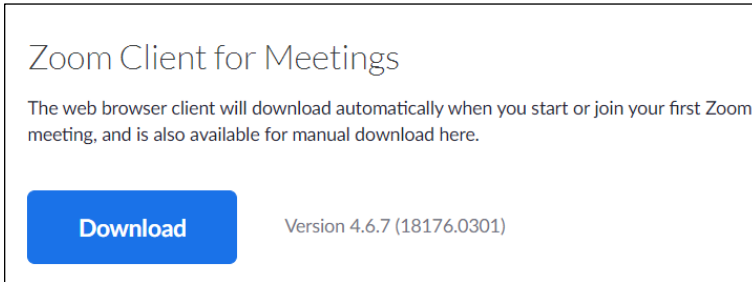


Zoom

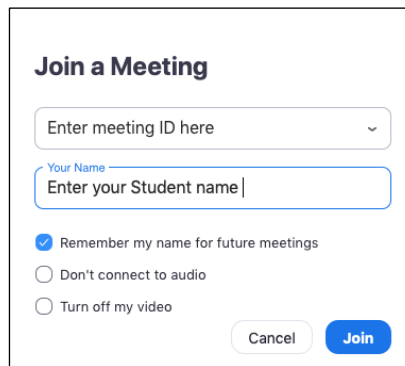
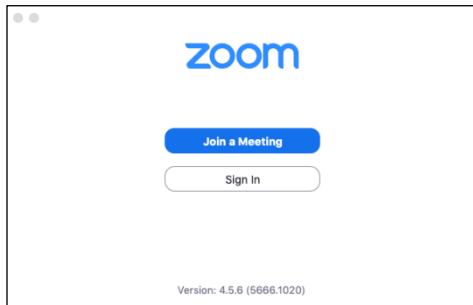
Student Guide – Joining a Meeting

DESKTOP APPLICATION (recommended)

1. Prior to your Zoom meeting, visit <https://zoom.us/download> & download “Zoom Client for Meetings”



2. When ready to join, click “Join a Meeting” – Enter the Meeting ID and your name.



3. Click “Join with Computer Audio” to use the microphone and speaker on your device or “Phone Call” to join via call-in number for audio.

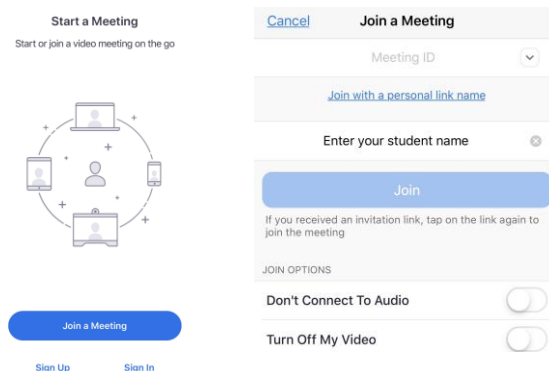
NOTE: Zoom Meeting URLs may also prompt you to download and join via desktop app.

MOBILE APPLICATION

1. Download the “ZOOM Cloud Meetings” app from your mobile phone’s app store.



2. When ready to join, open the app and click “Join a Meeting” – Enter the meeting ID and your name.



3. Click “Call Using Internet Audio” to use your phone’s microphone and speaker.

NOTE: You may be prompted to update settings to allow access to your camera and microphone.

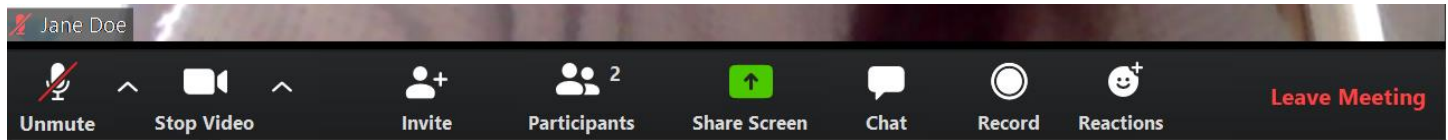
You will never need to sign in using your SMU credentials when joining a meeting.

Depending on your instructor’s settings, you may be put into a virtual waiting room before being admitted into the meeting.

Zoom

Student Guide – Inside a Meeting

DESKTOP APPLICATION



Audio and Video

Click the Microphone and Camera icons to mute/unmute microphone and start/stop camera. The ^ to the right of each icon will allow you to adjust your settings or switch inputs.

Participants/Chat

Opening the participants window allows you to see all participants in the meeting. Here, you can also share a reaction with your instructor and classmates. [raise hand, yes, no, go slower, go faster, etc.]

Opening the chat window allows you to chat with the group and privately to your instructor or another classmate, if allowed. You may also be asked to submit a file via chat.

Share Screen

If you are asked to present or share your screen, clicking Share Screen gives you the options of sharing: your desktop, a specific application, a whiteboard for annotation, a secondary camera, a portion of your screen, and more.

Views

When viewing only video, you can choose between Gallery View (all video feeds equal size) or Speaker View (active speaker is larger).

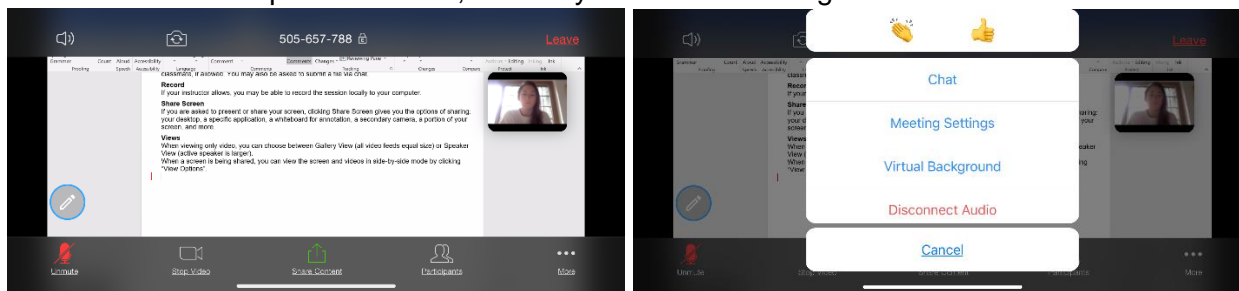
When a screen is being shared, you can view the screen and videos in side-by-side mode by clicking “View Options”.

Record

If your instructor allows, you may be able to record the session locally to your computer.

MOBILE APPLICATION

LIMITATIONS: No option to record, no ability to annotate during screen share.



NOTE: You can sign up for a free basic Zoom account at <https://zoom.us> if you'd like to host your own meetings for study sessions or group work. Basic accounts allow you to host unlimited timed 1:1 meetings and group meetings (2 or more participants) for a maximum of 40 minutes.