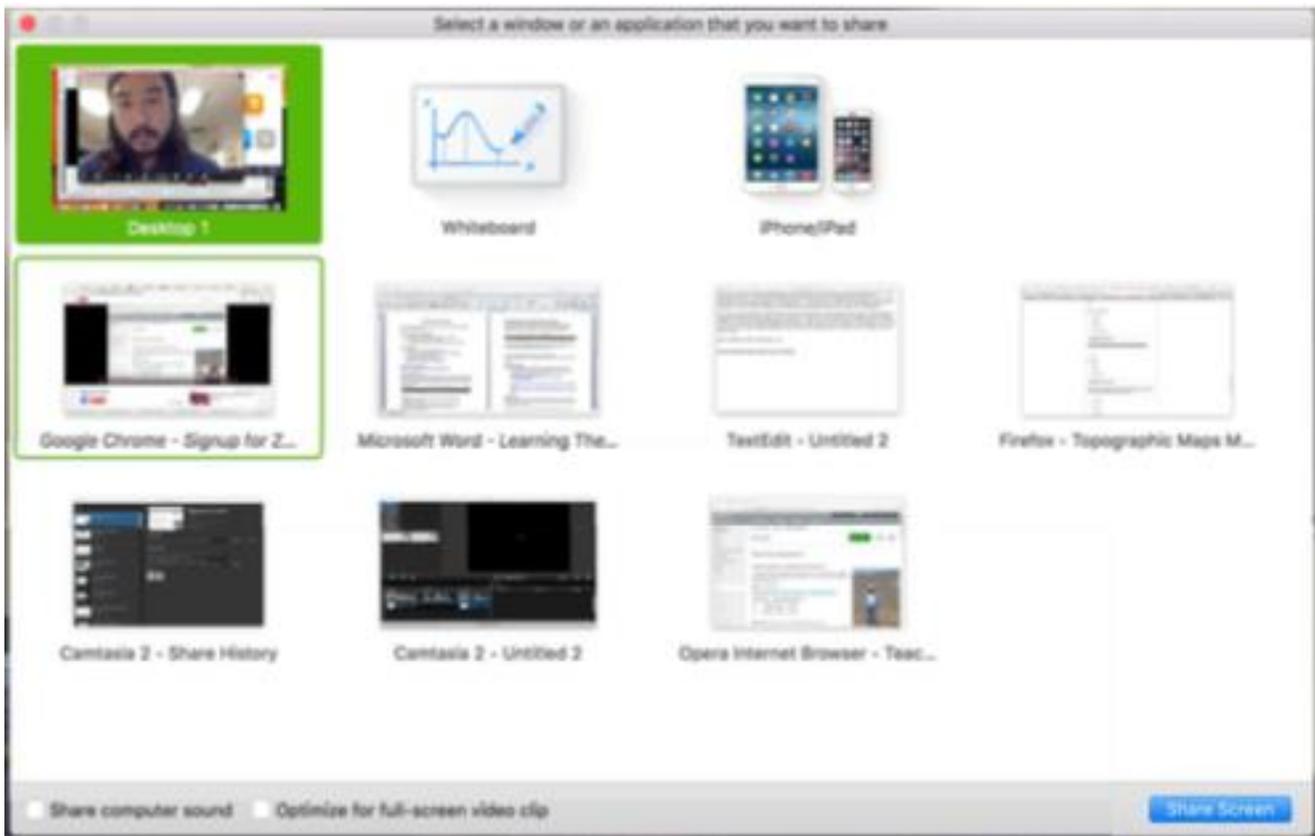
1. Mute/Unmute your audio (does not control the audio of other participants). You can also select your audio input here by clicking the up arrow next to the microphone icon.
2. Start/Stop your video. You can also select your video input here by clicking the up arrow next to the video camera icon.
3. Invite More people to join by email.
4. View a list of participants.
5. Share your desktop (everything you have open on your computer) or select a specific application to share. (only the host can enable the use of the feature).
6. Send a message to one person (using private chat) or to all participants (can be disabled by the host of the meeting).
7. Record the meeting (Typically the feature is only in use by the host of the meeting).
8. Leave or end the video meeting.

### Helpful Tips:

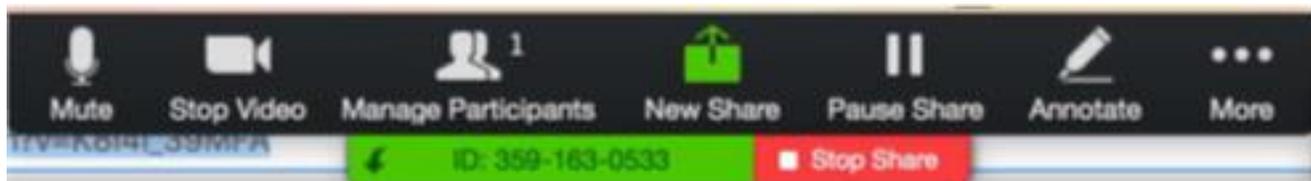
As a participant you might be asked to share your desktop of an application for presentation purposes. The host must enable this feature prior to use.



Once your host has enabled 'Share Screen', click on 'Share Screen' in the menu bar. Click on the Item you want to display, which will be highlighted in green, then click 'Share Screen'.



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:



### Best practices for Zoom meetings:

To make sure you get the most out of every session, you can use the tips below.

- Find a quiet location from which to join your session, and make sure you have access to a 'steady' LAN (hardwire) or Wi-Fi connection.
- Log-in to every session using your first name 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 (keep this in mind).
- Mute your Audio unless you are speaking (or in line to speak) to prevent unintentional distractions.
- When video is enabled, speak to the camera and not to the screen.

\* You are granted access at that time. If you have any questions please call 212.517.0580