



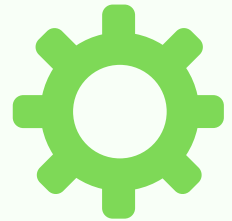
# ZOOM STUDENT GUIDE

## WHAT IS ZOOM?

Zoom is an online web conferencing tool used to conduct virtual meetings. Your facilitator at USC will be using this to conduct online lectures, virtual office hours and group sessions.

## WHAT YOU NEED TO GET STARTED?

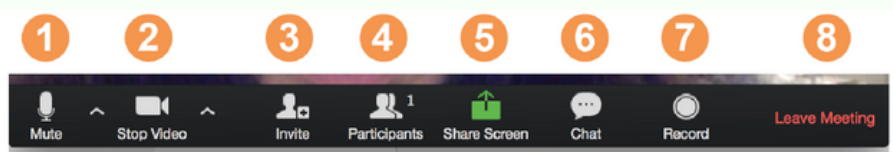
- An internet connected computer, laptop, or mobile device
- Your meeting ID number or URL of the meeting
- A headset or ear buds (if you're participating with a laptop)



## DOWNLOAD & INSTALL

- Before you use Zoom, you must install the Zoom software for your device.
- Start by going to <https://uscaribbean.zoom.us> and click Download in the footer. Download the Zoom Client for Meetings.
  - For iOS, search "Zoom" on Apple AppStore or open Safari, and enter zoom.us. It will direct you to <http://itunes.apple.com/us/app/zoom.us-cloud-video-meetings/id546505307>
  - For Android, search "Zoom Meetings" on Google Play. It will direct you to <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>
- Click the link or URL to the Zoom room posted by your facilitator.

## THE ZOOM MENU BAR



With the Zoom Menu Bar you are able to do the following:

1. Mute/unmute your audio (not the audio of the participants). You can also select you audio input here by clicking the up arrow next to the microphone icon.
2. Start/stop your video. You can also select you video input here by clicking the up arrow next to the video camera icon.
3. Invite more people to join by email, IM, or meeting ID
4. View a list of participants
5. Share your desktop (everything you have open) or select a specific application to share (e.g., Microsoft Word)
6. Send a message to one person (using private chat) or to all participants
7. Record the meeting (if you have been granted permission)
8. Leave or end the video meeting

# MEETING TOOLS & CONTROLS

## AUDIO

- **Join** audio by phone or by computer.
- Choose **Join** Audio by Computer to connect your computer's speaker and microphone to the Zoom meeting.
- You can test your audio connection before joining by **clicking** the **Test Computer Audio** link.

## VIDEO

- Before or during a meeting, **click** Settings in the Zoom app menu.
- **Click** on the Video tab to preview your camera or **click** the drop-down arrow to choose a different camera.
- During a meeting, **click Video** in the meeting toolbar to start or stop your video.

## CHAT

- Click **Chat** to instant message with other participants while in the meeting.
- In the **Chat** panel, click the dropdown to select if you want the message to go to everyone in the meeting or a single participant.

## SUPPORT

Visit <https://support.zoom.us/hc/en-us/categories/200101697> for latest support requests

## SOME TIPS

Here are some best practices and tips:

- Find a quiet location from which to join your session, and make sure you have access to a fast LAN connection or excellent Wi-Fi signal
- Log in to every session using your full first 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
- 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.
- Mute your audio unless you are speaking (or in line to speak) so as to prevent unintentional background noise from disrupting the conversation.
- When video is enabled, speak to the camera (and not to the screen).  
Make sure you have access to a power source. Video drains your battery.

