

## Student “Quick Start” Guide to Using Zoom

Overview: In short, Zoom is a web-conferencing tool that allows you, your instructor, & your classmates to interact online. The goal of this guide is to get you up & running with the tool quickly but comfortably. There are a lot of “bells and whistles” to Zoom. Do not worry about those for now. We will focus on building your knowledge of Zoom as one would build a house, beginning with the foundation. We will add the walls & roof later.

Do not worry. The metaphorical skies are clear with no chance of rain on the horizon. Let’s do this!

### Gathering Your Tools

To join any Zoom meeting, you need the following three items –

1. Computer (desktop; laptop), or mobile device (smartphone; tablet)
2. A reliable internet connection (home internet; cellular data plan)
3. Zoom meeting web address (your instructor will provide this to you)



### Selecting Your Site

Whether you are building your knowledge of Zoom on the computer or on a mobile device, the steps are the same –

1. Click or copy-paste the web address your instructor provided you into your browser
2. Download the Zoom application to your computer or mobile device
3. Repeat Step 1 and click or copy-paste the web address again (if you aren’t loaded into the meeting)
4. Launch the Zoom application (if you are prompted)



Tip: the last 9 digits of the web address are called the **Meeting ID**. Once you have the Zoom application installed, simply click **Join/Join a Meeting**, enter the 9-digit Meeting ID, your full name, & click **Join**. Boom! You’re in the meeting!

*Want to download the mobile app now?*

- iOS (iPhone; iPad) = search for **Zoom** in Apple’s AppStore
- Android (most likely your device if not an iPhone or iPad) = search for **Zoom Cloud Meetings** in the Google Play store



### Getting to Work

You’ve now gathered your tools & determined how you will access your Zoom meetings. Great work! Now it’s time to get your hands dirty. Do not worry. Both the dirt & your hands in this instance are virtual. After all, our construction site exists purely in your mind & on the internet. No need to wash your virtual hands!

But seriously, wash your (real) hands. Be safe!

Tip: you can test your access to Zoom by entering <https://zoom.us/test> in your browser (computer or mobile device) & clicking **Join**. This is a great way to get comfortable working with your tools. Try it!

When you join any Zoom meeting, you will see a **menu bar** at the bottom of your screen. If you do not see it, you may need to move your mouse slightly or hover your cursor over the bottom of the screen. If you are on mobile, try tapping the bottom of your screen.

Eventually, you should see something that looks like this...



Let's tackle what each of these buttons do, in order –

1. **Mute/Unmute** = click to mute or unmute your audio
2. **Start/Stop Video** = click to share or stop sharing video from your webcam or mobile device camera
3. **Invite (not in mobile app)** = click if you need to help a classmate join a meeting
4. **Participants** = click to see a list of who is on the call
5. **Share Screen (Share Content in mobile app)** = click to share your desktop/screen (aka “everything!”), or to share specific files/items
6. **Chat (not in mobile app)** = click to view/send messages to/from other participants
7. **Record (not in mobile app)** = if you see this button, you may click to download a recording of the meeting to your computer
8. **Reactions (not in mobile app)** = click to quickly share either a “thumbs up” or “applause” emoji
9. **Leave Meeting** = click to exit when you're finished
10. **More (not shown; mobile app only)** = click to access the thumbs up/applause emojis, chat, and meeting settings

### Tips from the Pros

1. Find a quiet spot from which to join your meeting, or wear headphones.
2. Log in to your meetings using both your first & last name so others know who you are.
3. Mute your audio unless you are speaking.
4. Close any files, programs, or apps you do not need for the meeting. This will help with performance & keep you focused.
5. Need more help? Enter <https://support.zoom.us/hc/en-us> in your browser & click the “Getting Started” button.