

Zoom Instructions for Students

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. For people to see you, you need a webcam (usually built into computer). You can check your audio immediately upon joining a meeting.
2. You will receive a link for a videoconference from your instructor (posted or emailed). The notification will include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 9-digit **Meeting ID**.

To join the videoconference:

1. At the start time of your meeting, click on the link in your invitation to **join via computer**. You may be instructed to download the Zoom application. If you can – **DO IT!** Makes things easier.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”
3. You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the **Meeting ID** provided by your faculty.

To join audio via phone:

If you are having trouble hearing the meeting, join via telephone while remaining on the video:

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the **Meeting ID number** (also provided in your invitation) when prompted using your touch-tone (DTMF) keypad.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/StopVideo”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen
- Chat with others in Zoom session

Somewhere on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

More questions? Visit the Zoom [help center](#).