Zoom – Quick guide for student (28.1.2021)

Joining a meeting

Install Zoom Client program to your computer: https://zoom.us/download

The teacher/meeting Host will give you the link or ID to Zoom online meeting.

- For example: https://lut.zoom.us/j/437678218?pwd=a0J1R3B5WmFE (incl. Passcode)
- Or you can open the Zoom client and join with ID (for example 437-67-821) and Passcode
- The Zoom link can also be in Moodle Zoom activity
- **Participating Zoom meeting does not require Zoom account.** Creating a free account is possible.

Click the link and launch Zoom client (or 'download and run Zoom' when you open the meeting link).
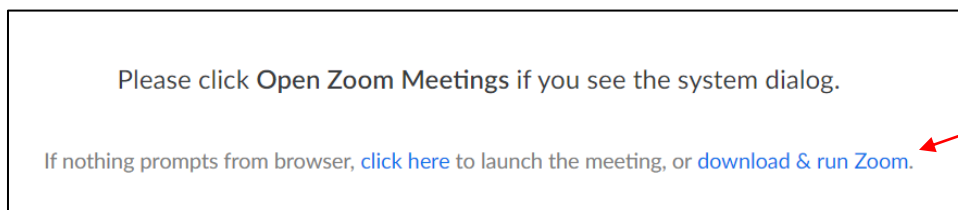
If the Zoom client doesn't start automatically, find it in Downloads folder and start it.

When joining meetings, open the Zoom client when prompted to do so. **You don't need Zoom account for joining a meeting!**

Downloading and using the Zoom client is important since the web browser version has limited functions!
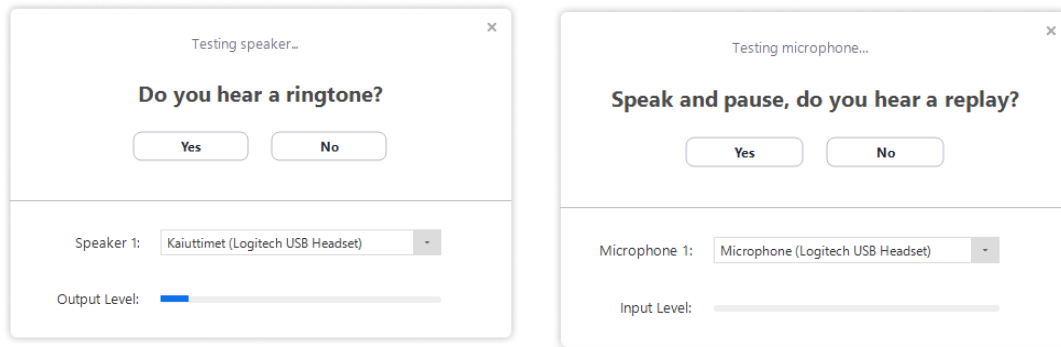
Test speaker and microphone

Best audio equipment for Zoom is a headset microphone (not wireless). Bluetooth heatsets will work, but the audio quality may be poor. General headphones distributed usually with mobile phones are suitable also if they have a mic.

Once you have downloaded the Zoom client and open the meeting link with it, *Join with computer audio* OR test your speaker and microphone.
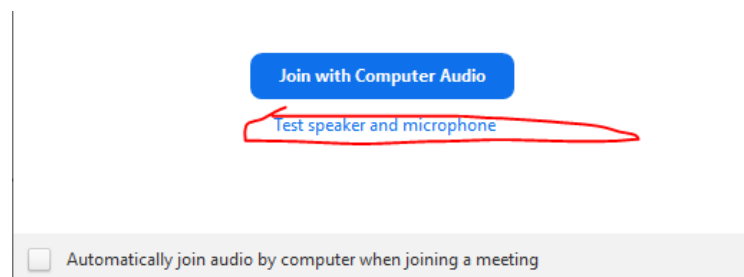
Select the correct speaker and microphone and test them.

Once you have tested the speaker and microphone, **Join the meeting with computer audio**.

Meeting tools

You have the possibility to use a microphone and video camera. The teacher can mute all participants before the meeting. Do not turn the microphone on until asked to do so. This also concerns the video. The meeting Host can close your microphone and other meeting activities may have been prohibited.

You can see the tool bar by hovering your mouse at the edge of the Zoom client window. You can leave the meeting by clicking *Leave Meeting*.
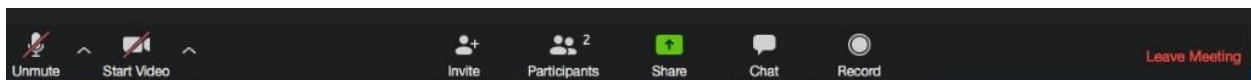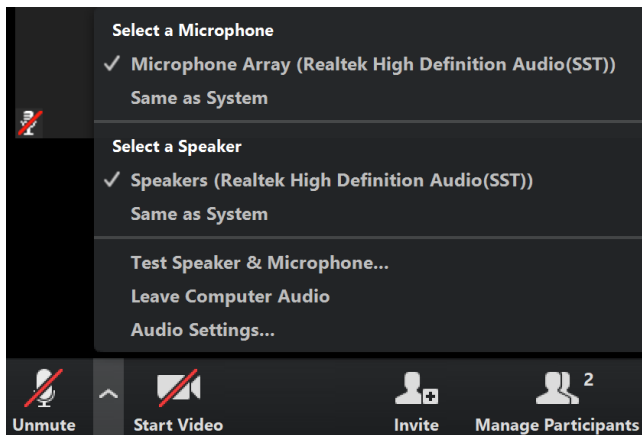
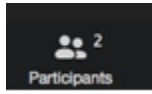**Microphone:**

Mute/Unmute microphone by clicking the microphone icon.

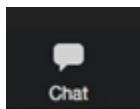*Start /Stop video* by clicking the video camera icon.

Participants

You can see all participants by clicking *Participants*. You can rename yourself (if the rename function has not been disabled) and mute/unmute your microphone.

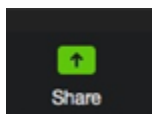In the participants window you can also Raise hand, vote (Yes/No) etc.

Chat

You can chat with the other participants. You can also chat privately with someone (if private chat has been allowed by the meeting host).
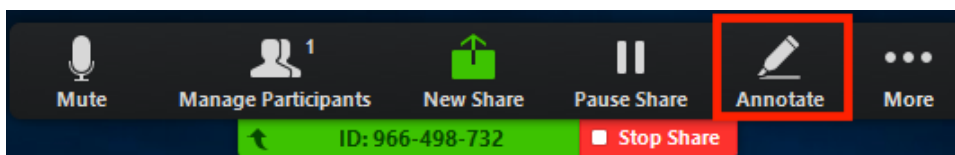
Share

If the teacher/host isn't sharing anything, the participants can share their screen.

Annotate

Meeting participants can annotate on a shared screen as a viewer or the one that started sharing your screen. You can also use annotation tools when sharing or viewing a whiteboard. (The meeting host can disable attendee annotation)

 While viewing a shared screen or shared whiteboard, click View Options > Annotate at the top.
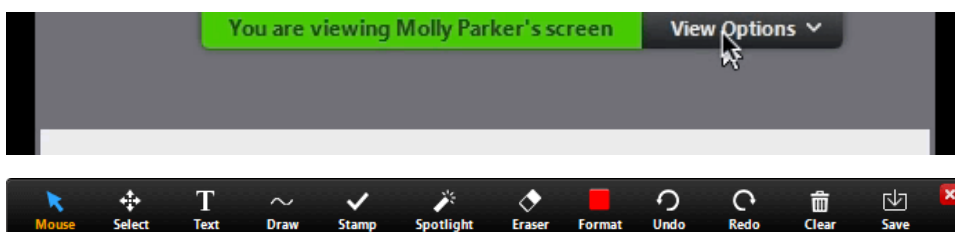
- Text: Insert text
- Draw: Insert lines, arrows, and shapes.
- Stamp: Insert predefined icons like a check mark or star.
- Spotlight / Arrow: Turn your cursor into a spotlight or arrow
- Eraser: Click and drag to erase parts of your annotation.
- Format: Change the formatting options of annotations tools like color, line width, and font.
- Undo: Undo your latest annotation.
- Redo: Redo your latest annotation that you undid.
- Clear: Delete all annotations.
- Save (only available if you started the shared screen or whiteboard): Save all annotations on the screen as a screenshot. The screenshot is saved to the local recording location, you can navigate to the right folder by clicking *Show in folder* which displays briefly when you save annotations.

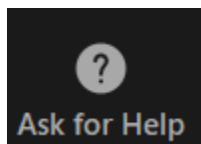More instructions on using annotation tools

Breakout Rooms

The teacher can use Breakout rooms for group work.

Students can be assigned to the rooms automatically or manually. It is possible to join by student if this is allowed.
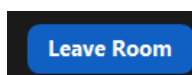
Breakout rooms are technically same as normal meeting.

In a Breakout room, students can call help (Host) by clicking *Ask for help.*

You can leave for Main room by clicking *Leave Room*.

Zoom support: https://support.zoom.us/hc/en-us